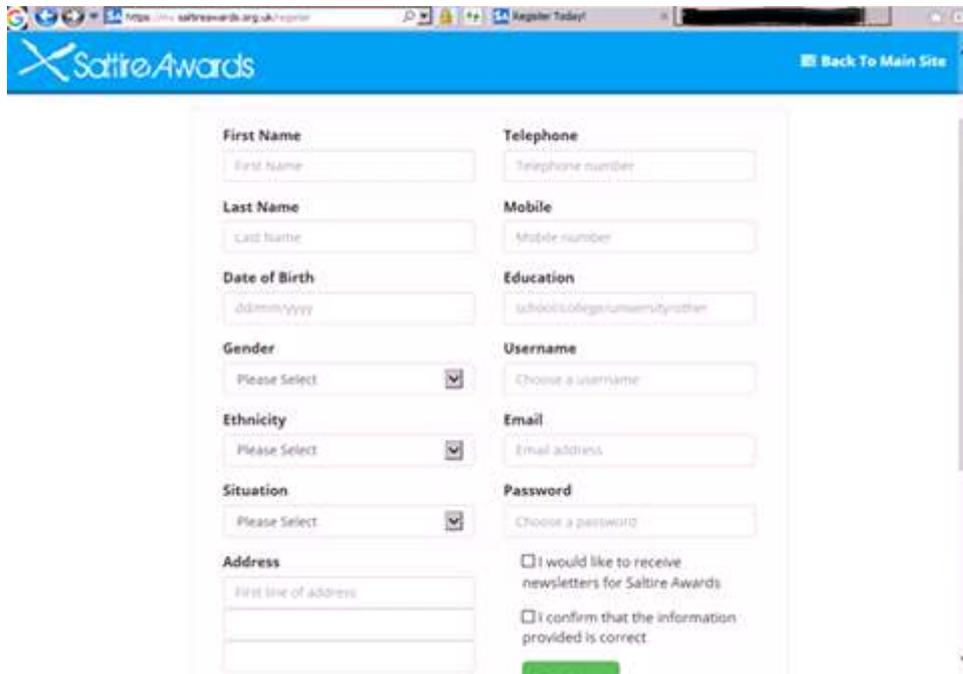


Saltire Awards: Getting started

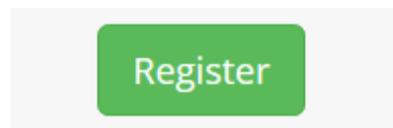


Click **Sign up Today**

Complete the registration form below



The screenshot shows a web browser window with the URL <https://www.saltireawards.org.uk/register>. The page header features the Saltire Awards logo and a "Back To Main Site" link. The registration form is divided into two columns. The left column contains fields for: First Name, Last Name, Date of Birth (dd/mm/yyyy), Gender (Please Select), Ethnicity (Please Select), Situation (Please Select), and Address (First line of address). The right column contains fields for: Telephone (Telephone number), Mobile (Mobile number), Education (schools/colleges/university/other), Username (Choose a username), Email (Email address), and Password (Choose a password). At the bottom right of the form, there are two checkboxes: "I would like to receive newsletters for Saltire Awards" and "I confirm that the information provided is correct". A green "Register" button is located at the bottom center of the form.



Complete all the mandatory fields and click Register

You should see the below screen.

