VOLUNTEER.GOV.SG GUIDE

(updated as of December 2023)



Together, we can help one another lead better lives in our island home.

We have curated the following volunteering opportunities for you! Find the opportunity that strikes a chord to kick start your volunteering journey today!



Connecting You With Causes That Matter Volunteers play an important role in community building and uplifting the well-being of Singaporeans and all who live here.

You are welcome to connect with agencies or schemes aligned to your

https://www.volunteer.gov.sg





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volunteer.gov.sg is an integrated and intelligent volunteering ecosystem to help people step up and partner agencies to contribute back to society, and also co-deliver meaningful programmes for fellow citizens

It is a hub that matches passionate volunteers to the right opportunities that best suits their interests and skillsets



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CONTENT PAGE

You can click on any of the sections below to jump straight into it | Click on NParks Logo (bottom left) to toggle back to this page.

- 1. Registering An Account with Volunteer.gov.sg
- 2. Updating Your Personal Information
- 3. Signing Up For Our Citizen Watch Programme

3a. Signing up as a New Volunteer

3b. Signing up as an **Experienced Volunteer**

- 4. Withdrawing From An Opportunity (Programme)
- 5. Contact Us (Enquiries)





Section 1 REGISTERING A VOLUNTEER.GOV.SG ACCOUNT





REGISTERING AN ACCOUNT

Step 1: go to volunteer.gov.sg and click on the 'Sign Up' icon at the top right hand corner



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REGISTERING AN ACCOUNT

Step 2: You have 3 ways to sign up for an account.

You can either sign up by putting in your Full Name (as per NRIC), Email/NRIC/Mobile, or you can choose a second method, which is to register with your Singpass account.

The third method would be using your social media account details.







REGISTERING AN ACCOUNT

Step 3: You should receive an email notification in your mailbox to confirm that your account is registered.



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Section 2 UPDATING YOUR PERSONAL INFORMATION

Before you sign up for any volunteer opportunities!





Step 1: go to volunteer.gov.sg and click on the 'Login' icon at the top right hand corner



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Step 1: go to volunteer.gov.sg and click on the 'Login' icon at the top right hand corner

Z	Email/NRIC/Mobile Password	Fill in your email and password if you registered with this option.
est	Login Forgot password? OR LOGIN WITH Login with Singpass	Click here to login with Singpass
0	Do not have an account?	Click here to login with with your social media
<u>A.</u>	Register Go to Home	account





Step 2: click on your Profile on the top right hand corner



each other live better on our tiny island home

is page! Search for an opportunity that strikes a chord with your heart to kick start your volunteering journey today!

Volunteers play an important role in community building and uplifting the well-being of Singaporeans and all who live here.

You are welcome to connect with agencies or schemes aligned to your Chats





Volunteer.gov is able to track the number of opportunities and number of hours you volunteered across opportunities from various agencies.

Step 3: Click on 'My Profile' and in the dropdown list, select 'Personal Particulars'.

R	Woon Si	iew Ya	n			
MY DASHBOARD	Number of Opp Signed Up MY PROFILE Y MY ACTIVITIE	a	Number of Hours	Volunteered	Action 🛟	
Opportunities	PERSONAL PARTICULARS HOW CAN I CONTRIBUTE OTHER INFORMATION FAMILY MEMBERS				-4	00+0
Name	SUPPORTING DOCUMENTS		From	то	Status	Action
Search By Name	MY EDUCATION HISTORY	Visibility	Search By From D	Search By To Date	Search	
	MY BANK DETAILS MY DECLARATION	Resident	25/11/2023	27/11/2023	Ended	Duplicate
	MY CORPORATE BODIES INVOLVEMENT MY CAREER HISTORY	Resident	21/10/2023	21/11/2023	Ended	Duplicate





OPP

SG Cares

Step 4: Fill up these key information (if any)

- Full Name (as per NRIC)
- Preferred Name
- Sex
- Race
- Date of Birth
- Residential Status
- NRIC/FIN

ISCOVER ORTUNITIES	PARTICIPATING LEARNING AGENCIES COURSES		🐼 🔕 🕲
	Personal Particulars		
	Full Name *	Woon Siew Yan	Retrieve Myinfo with singpass
	Preferred Name	Enter Preferred Name	
	Sex	•	
	Race *	· •	You can also
	Date of Birth *	C .	retrieve all these information from
	Age *		
	Residential Status *	· · · · · · · · · · · · · · · · · · ·	Singpass.
	Citizenship Issued Date (for PRs)	a	
	Nationality	Please Select	
	Country Of Birth	Please Select 🔹	
	NRIC/FIN *		
	Passport Number	Enter Passport Number	
	Passport Expiry Date	8	

Scroll down after.





Step 5: Fill up these key information (if any)

Email

Mobile

These will be unique identifiers and secured contact details we will be using to contact you.

Remember to click 'Save'!

