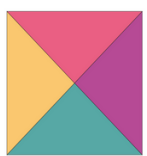


# Saltire AWARDS



# SALTIRE AWARDS SIGN-UP GUIDE



**Borders**  
Community Action

Borders Third Sector Interface Ltd, trading as Borders Community Action.  
Company No. SC758752  
Scottish Charity No. SC052612  
1 Drygrange Cottages, Drygrange Mains Farm, Melrose, TD6 9DJ

# Contents

## The Sign-up Process

- A seven-step guide

## Help and Support

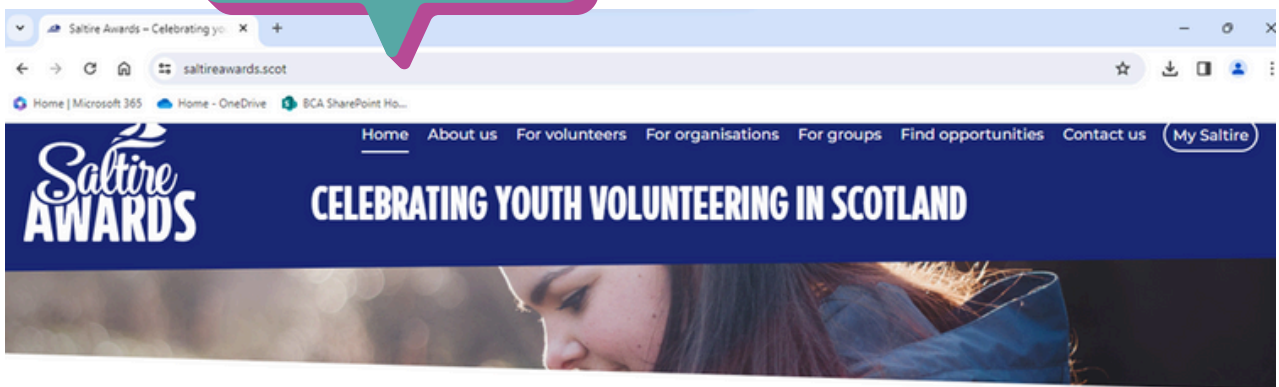
- Borders Community Action contact details



# The Sign-up Process

## STEP ONE

Go to  
[saltireawards.scot](https://saltireawards.scot)



### GET CERTIFICATES

Signed by Scottish Government Ministers



#### THE CHALLENGE

For those getting started in volunteering through team challenges



#### THE APPROACH

For when you've reached 10 and 25 hours volunteering



#### THE ASCENT

For when you've reached 50, 100, 200 or even 500 hours



#### THE SUMMIT

For those that have made an outstanding contribution to volunteering

### AGED 12-25 AND VOLUNTEER?

The Saltire Awards are the Scottish Government's way of celebrating, recognising and rewarding the commitment, contribution and achievements of young volunteers in Scotland.

