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**Recording your Visits**

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| To ensure you are correctly credited with all your volunteering hours, you **must** record both your  **Arrival** and **Departure** each time you visit your school.  To record your visits you need to scan the School QR code, which will be clearly displayed in the school reception area. |
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| Once you have scanned your school code with your mobile phone please follow the on screen instructions.  **NB** It is really important that you log both **In** and **Out**. Forgetting to log out may result in you not being credited correctly for your visit. |

**On Arrival**

**Scan your School’S QR Code**

**NB** You may be asked to enable cookies on your mobile phone for this to work

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| **1 – Select Arrival** | |  | **2 – Login with your 8 digit student ID number** | | |
| Graphical user interface, application  Description automatically generated | |  |  | | |
|  | |  |  | | |
| **3 – Confirm your arrival** | |  | **4 – An Arrival Confirmed message will be displayed** | | |
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| **On Departure**  **Scan the QR code, select Departure and login with your Student ID number.** | | | | | | | |
| |  |  | | --- | --- | | **1 - Click on the kebab menu to the side of your name** | **2 - Select record, correct visit option, then Update Visit** | |  |  | | **3 - Your current visit details will be displayed. ‘View your Full Record’ will show a complete list** | **4 - All correctly logged visits will be displayed including total number of visits and hours to date** | |  |  |   You will also receive an email confirmation of your visit | | | | | |  |