	Block	Floor No.	Unit No.	
	Street Name			
	Building Name			
Email *				
Mobile *				
Office/Home	Office/Home			
Emergency Contact Name *				
Emergency Contact Number *				
Emergency Contact Relationship		×		





Step 6. If your information is successfully saved, you will see

'Success! Volunteer profile is updated successfully.'

You're done!



Personal Particulars









Step 1. Click on the link from the email blast or our citizen watch website to the citizen watch opportunity.

Please read 'About' section for a clear guideline on registration process.







SIGNING UP AS A NEW VOLUNTEER

New Volunteer is defined as someone who has never participated in the specific Watch before. i.e. you have not attended any training, run any survey and submitted any survey results at least once before for the specific Watch.

Skip the next few slides if you are an **Experienced Volunteer**





SIGNING UP FOR OUR CITIZEN WATCH PROGRAMME

Step 2. If you are a New volunteer to the watch (e.g. if you have not done Heron Watch before in this case), you need to register as a New Volunteer.

The New Volunteer role is differentiated by the different date and timeslot for the compulsory on-site practical training.



New Volunteer (Training Slot: 13 January, Saturday, 7.30 - 8.30am)

Signing up for this new volunteer role (below) means that you are a **NEW** Heron Watch volunteer (have not participated in Heron Watch before) that have signed up to attend the on-site practical training on:

Date: 13 January 2024 (Saturday)

Time: 7.30am - 8.30am

Location: Bishan - Ang Mo Kio Park

New volunteers to Heron Watch need to attend a compulsory online module (self-guided) and a onsite practical training at Bishan - Ang Mo Kio Park on either 13 or 14 January 2024 (Saturday or Sunday) morning.

Do remember to select **BOTH compulsory training and actual survey*** below when you sign up for this New Volunteer role.

To sign up as a group with your friends/family/colleagues, do input the same unique Group Code in your registration.

"please ignore the date and time listed for actual survey as it is a substitute date for volunteer hour allocation. Volunteering hours are not given for training.

Skills



New Volunteer role with date and time for training

As a new volunteer, you need to sign up for BOTH the compulsory **on-site practical training** and the **actual**

survey

ignore the date of the actual survey as it is just a placeholder to reward your volunteering hour after completion of survey

Once you are sure that you can commit for this training date and time, click 'Apply'



Step 3. Complete 3 sections for registration.

In 'Profile Details', double check all your personal particulars are correct.

If you logged in via Singpass, you can also click on 'Retrieve Myinfo with Singpass' to auto-fill in your personal particulars.







SIGNING UP FOR OUR CITIZEN WATCH PROGRAMME

Step 4. In 'Questions', please complete all questions.

If you are doing the survey with a group of people (Up to 5 pax per group), please fill up the question on Group Code with the <u>same</u>, <u>unique</u> <u>Group Code</u> for all your registrations.

You will be grouped back-end.

Profile Details Questions Shifts	You will need to complete these 3 sections to complete registration
Please answer for below questions	
1. How did you hear about Heron Watch?	
Mailing List	
🗆 Social Media	
Friends/Family	
NParks Website	
Others	
3. How would you rate your heron identification ski	ilis?
3. How would you rate your heron identification ski	
 Beginner: Can identify less than 5 Heron species 10. Group Code (input your unique group code here 	
 Beginner: Can identify less than 5 Heron species 10. Group Code (input your unique group code here who have registered with the same Group Code) 	e to be grouped together with others you know



f you are signing up with a friend, both of you should input the same, unique code e.g.

AandBforHWJan2024

If you are signing up alone, please indicate 'nil'





SIGNING UP FOR OUR CITIZEN WATCH PROGRAMME

Step 5. In 'Shifts', please select BOTH shifts.

Please ignore the date for the actual survey is just a placeholder date for issuing volunteering hours

Select 'I agree to Terms and Conditions'

Finally, click 'Submit' to complete your registration



SIGNING UP FOR OUR CITIZEN WATCH PROGRAMME

Step 7. You should see this screen that states that "Your registration for this opportunity has been confirmed."

There should also be two opportunity slots registered.

After this, the CIN team will be in contact via email soon with training details.

Thank y	ou for the s	sign up!		
		CIN] Heron Watch - January 2024". We're looking forward to meeti	ng	
		14 January, Sunday, 7.30 -		
New Volunt		14 January, Sunday, 7.30 - Location	20	
New Volunt 3.30am)	eer (Training Slot: 1			o opportunity ots registered





SIGNING UP AS AN EXPERIENCED VOLUNTEER

Experienced Volunteer is defined as someone who has participated in the specific Watch before, which includes attended training, ran a survey and submitted survey results at least once for that Watch.

Go back to the previous few slides if you are a **<u>New Volunteer</u>**.





For Experienced Volunteers

SIGNING UP FOR OUR CITIZEN WATCH PROGRAMME

Step 2. If you are an Experienced volunteer to the watch (e.g. if you have done Heron Watch before in this case, including attending training, running survey and submitting results <u>at</u> <u>least once</u>), you will need to register as an Experienced Volunteer.