Sign up now

Sign in

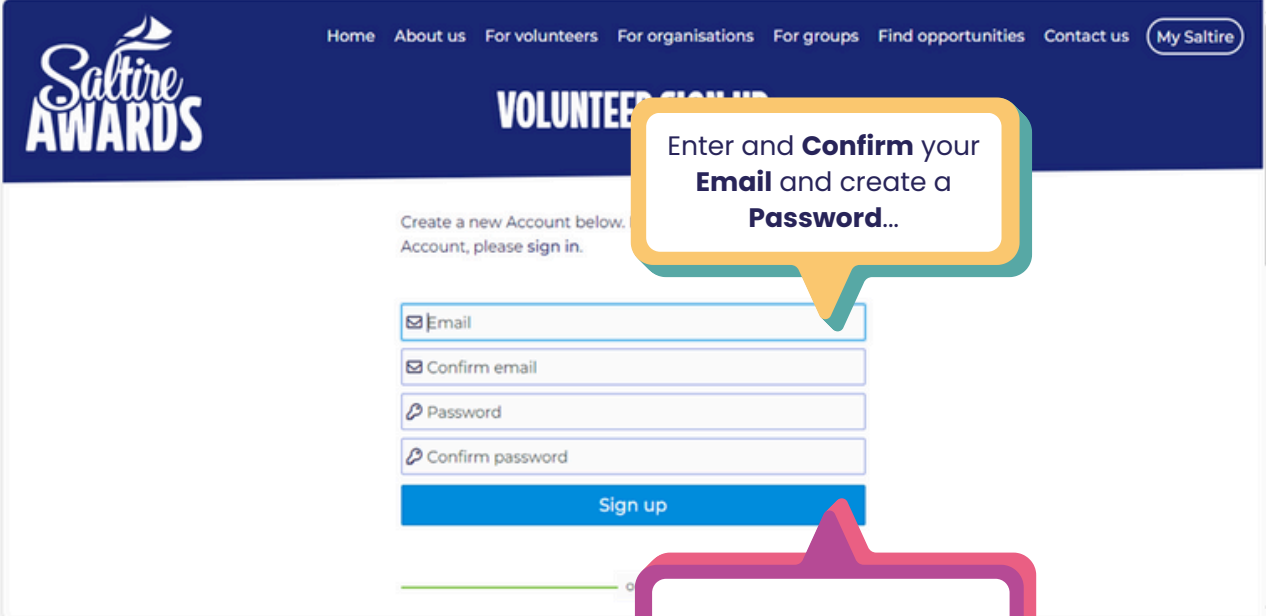
Select  
**Sign up now**

#### HELP

The local Third Sector Interface in your area manages your personal data in relation to the Saltire Awards.

... is run by Scotland's Third Sector Interfaces and supported by the Scottish Government and the Scottish Council for Voluntary

# STEP TWO



The screenshot shows the Saltire Awards website's volunteer sign-up page. The header includes the Saltire Awards logo and navigation links: Home, About us, For volunteers, For organisations, For groups, Find opportunities, Contact us, and My Saltire. The main heading is 'VOLUNTEER SIGN UP'. Below this, there is a form with the following fields: 'Email', 'Confirm email', 'Password', and 'Confirm password'. A blue 'Sign up' button is at the bottom of the form. Two callout boxes are present: a yellow one pointing to the form fields with the text 'Enter and **Confirm** your **Email** and create a **Password...**', and a pink one pointing to the 'Sign up' button with the text '...then select **Sign up**'.

When signing up use your **personal email address**. Remember, you can keep recording your volunteering hours and gaining awards until you reach 25 years old. If you use your school, college or university email address you can't access your account once you leave education.

If you don't have a personal email address, we encourage you to create one. You can ask a friend or family member for help or contact us at BCA if you need support in doing this, please phone us on 0300 1247522 and ask for Stephanie, our Volunteering Development Lead. Having your own personal email address will also help if you are looking for work as it is better to use one for job seeking.

## Top Tip

Make the password easy for you. Keep it short with numbers you will remember, such as an item or person you see every day and a memorable date. Write this down on 'notes' on your phone.

# STEP THREE

Home About us For volunteers For organisations For groups Find opportunities Contact us Sign out

## Saltire AWARDS

### VOLUNTEER SIGN UP

THANK YOU FOR PLEASE ADD YOUR DETAILS

Complete the **Volunteer Sign up Form**

First name

Last name

Date of birth

School/college/university (optional)

Home postcode

I accept the terms & conditions for the Saltire Awards

I would like to receive additional information about the Saltire Awards from my local volunteering organisation by email (optional)

Submit details

You must check the box to accept the **terms & conditions** to continue setting up your account. You can select **terms & conditions** to read what you are consenting to.

Once complete **Submit details**

## Top Tip

Triple-check your spelling as this is how your name will appear on your certificates. If you would like middle names on your certificates, put this in the **First name** box.



# STEP FOUR

Welcome to your account home page! You can look around by selecting any of the options on the left-hand side.

The bottom of your page shows the organisation that is available to support you with any issues you may be having with your account, in the Scottish Borders this is **Borders Community Action**.

You can start adding your volunteering information once you are in a role and completing volunteering hours. You can enter this as and when you volunteer or put in the hours in a bulk amount.

The screenshot shows the 'MY SALTIRE' account home page. A dark blue banner at the top reads 'CELEBRATING YOUTH VOLUNTEERING IN SCOTLAND'. Below this is a navigation menu on the left with options: Home, Find opportunities, My profile, My volunteering, Awards, and Account. The main content area features a user icon and the message 'You haven't logged any volunteering yet'. Below this message are two buttons: 'My volunteering - log hours' and 'Find a new volunteering opportunity'. At the bottom, there is a 'SUPPORT & INFORMATION' section and the 'Borders Community Action' logo.

