



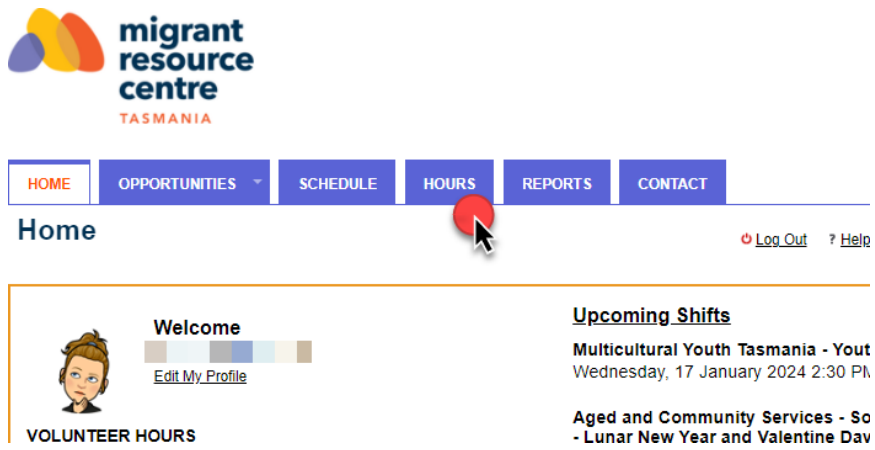
Recording your volunteer hours through MyImpact Page

You can log your volunteer hours for each shift or activity you are signed up to (or assigned to). If you cannot see your activity, or you are not sure what you did, please contact us.

- Log into your [MyImpact Page](#)



- Click on the Hours tab



- Select the activity from the drop-down menu. If you have been assigned or you have signed up for the activity it should be visible on the drop-down list. Please contact us if you cannot see the activity. In this example, we are recording hours for HSP Client Support.

Activity Show these activities **Active** **Inactive**

Date Volunteered

Save and Log

Please select an activity

Please select an activity

Aged and Community Services - Social Groups

Social Group - Lunar New Year and Valentine Day Celebration

Social Groups (February 2024)

Humanitarian Settlement Program

Client Support

Multicultural Youth TAFE

Youth Drop-in (Glen...

- Enter the date and amount of time you volunteered.

Activity Show these activities **Active** **Inactive**

Client Support

Date Volunteered 12/01/2024 Hours 2 Minutes 0

Feedback	Response
Please include any comments you may have about this volunteering activity	Supported the client to attend an appointment at TAFE.

Keep Feedback Fields Populated

Save and Log Another **Save**

Depending on the activity, you may be asked to complete some feedback on the activity. These are generally not compulsory, but can benefit the reporting process.

- Click on **Save** **or** **Save and Log Another**

Save and Log Another opens another log hours window. This is good if you are entering hours for multiple activities.