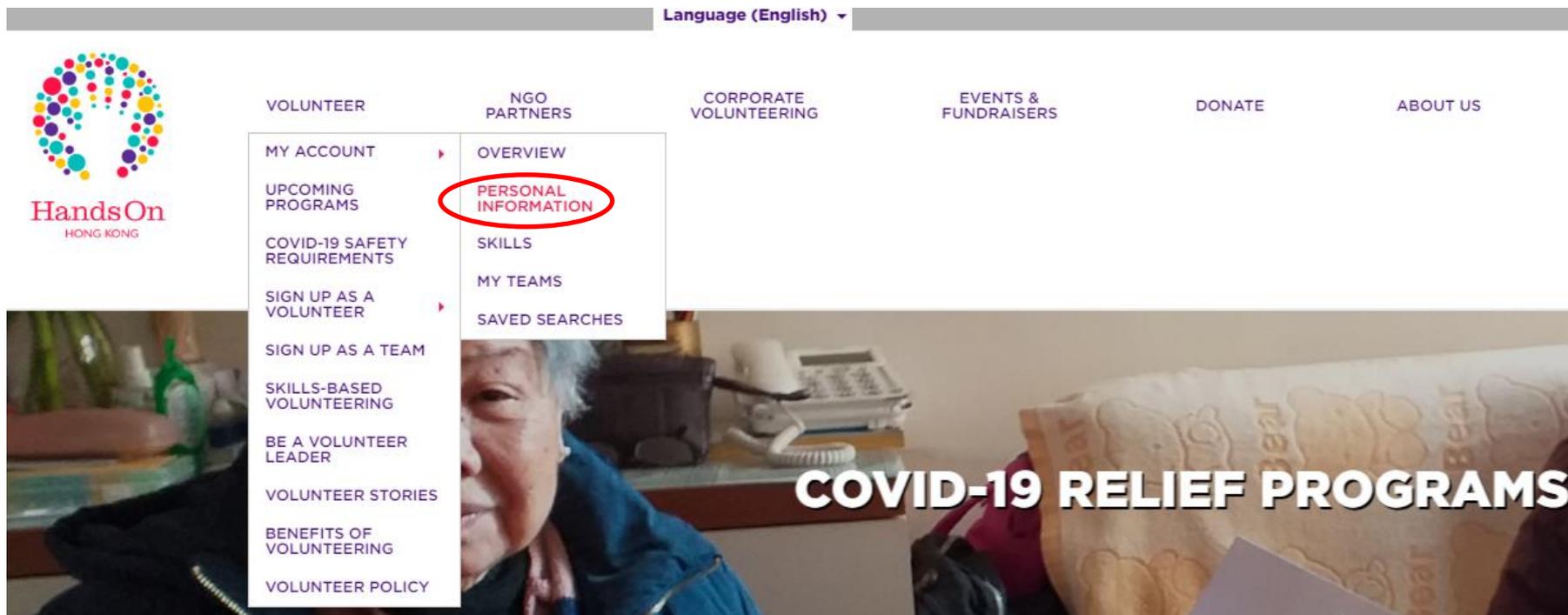


Volunteering with HandsOn
GETTING STARTED



UPDATING PERSONAL INFORMATION PROCESS



The screenshot shows the website interface for Hands On Hong Kong. At the top right, there is a language selector set to "Language (English)". The main navigation bar includes links for "VOLUNTEER", "NGO PARTNERS", "CORPORATE VOLUNTEERING", "EVENTS & FUNDRAISERS", "DONATE", and "ABOUT US". The "VOLUNTEER" dropdown menu is open, listing options such as "MY ACCOUNT", "UPCOMING PROGRAMS", "COVID-19 SAFETY REQUIREMENTS", "SIGN UP AS A VOLUNTEER", "SIGN UP AS A TEAM", "SKILLS-BASED VOLUNTEERING", "BE A VOLUNTEER LEADER", "VOLUNTEER STORIES", "BENEFITS OF VOLUNTEERING", and "VOLUNTEER POLICY". The "PERSONAL INFORMATION" option is circled in red. Below the navigation, a banner image features an elderly woman and a paper bag with the text "COVID-19 RELIEF PROGRAMS".

Step 1: Please login in and click Volunteer → My Account → Personal Information

UPDATING PERSONAL INFORMATION PROCESS

Personal Information For

David Li

Please keep your contact information, account information and volunteer profile up-to-date. This will help us connect you to the volunteer information you need!

SAVE

SAVE & GO TO SKILLS

BASIC INFO

First Name *	<input type="text" value="David"/>
Last Name *	<input type="text" value="Li"/>
Date of Birth *	<input type="text" value="12"/> <input type="text" value="July"/> <input type="text" value="1991"/>

Step 2: Update your personal information. Those with * must be filled. E.g. *Date of Birth*

UPDATING PERSONAL INFORMATION PROCESS

Do you have special skills that you would like to share as part of your volunteer service? If so, please complete your skills profile below and keep it up-to-date. This will help us match you with the right volunteer opportunities and allow you to sign-up for opportunities requiring your special skills!

UPDATE

Accept Invitations - Are you open to receiving email invitations to volunteer for opportunities that are good matches for your skill profile?

Yes No

CANTONESE

Cantonese None Low Medium High Expert

ADD TRAINING / CERTIFICATION

ENGLISH

English None Low Medium High Expert

ADD TRAINING / CERTIFICATION

FIRST AID

GRAPHIC DESIGN

Step 3: Click **Cantonese** and choose the level you have. Click **English** and choose the level you have. Once finished, click Update

Once you have updated all the personal information, you should be able to sign up the volunteer events on the calendar.