

Volunteering with HandsOn  
**GETTING STARTED**







# UPDATING PERSONAL INFORMATION PROCESS

The screenshot displays the website's navigation structure. At the top left is the 'HandsOn HONG KONG' logo. A 'Language (English)' dropdown menu is positioned at the top center. On the right, there are links for 'CALENDAR' and 'Logout'. The main navigation bar includes: VOLUNTEER, NGO PARTNERS, CORPORATE VOLUNTEERING, EVENTS & FUNDRAISERS, DONATE, and ABOUT US. A dropdown menu under 'VOLUNTEER' lists: MY ACCOUNT, UPCOMING PROGRAMS, SKILLS-BASED VOLUNTEERING, SIGN UP AS A VOLUNTEER, SIGN UP AS A TEAM, VOLUNTEER STORIES, BE A VOLUNTEER LEADER, and VOLUNTEER POLICY. A sub-menu for 'MY ACCOUNT' is open, showing: OVERVIEW, PERSONAL INFORMATION (highlighted in red), SKILLS, SKILL DOCUMENTATION, MY TEAMS, and SAVED SEARCHES. Social media icons for Facebook, Instagram, and LinkedIn are on the right. The main banner features a large group of volunteers with the text 'BE THE CHANGE. VOLUNTEER.' Below the banner is a section titled 'PROGRAMS NEEDING VOLUNTEERS' with navigation arrows. A URL bar at the bottom left shows 'https://ps0184ut.handsonconnect.org/volunteer-personal-information'.

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

# UPDATING PERSONAL INFORMATION PROCESS

 PARTNERS VOLUNTEERING FUNDRAISERS

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 \*

Last Name \*

Date of Birth \*

### CONTACT INFO

Home Street

Home City

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

# UPDATING PERSONAL INFORMATION PROCESS

**UPDATE**

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

Yes  No

**Maximum Distance** - If you are willing to accept invitations, what is the maximum distance that you would be willing to travel for an opportunity?

Select One ▾

**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.