Explore your account!

Select **My Volunteering**...

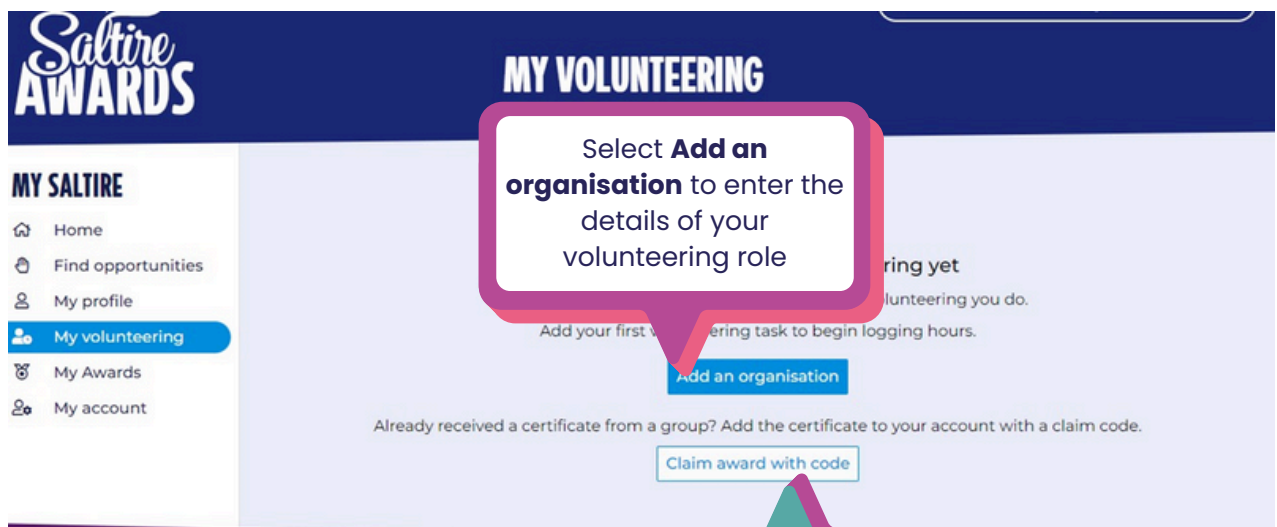
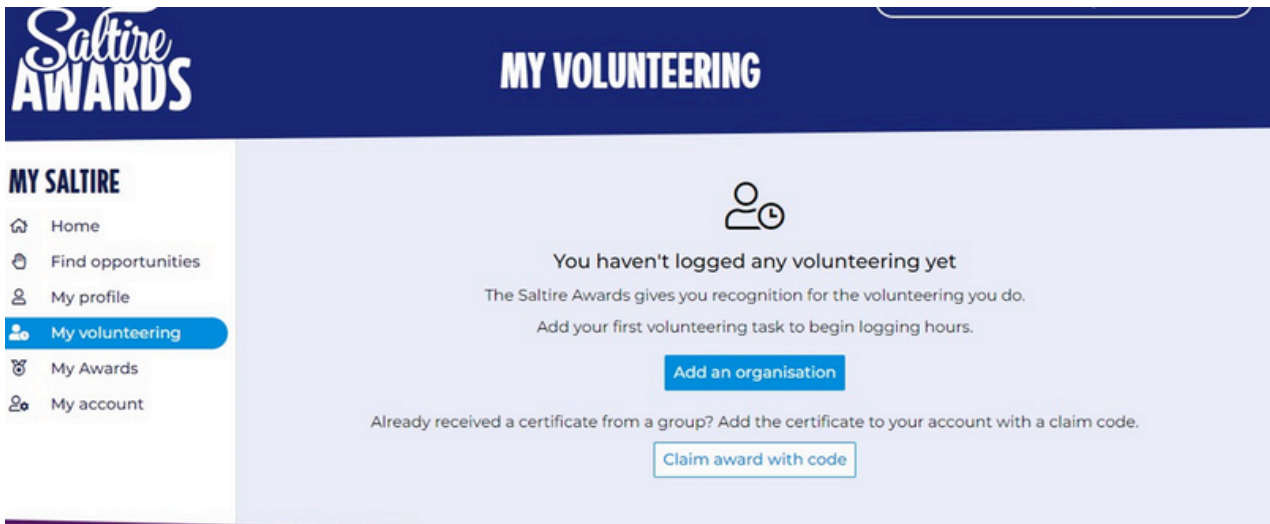
...then **My Volunteering - log hours** to start recording your hours

If you have signed up to the Saltire Awards and haven't yet found anywhere to volunteer we can help find you an opportunity. Please email [volunteering@borderscommunityaction.org.uk](mailto:volunteering@borderscommunityaction.org.uk) for support.



