

SECTION 5

DOWNLOAD VOLUNTEERING RECORDS

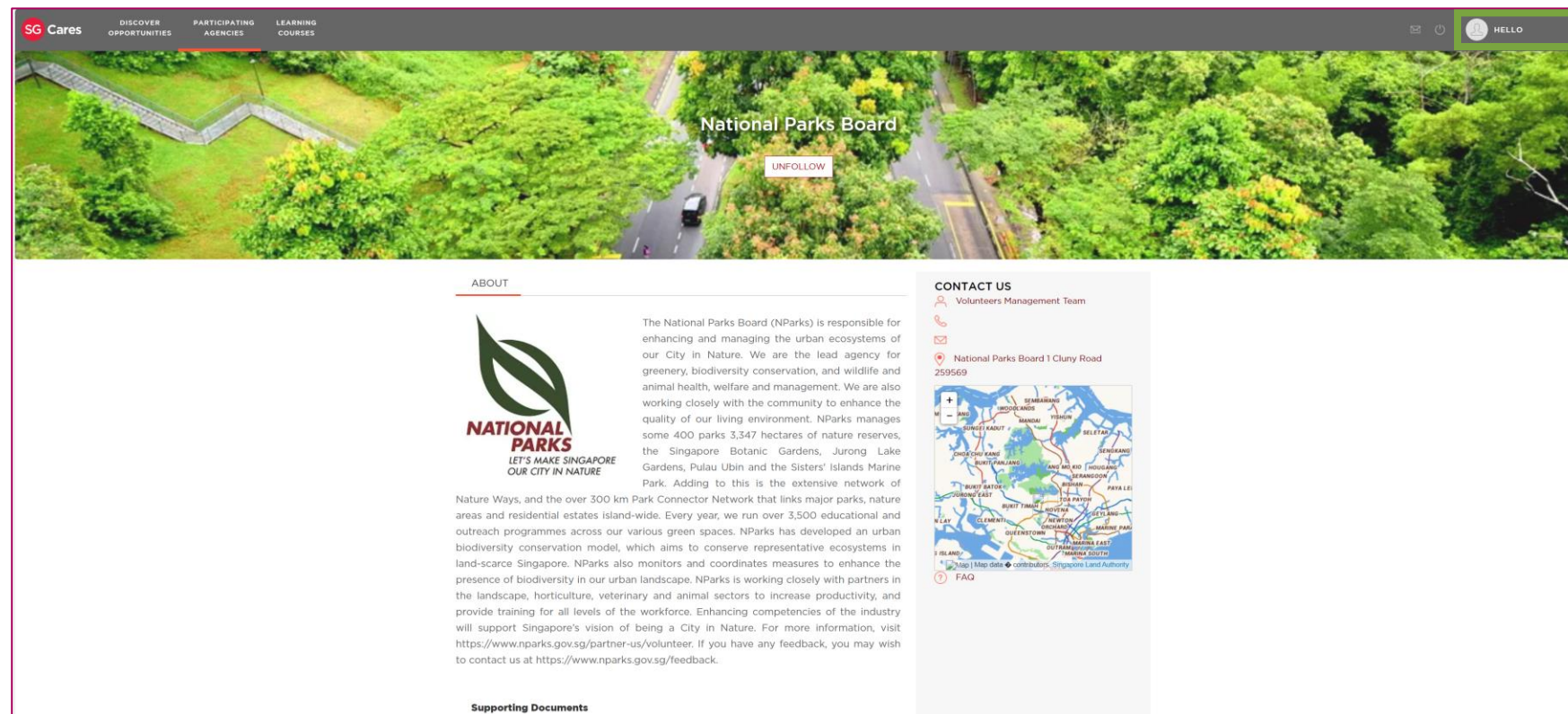
FOR A BREAKDOWN OF HOURS VOLUNTEERED



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Step 1: Click on
your name to
access your profile



The screenshot shows the National Parks Board website. At the top, there is a navigation bar with 'SG Cares' and links for 'DISCOVER OPPORTUNITIES', 'PARTICIPATING AGENCIES', and 'LEARNING COURSES'. A user profile icon labeled 'HELLO' is in the top right. The main header features an aerial view of a park with the text 'National Parks Board' and an 'UNFOLLOW' button. Below this is the 'ABOUT' section, which includes the National Parks logo and a detailed paragraph about the organization's mission and services. To the right of the 'ABOUT' section is the 'CONTACT US' section, which lists the 'Volunteers Management Team', a phone number, an email address, and a physical address: 'National Parks Board 1 Cluny Road 259569'. A map of Singapore is also displayed, showing various parks and their locations. At the bottom of the page, there is a 'Supporting Documents' section.



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Step 2: Click on
“Select Action”,
“Download
Resume” and click
“Apply”

The screenshot shows the SG Cares user profile page. The header includes the SG Cares logo and navigation links for 'DISCOVER OPPORTUNITIES', 'PARTICIPATING AGENCIES', and 'LEARNING COURSES'. The user's name is highlighted as 'Name of member'. A dropdown menu is open, showing 'Download Resume' as the selected option. The page also displays 'Number of Opportunities Signed Up' and 'Number of Hours Volunteered'. Below the profile, there are navigation tabs for 'MY DASHBOARD', 'MY PROFILE', 'MY ACTIVITIES', 'MY ACHIEVEMENTS', and 'MY ACCOUNT'. A table titled 'Opportunities' is visible, but it is currently empty, showing 'No items to display'.

Name	Opportunity Type	Visibility	From	To	Status	Action
Search By Name	Search By Opportuni...	Search By Visibility	Search By From Date	Search By To Date	Search ...	



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Step 3:

Select the checkbox “Membership History”, “Volunteering Activities”, “Learning Course activities”, “Achievement”, and “Awards”

Click “Download” to generate PDF resume

Select the section to be included in the Volunteer's resume. Section with empty records will not be displayed.

Volunteer's Education History

Membership History

Volunteering Activities

Period
From To

Select Agency

Type of activities
Select Type of Activity

Learning Course Activities

Period
From To

Select Agency

Achievement

Awards