Account Not Active

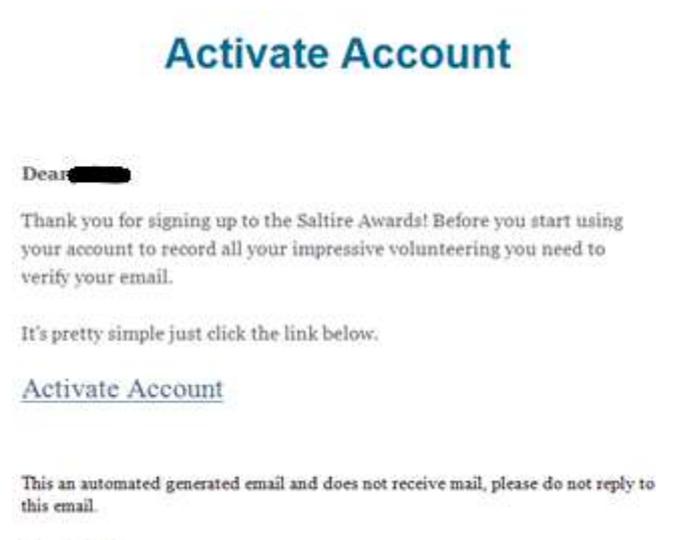
Hi

Thank you for signing up with the Saltire Awards. Your account has not been activated yet. You will need to check your mailbox () for the activation link we sent you.

If you need further help see the options below

Resent Activation Email	Incorrect email	Changed your mind
If you have not received your activation you can resend it. Be sure to check the troubleshoot first	If you have registered with the wrong email address don't panic! You easily change it	If you no longer want to continue with Saltire Awards you delete your account
Resend Activation	Change Email	Delete Account

Check your emails for your confirmation email (see example below).



If you are not receiving your activation emails, check out the solutions below

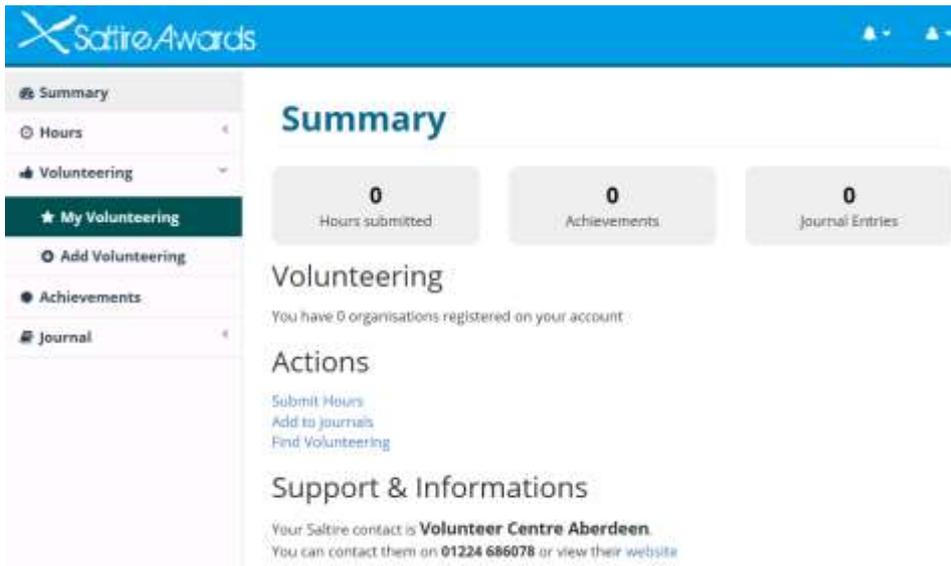
- Check your Junk/Spam folder
- Check you signed up with the correct email
- Using a school email? Check with teachers as the emails may be blocked
- Add **@saltireawards.org.uk** to your safe senders list and resend activation email
- If the solutions above do not work please contact for support

Click **Activate Account** in the confirmation email. You should see the following screen.



Your account has been activated!

