



My Saltire Awards

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Introduction

Registering



To register with the Saltire Awards click the **Sign Up Today** button and this will take you to an information page.

Saltire Awards Registration

Requirements

- Your own valid email address
- Must live in Scotland
- If signing up on behalf of someone else please do not use your own email address.

Your Local Saltire Agency

The Saltire Awards are managed locally by Saltire Agencies. You will be assigned to a Saltire Agency based on the postcode you provide. This agency will be responsible to check over any award claims you make, provide you with Saltire Award certificate(s) where necessary and provide any support regarding the Saltire Awards or volunteering.

You will be notified before submitting your data which Saltire Agency you will be assigned to. You can change this at any time after registration

Your Data

When you register with Saltire Awards your personal data will be sent to the Saltire Agency you are assigned to. These include:

- Name
- Email Address
- Home Address
- Contact Telephone
- Date of Birth
- Gender
- Ethnic Background
- Situation

If you are concerned how they will use your information, please contact the agency directly before registering.

Continue

Clicking continue on this page will then lead onto the Registration page

Saltire Awards Registration

Registration form fields:

- First Name: [Text input]
- Last Name: [Text input]
- Date of Birth: [dd/mm/yyyy]
- Gender: [Please Select]
- Ethnicity: [Please Select]
- Situation: [Please Select]
- Address: [First line of address]
- Town: [Text input]
- Postcode: [E.G. EH7]
- Telephone: [Text input]
- Mobile: [Text input]
- Education: [school/college/university/other]
- Username: [Choose a username]
- Email: [Email address]
- Password: [Choose a password]

I would like to receive news and offers from Saltire Awards

I confirm that the information I have entered is true and correct.

Register

After filling in information click Register and you will be directed to this page and an activation email should be sent.

Account Not Active

Hi An,
Thank you for signing up with the Saltire Awards. Your account has not been activated yet. You will need to check your mailbox (andrew@saltire.me.uk) for the activation link we sent you. If you need further help see the options below.

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

Activation emails, check out the solutions below

- Use the correct email
- Check with teachers as the emails may be blocked
- Ask to your safe senders list and resend activation email
- Not work? Please contact for support.

Activate Account

Dear An

Thank you for signing up to the Saltire Awards! Before you start using your account to record all your impressive volunteering you need to verify your email.

It's pretty simple just click the link below.

[Activate Account](#)

Click Activate Account in your email – this allows you to use your Saltire Awards account

This is an automated generated email and does not receive mail, please do not reply to this email.

Many Thanks
Saltire Awards Team

Your account has been activated!

Signing In

To Sign in to My Saltire, click 'My Saltire'



Which will bring you to the log in page.

Welcome back! Please log in

Username/Email

Password

[Login](#)

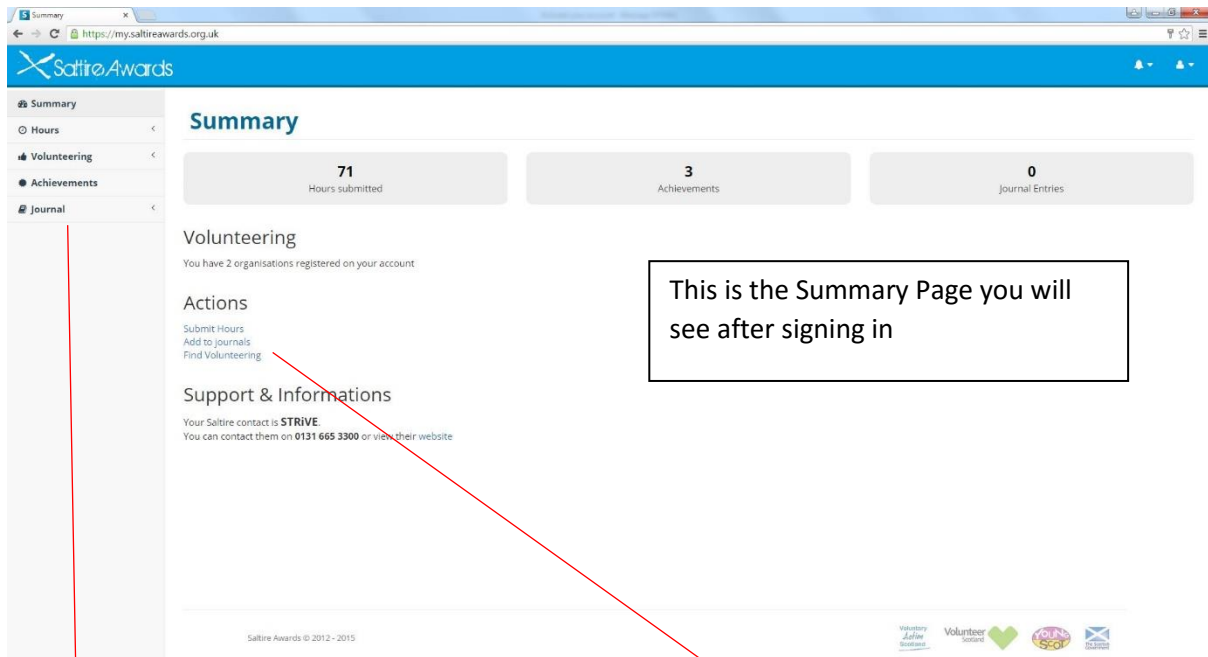
[Forgot Password](#)

