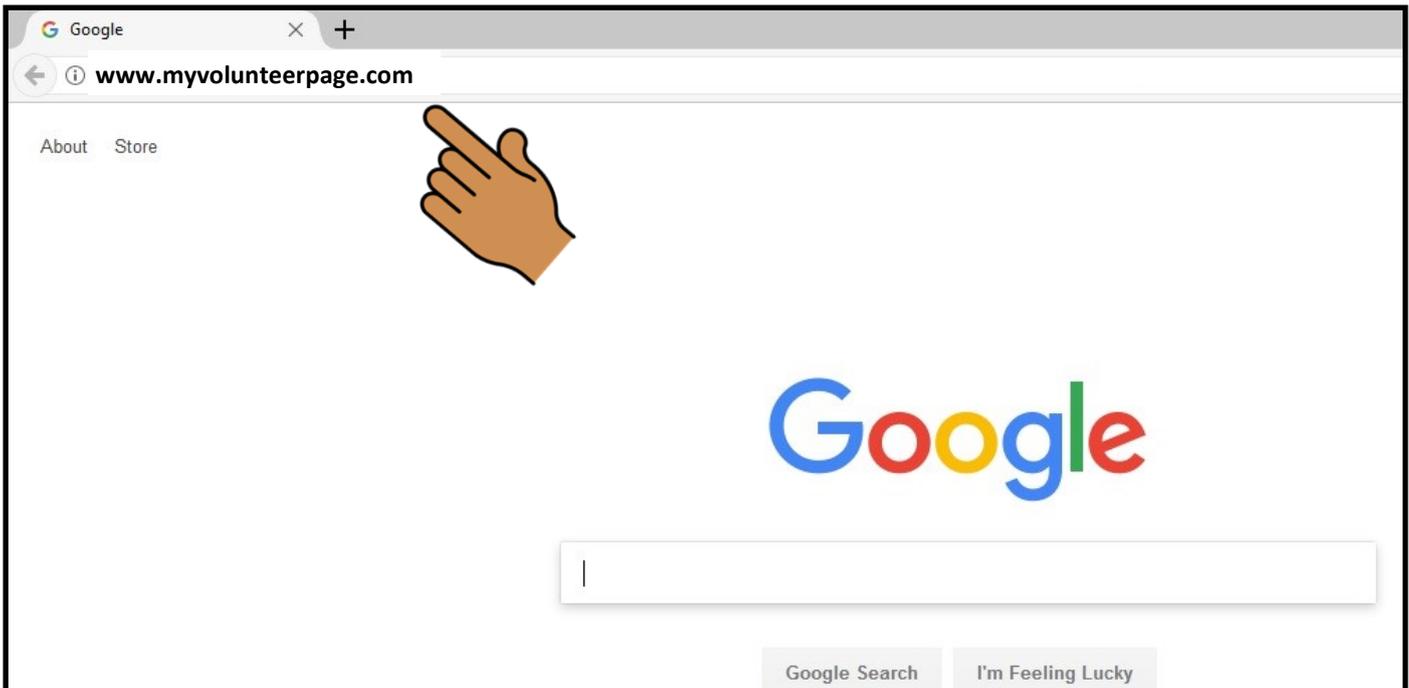


***Better Impact is the website where you will now log all of your volunteering hours. This short guide will show you how to sign in for the first time, sign up to events and log your hours. Contact your coordinator for more support.***

**1.** In your internet search bar (shown below), type **www.myvolunteerpage.com** and press the Enter key to search.



**2.** This will load the page below. Enter your individual username and password as shown below. The password is case sensitive, so copy it over carefully. Then click on the dark grey 'Login' button.

## MyVolunteerPage.com Login

**Login**

**Username**

Usernames **are not** case sensitive.

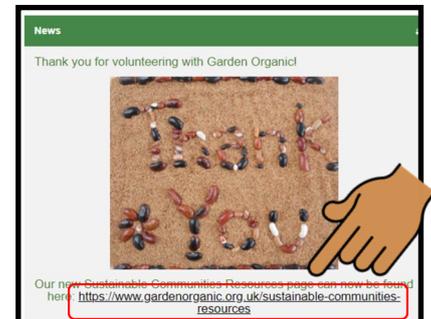
**Password**

Passwords **are** case sensitive.

[Forgot your username or password?](#)

**Login**

3. This is your homepage. It shows you how much volunteering you have done so far (below left). If you scroll down the page a little further, you will find a link to our online resources pages (below right).



4. Although you can arrange your own talks and events, most volunteers sign up to events your coordinator has arranged. To see all the events available, choose 'Opportunities' (between the 'Home' and 'Schedule' tabs).



5. Scroll down the page to find the event you want to sign up to. When you have found it, click on the name of the event.