# STEP FIVE

Your account will look like this before logging your volunteering hours.



# STEP SIX

Start by entering the details of your volunteering including the full name of the organisation you volunteer for, we have put an example below.

Please **do not** just write 'Volunteer' in the **My volunteer role** section. Write what you do, such as Social Centre Volunteer, Fundraising Volunteer, Gardener, Volunteer Tutor, Classroom Support, Activity Assistant Volunteer etc. If you are unsure of what to write, please speak to the organisation you are volunteering for.

The screenshot shows a web form titled "WHAT IS VOLUNTEERING?". On the left is a navigation menu with items: Home, Find opportunities, My profile, My volunteering (highlighted), My Awards, and My account. The form content includes a list of bullet points: Unpaid, Your own choice to take part, Benefits the community or the environment, Work experience, and Mandatory college / university placements. Below this are input fields for "Organisation you volunteer with" (Interest Link Borders: Central Borders Branch), "Location" (Galashiels), "My volunteer role" (Volunteer Peer Mentor), and a text area for "Tell us what you have been doing in your role" (Helping young people with ASN join in and activities). At the bottom, there is a section for "Which UN Sustainable Development Goals does this volunteering contribute to" with a dropdown menu showing "3: Good Health and Well-being". Two callout boxes are present: a yellow one pointing to the form title with the text "Complete details of your volunteering", and a pink one pointing to the SDG dropdown with the text "Select one of the UN Sustainable Development Goals, a logo will be included on your certificate by doing so. We have chosen one from the drop-down list for you to see."

**Top Tip**

Double-check the spelling of the organisation and role name as this will appear on your certificate.



Complete your **Volunteer managers** details

**VOLUNTEER MANAGER**  
This is the person who will verify your hours, so it is important you

Volunteer manager: Stephanie Logan

Job title: Volunteer Development Lead

Email address: stephanie@borderscommunityaction.org.uk

Phone number: 0777777777

Next

Please make sure that when you are filling in the details of your volunteer manager you include **their correct email address and phone number** so we can contact them to confirm your hours.



# STEP SEVEN

The Saltire Awards gives you recognition for the volunteering you do.

[Add an organisation](#)

**Interest Link Borders: Central Borders Branch**  
Role: Volunteer Peer Mentor

Galashiels  
SDG: 3  
No hours added yet  
Stephanie Logan Edit details

What have you done and how many hours have you volunteered in the last two years?

Notes (optional)

0 [Add hours](#)

**Add in your volunteering hours**

**Saltire AWARDS** **MY AWARDS**

**NEXT AWARD**  
The Approach: Ten hours

Ten hour certificate available! Claiming this certificate will send an email to the person managing your volunteering to verify the hours you've logged.

[Claim this certificate](#)

**Select Claim this certificate**

Once you reach a milestone go to **My Awards**

We will send an automatic email out to your volunteer manager and as soon as they have confirmed your hours – you will be able to download and print your award.

### MY SALTIRE

- Home
- Find opportunities
- My profile
- My volunteering
- My Awards**
- My account

### NEXT AWARD

The Approach: Ten hours

Ten hour certificate available! Claiming this certificate will send an email to the person managing your volunteering to verify the hours you've logged.

[Claim this certificate](#)

### WORKING TOWARDS

The Approach: Twenty five hours

15 hours to go.

Once you have reached 25 hours, you can request verification from your volunteer manager on this page.

You can see how long you have until your next award!



# Help and Support

If you need support with your Saltire account please contact us:

 [saltire@borderscommunityaction.org.uk](mailto:saltire@borderscommunityaction.org.uk)

 0300 1247522

**We can also help you with finding volunteer opportunities.**

Please visit our website or get in touch with our Volunteering Team:

 [www.borderstsi.org.uk](http://www.borderstsi.org.uk)

 [volunteering@borderscommunityaction.org.uk](mailto:volunteering@borderscommunityaction.org.uk)

Follow us on:

 BordersTSI

 BordersCA

 Borders Community Action