Experienced Volunteer

Experienced Volunteer role

Signing up for this experienced volunteer role (below) means that you are an **experienced Heron** Watch volunteer (have participated in Heron Watch before - attended training, ran survey and submitted results at least once before).

The online module (self-guided) and other notes will be provided as refresher when you sign up. Should you like to attend the on-site practical training as a refresher, please sign up for this role and send an email to CIN@Nparks.gov.sg with the subject title '[Heron Watch Jan 2024] Refresher Training Request'

To sign up as a group with your friends/family/colleagues, do input the same unique Group Code in your registration.

*please ignore the date and time listed for **actual survey** as it is a substitute date for volunteer hour allocation. Volunteering hours are not given for training.

Skills

None

actual

survey

Shifts Registration Registration Available Registration Date Location Time close on Slots Status open on - - #--- Various 07:00 Locations (as per Compulsor 22/12/2023 06/01/2024 allocated site via 200 01:00 12:00 AM 12:00 AM 01/02/2024 email) Singapore PM 259569

APPLY

As an experienced volunteer for the specific watch, you just need to sign up for the **actual survey**

ignore the date of the actual survey as it is just a placeholder to reward your volunteering hour after completion of survey

Once you are sure that you can commit to running the Citizen Watch survey between stipulated survey date, click 'Apply'. Check 'About' section for survey dates.





Step 3. Complete 3 sections for registration.

In 'Profile Details', double check all your personal particulars are correct.

If you logged in via Singpass, you can also click on 'Retrieve Myinfo with Singpass' to auto-fill in your personal particulars.







Step 4. In 'Questions', please complete all questions.

If you are doing the survey with a group of people (Up to 5 pax per group), please fill up the question on Group Code with the <u>same</u>, <u>unique</u> <u>Group Code</u> for all your registrations.

You will be grouped back-end.



Fill up 'Group Code' with the same, unique Group Code for all the surveyors that will be in the same group as you. (up to 5 pax in a group)

If you are signing up with a friend, both of you should input the same, unique code e.g.

AandBforHWJan2024

If you are signing up alone, please indicate 'nil'





Step 5. In 'Shifts', please select the compulsory shift for actual survey.

Please ignore the date for the actual survey is just a placeholder date for issuing volunteering hours

Select 'I agree to Terms and Conditions'

Finally, click 'Submit' to complete your registration





#NParksBuzz #AnimalBuzzSG

Step 7. You should see this screen that states that "Your registration for this opportunity has been confirmed."

There should also be one opportunity slot registered.

After this, the CIN team will be in contact via email soon with actual survey details.







Section 4 TO WITHDRAW FROM OPPORTUNITY





TO WITHDRAW FROM OPPORTUNITY

Step 1. Click on the link from the email blast or our citizen watch website to the citizen watch opportunity.

Click on the 'More Actions' button and select 'My Shifts'

OPPORTUNITY DETAIL GROUPS Dec Feb NParks CIN Biodiversity Watch 22 - 12 HERON WATCH 27 January to 4 February 2024 **Purple Heron** Photo credit: Justin Chew Black-crowned Night Heron (Nycticorax nycticorax) Photo credit Bok Wen Xugi My Shifts My Exchange Request [CIN] Heron Watch - January 2024 My Interviews By National Parks Board My Groups My Calendar View ROLES GALLERY PHOTO SUPPORTING DOCUMENTS More Actions -A A +A SKILLS LOCATION DATE

ABOUT

Heron Watch January 2024

Do you enjoy bird watching? Would you like to learn about our herons, egrets, bitterns and contribute to a citizen science study? Join us for the Heron Watch, as part of the NParks Community in Nature Biodiversity Watch series, to help us to learn more about these charismatic birds!

Find out more at www.nparks.gov.sg/heronwatch

Heron Watch will take place between 27 January (Saturday) to 4 February (Sunday) 2024.

Registration closes on 6 January 2024!

Signing Up

To register, you would need an account with **Volunteer.gov.sg**. Please fill up all your information in your profile page (especially full name, email and contact number) for identification purposes.

Mew Volunteers

New volunteers to Heron Watch will need to undergo a **compulsory** online

Click on 'More Actions' button and select 'My Shifts'

> Share your love for nature and animals at #NParksBuzz #AnimalBuzzSG



TO WITHDRAW FROM OPPORTUNITY

Step 2. Click on 'Withdraw' for any shifts that you cannot make it anymore.

A pop up window will request for your reason(s) for withdrawing. Click 'Confirm' and 'OK' after.

It will be reflected as 'withdrawn' after.





[CIN] Heron Watch - January 2024



Cance



Section 5

For any enquiries, drop us an email at <u>cin@nparks.gov.sg</u> with the subject title '[Volunteer.gov Enquiry]'

Thank you and hope to see you at our Citizen Watch soon!