**Let's Waste Less Volunteers**

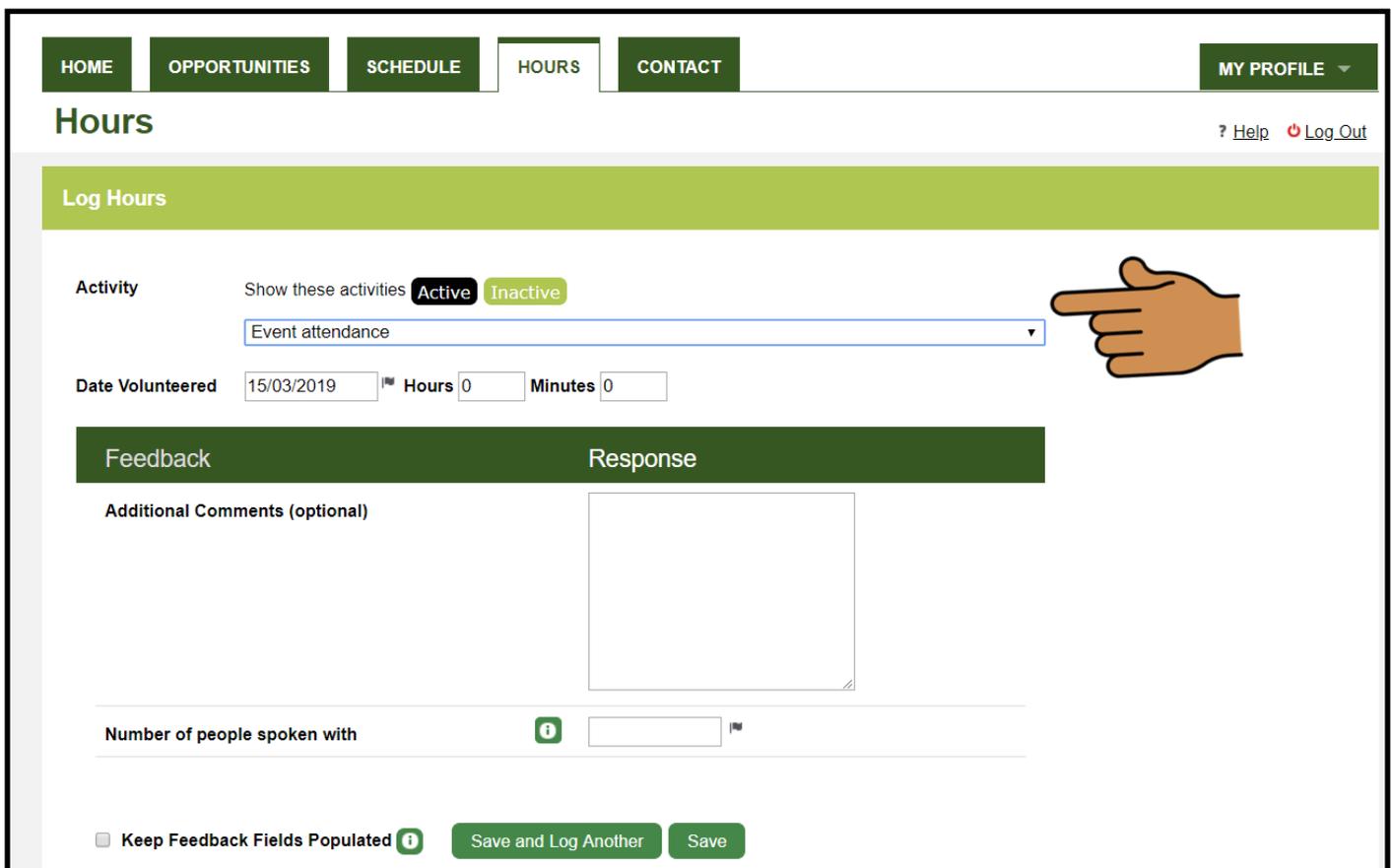
Events

ACTIVITY		SHIFTS	START DATE	END DATE
Food and Garden Show, Franche Primary School ***CONFIRMED***		1	23/05/2019	23/05/2019
Go Green Week, Worcester City Centre ***CONFIRMED***		3	11/04/2019	13/04/2019
Greener Living Event, Bewdley ***CONFIRMED***		1	06/04/2019	06/04/2019
Greener Living Event, Kidderminster ***CONFIRMED***		1	05/10/2019	05/10/2019
Hellen's Garden Festival, Much Marcle, near Ledbury ***CONFIRMED***		2	08/06/2019	09/06/2019

6. Scroll down to the bottom of the page where it says 'DATE' (see below). 'Openings' shows how many volunteering places are available. Select the picture of a person beneath 'Who?' to see who else is going. Click the 'Sign Up' button to volunteer at this event.

DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS
Saturday, 08 June 2019	09:00	17:00		5 / 6		<a href="#">+ Sign Up</a>
Sunday, 09 June 2019	09:00	17:00		6 / 6		<a href="#">+ Sign Up</a>

7. Now let's look at logging hours. Click on 'Hours' in the options across the top and you will see the screen below. Click in the dropdown menu indicated below and choose the kind of activity you wish to log hours for e.g. the name of the event your coordinator arranged or 'Event attendance', 'Admin/Prep', 'Informal chat' or 'School support'.



HOME OPPORTUNITIES SCHEDULE **HOURS** CONTACT MY PROFILE

## Hours

? Help Log Out

### Log Hours

Activity Show these activities **Active** Inactive

Event attendance

Date Volunteered 15/03/2019 Hours 0 Minutes 0

Feedback Response

Additional Comments (optional)

Number of people spoken with

Keep Feedback Fields Populated [Save and Log Another](#) [Save](#)

8. Then select the date you volunteered and how long in hours and minutes. You can add some comments if you wish, but this is optional. Finally, type in how many people you spoke to and don't forget to click 'Save' or 'Save and Log Another' if you have more to do.