The Home Screen



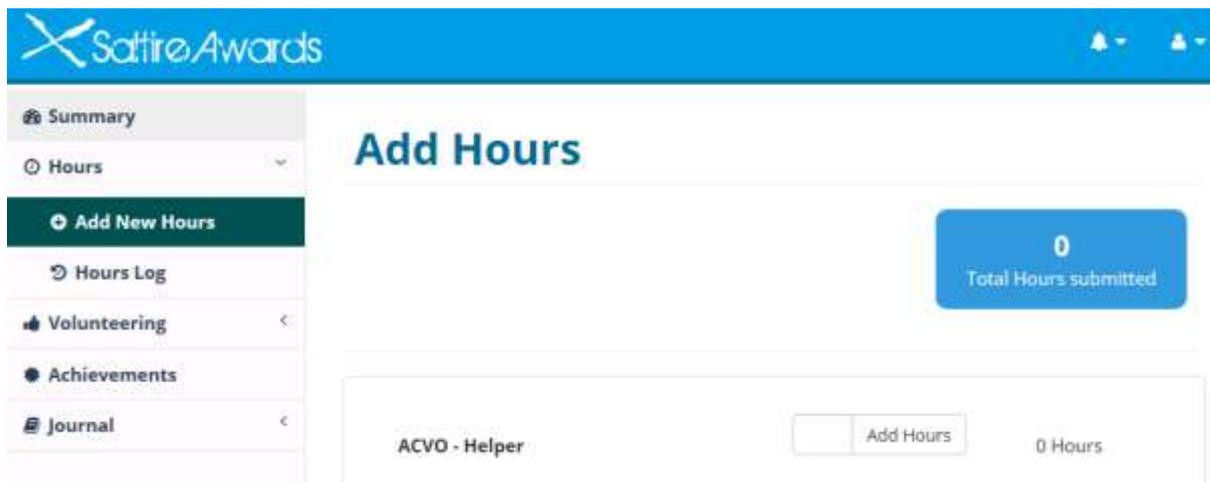
Here is where you can add your hours you have volunteered for organisations.

First you must add the organisation you are volunteering for.

Go to the *Volunteering* tab then to *Add Volunteering*. Complete the mandatory fields with information about your role at the organisation and a supervisor's contact details. This is so that your hours can be confirmed when you claim an achievement.

The screenshot shows the 'Add Volunteering' form in the Saltire Awards system. The left sidebar is identical to the previous screenshot, with 'Add Volunteering' highlighted. The main content area is titled 'Add Volunteering' and contains several input fields. The 'Role' field has a placeholder 'role'. The 'Organisation' field has a placeholder 'Organisation'. The 'Address' section includes a 'First Line of address' field and two empty text boxes. The 'Town' field has a placeholder 'Town'. The 'Postcode' field has a placeholder 'Postcode'. The 'Date Started' field has a placeholder 'Date Started'. Below these are three fields for supervisor information: 'Supervisor First Name' (placeholder: 'Volunteer supervisor first name'), 'Supervisor Last Name' (placeholder: 'Volunteer supervisor last name'), and 'Supervisor First' (placeholder: 'Volunteer supervisor telephone number'). A URL bar at the bottom left shows 'https://my.saltireawards.org.uk/volunteering/new'.