[Not Registered?](#)

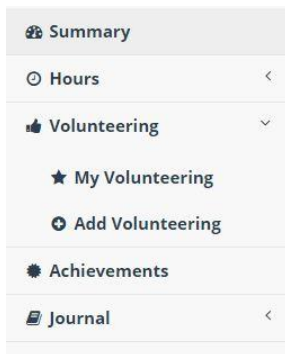
[Create a free account](#)

Navigating My Saltire

Summary Page



This is the Summary Page you will see after signing in

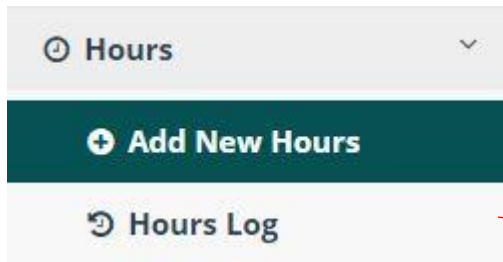


Navigation tabs allow you to access all the sections of the site you need

Actions
Submit Hours
Add to journals
Find Volunteering

Here are some quick links to the most used functions on the site

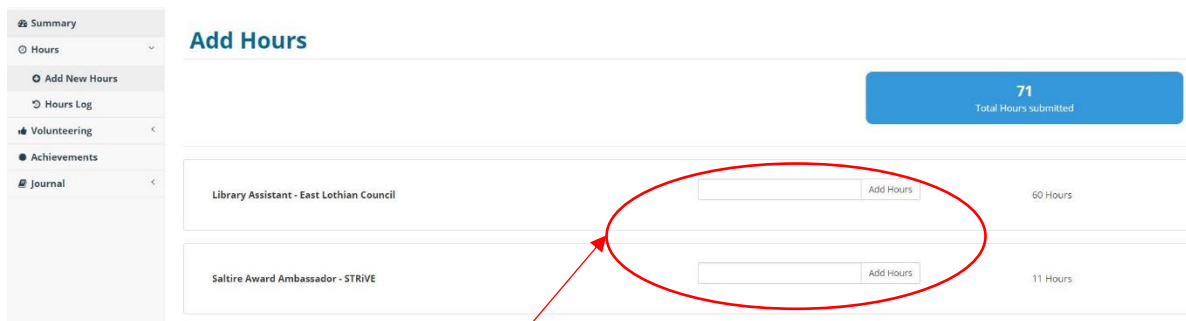
Hours



Allows you to add any new volunteering hours you have clocked up

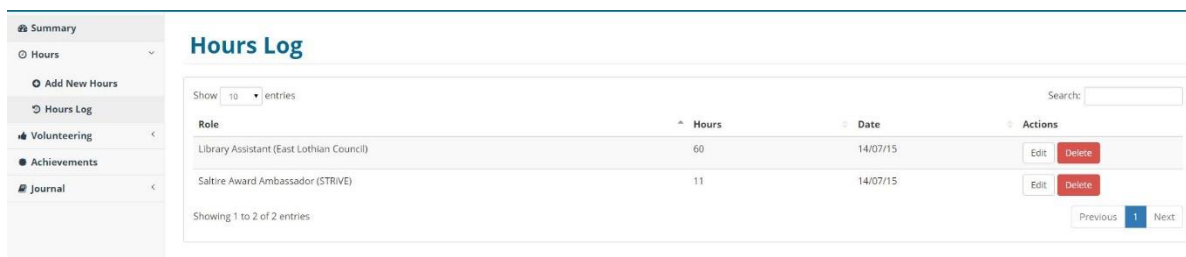
Allows you to view, edit and delete any hours that you have already logged

Adding new hours



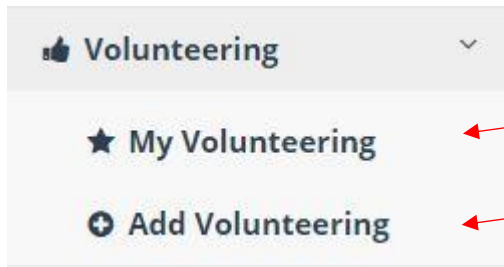
This allows you to add hours to any organisation previously linked with the Saltire Awards website by inputting a number and clicking 'Add Hours'

Hours Log



This allows you to view, edit and delete any hours that you have already logged using the designated buttons

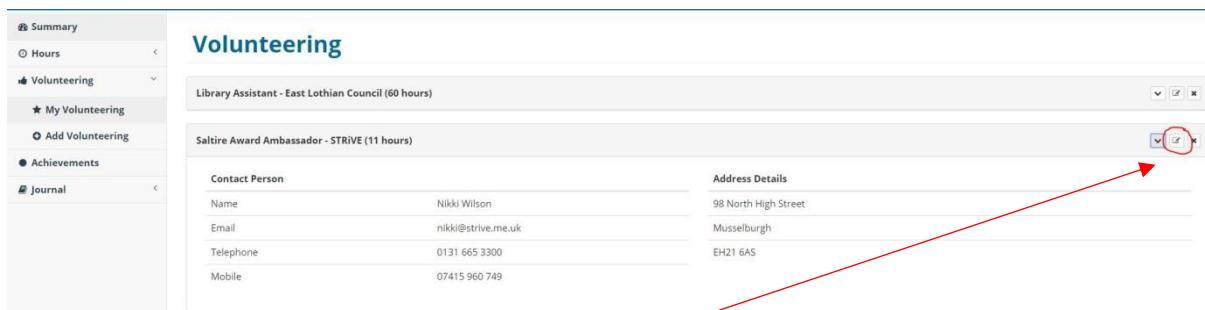
Volunteering



Show the places you are volunteering and allows you to edit any details

Opportunity to add new volunteering placements

My Volunteering



This area allows you to see what volunteer placements you already have linked with the My Saltire and also lets you **edit** these placement details

Add Volunteering

A screenshot of the 'Add Volunteering' form. The form is titled 'Add Volunteering' and has a sidebar on the left with navigation options: Summary, Hours, Volunteering, My Volunteering, Add Volunteering, Achievements, and Journal. The form fields are: Role (dropdown), Organisation (text), Address (text), Town (dropdown), Postcode (text), Date Started (text), Supervisor First Name (text), Supervisor Last Name (text), Supervisor First Telephone (text), Supervisor Mobile (text), and Supervisor Email (text). There is a blue 'Add Organisation' button at the bottom left.

This is for the addition of any new volunteering placements undertaken

After filling in the required information and clicking 'Add Organisation', this placement will be visible under 'My Volunteering'

Achievements

This section is all about the hours of volunteering achieved against the hour markers