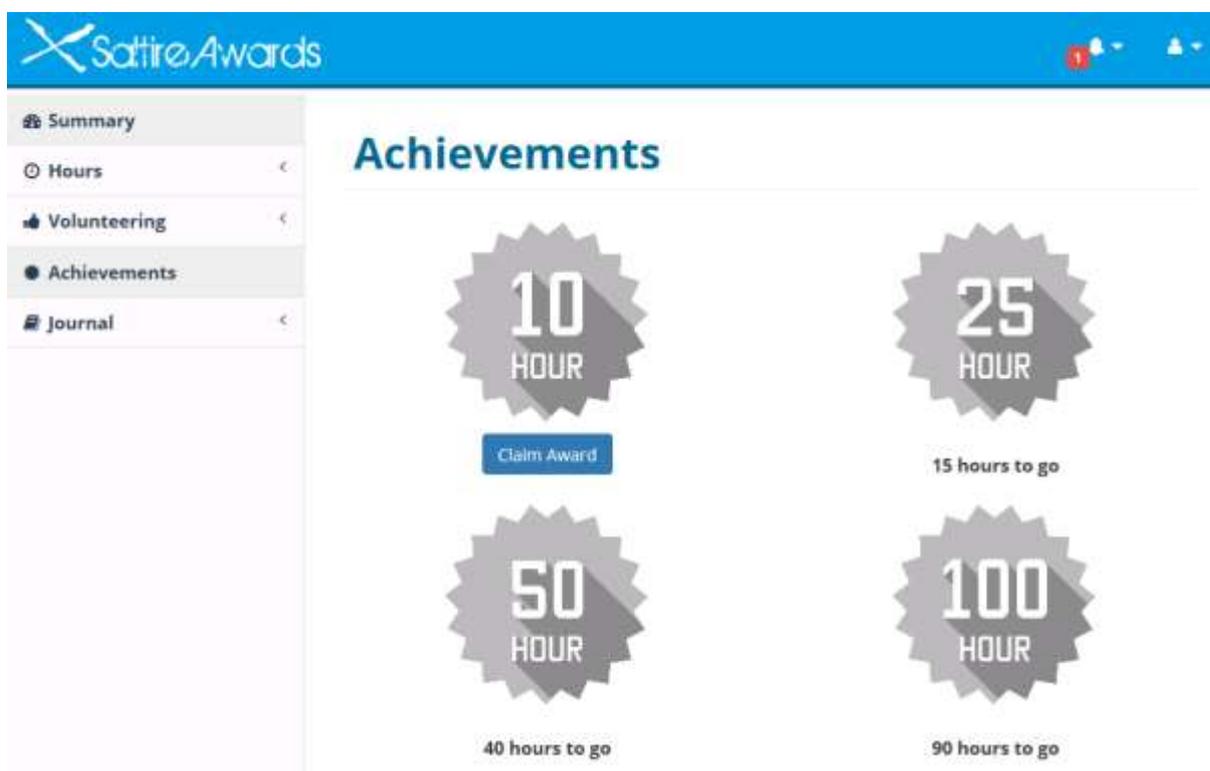
Once you have started volunteering you should begin to add your hours on your profile.

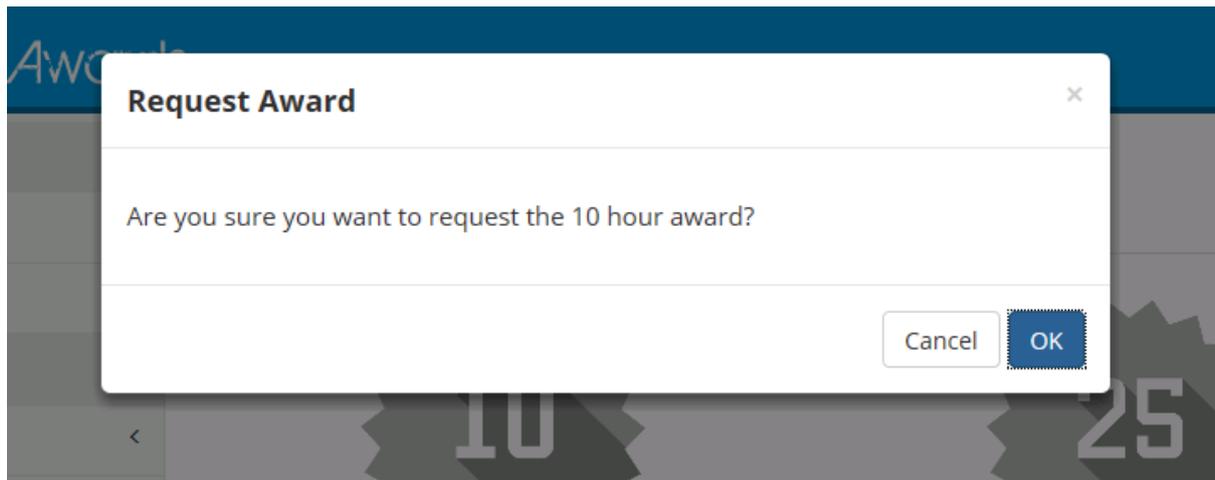


Click the *Hours* tab >>>>> click *Add New Hours*. Insert the number of hours you have completed the last time you volunteered then click *Add Hours*.

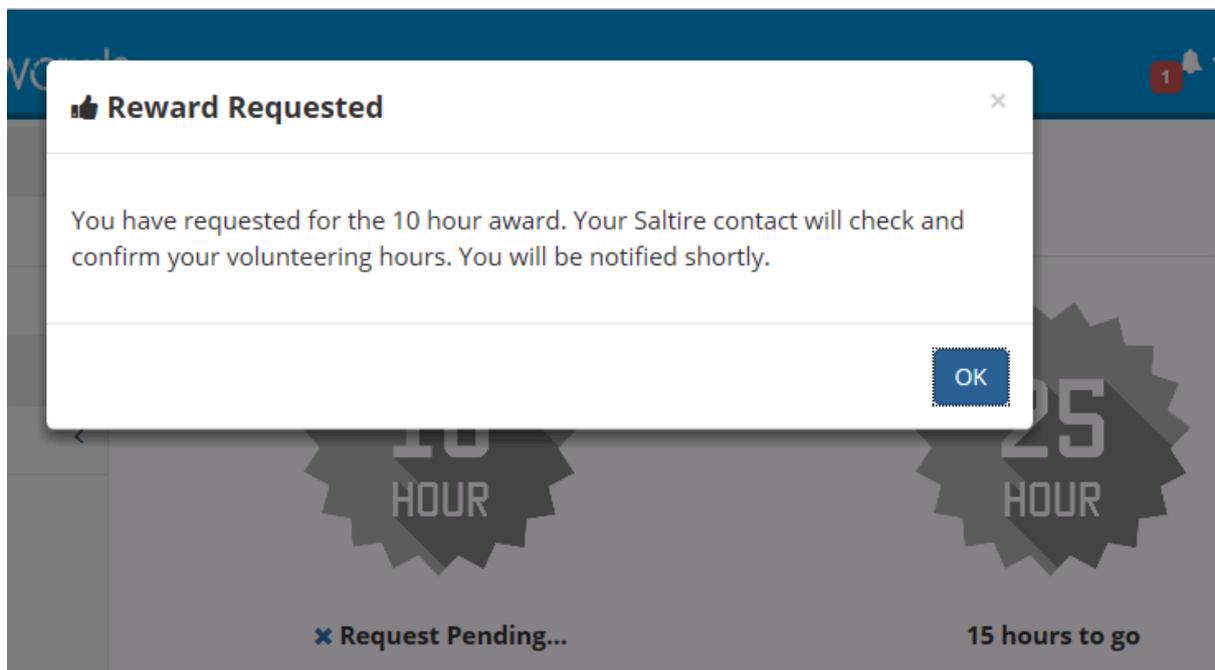
You can check back on the hours you have done in the *Hours Log*. you should screen print this and print it out to help you confirm your hours with your supervisor.

Once you have accrued the following total hours 10 hours/25 hours/ 50 hours/ 100 hours/ 200 hours/ 500 hours...you can claim an award. Click the *Achievements* tab and Claim your latest award.





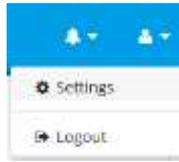
Click OK.



Your Saltire contact will get in touch with your supervisor to confirm your hours are accurate. You will then be sent a certificate.

FAQs

You can change your username, email address and personal details in settings in the top right hand corner.



You can volunteer for more than one organisation; add them separately in the Add Volunteering tab if you do so.

If you have volunteered already and are now signing up to the Saltire awards you can claim hours you have volunteered the past two years in arrears.

By making things clear such as hours, start dates etc with your chosen organisation(s) it helps them confirm your hours and helps the Saltire contact at the volunteer centre get your certificates to you quicker.