Achievements



Achieved on 14/07/2015



Achieved on 14/07/2015

The blue highlighted achievements are both achieved and claimed



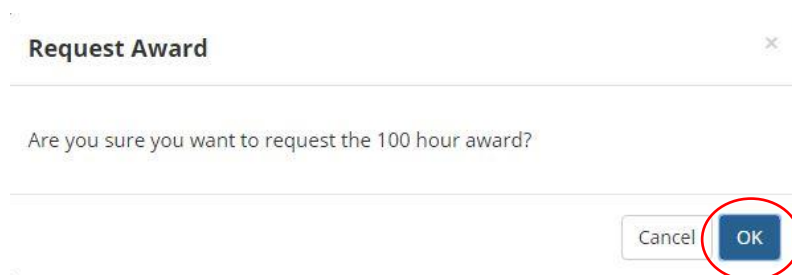
Achieved on 14/07/2015

Within this section is also your way to claiming certificates



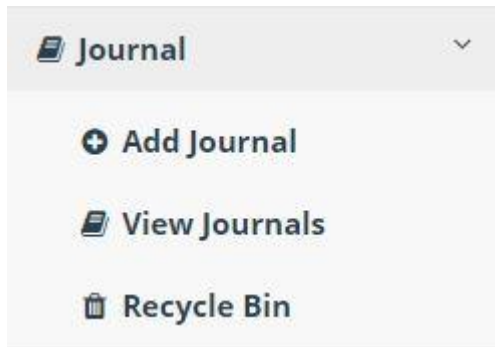
Claim Award

Click the **Claim Award** button to claim your award once you have reached the required hours



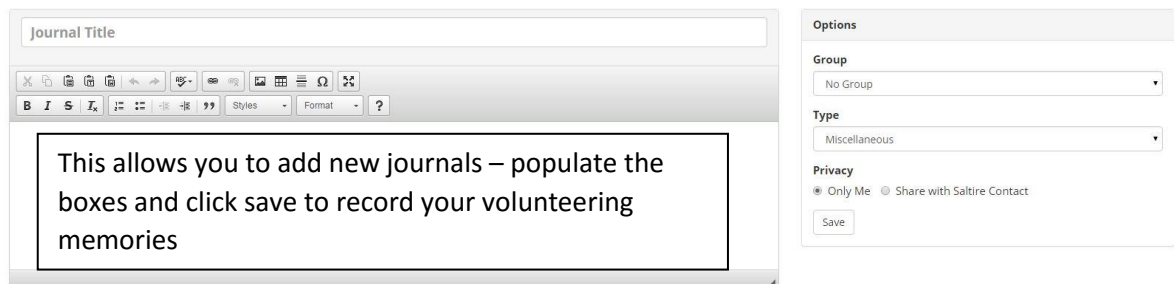
This box will then come up to confirm your request – click OK

Journal



Add Journal

Add Journal

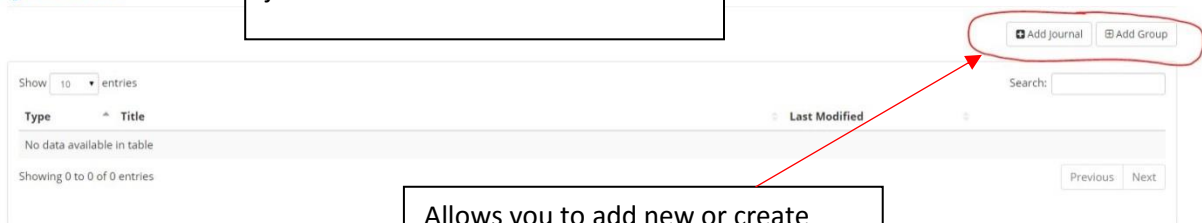


The "Add Journal" form consists of a main editor area and an "Options" sidebar. The editor area has a "Journal Title" input field, a rich text toolbar with icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, link, unlink, and help, and a text area containing the text: "This allows you to add new journals – populate the boxes and click save to record your volunteering memories". The "Options" sidebar includes a "Group" dropdown menu (set to "No Group"), a "Type" dropdown menu (set to "Miscellaneous"), a "Privacy" section with radio buttons for "Only Me" (selected) and "Share with Saltire Contact", and a "Save" button.

View Journals

Journals

This will show your previously added journals



The "View Journals" page shows a table with columns for "Type", "Title", and "Last Modified". The table is currently empty, displaying "No data available in table" and "Showing 0 to 0 of 0 entries". Above the table, there is a "Show 10 entries" dropdown, a "Search:" input field, and two buttons: "Add journal" and "Add Group". A red circle highlights these two buttons, and a red arrow points from a text box below to the "Add journal" button.

Allows you to add new or create journal groups