

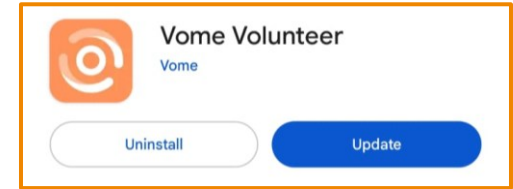
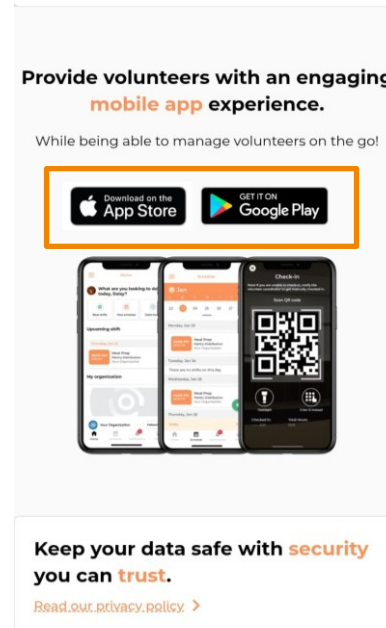
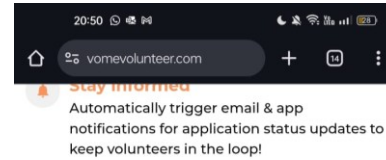
For SDSC Volunteers

Vome Tutorial

<https://share.vomevolunteer.com/Tubo1CM4tXb>
www.volunteerwithsdsc.com

A heads-up!

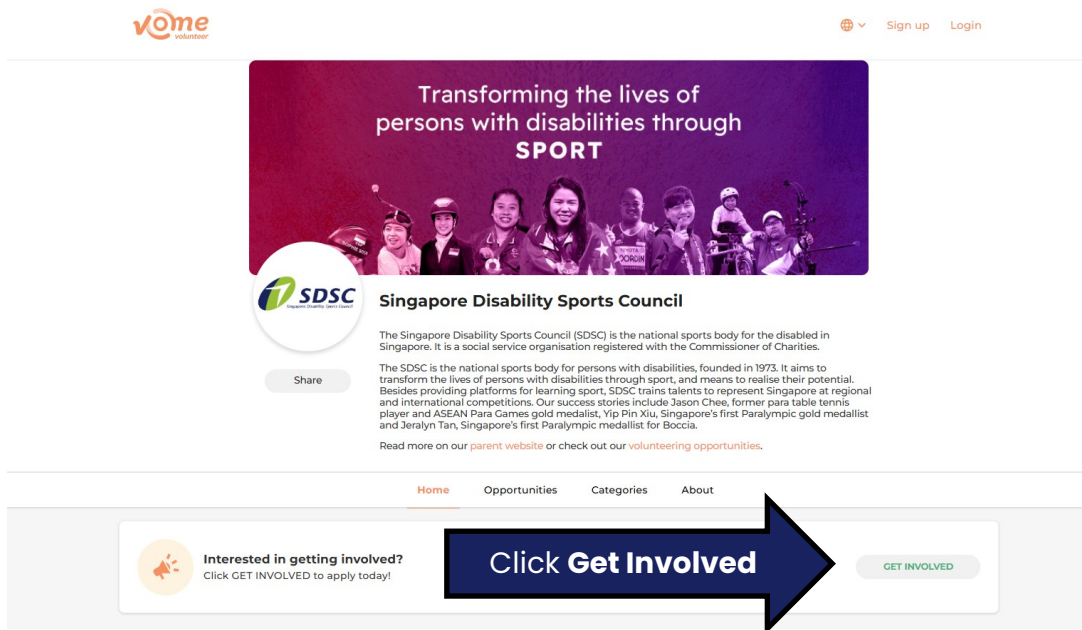
- Although Vome has a mobile app, the user interface on the browser (Google Chrome, Microsoft Edge, etc.) and computer is more user-friendly.
- Nonetheless, if you would like to download the Vome app, please look out for this icon.
- You can also visit www.vomevolunteer.com on your phone and look out for the direct links to download the app.
- Rest of the pictorial guide's screenshots are from Desktop.



Joining as a new volunteer
Connect with SDSC on Vome

Step 1 : Visit SDSC's page on Vome

- Visit this link: <https://share.vomevolunteer.com/Tubo1CM4tXb> or scan the QR code



The screenshot shows the SDSC profile page on the Vome volunteer platform. At the top left is the Vome logo. The main header features a purple banner with the text "Transforming the lives of persons with disabilities through SPORT" and a group photo of athletes. Below this is the SDSC logo and the name "Singapore Disability Sports Council". A brief description follows: "The Singapore Disability Sports Council (SDSC) is the national sports body for the disabled in Singapore. It is a social service organisation registered with the Commissioner of Charities." Another paragraph states: "The SDSC is the national sports body for persons with disabilities, founded in 1973. It aims to transform the lives of persons with disabilities through sport, and means to realise their potential. Besides providing platforms for learning sport, SDSC trains talents to represent Singapore at regional and international competitions. Our success stories include Jason Chee, former para table tennis player and ASEAN Para Games gold medalist, Yip Pin Xiu, Singapore's first Paralympic gold medalist and Jeralyn Tan, Singapore's first Paralympic medalist for Boccia." A link is provided: "Read more on our [parent website](#) or check out our [volunteering opportunities](#)." The navigation bar includes "Home", "Opportunities", "Categories", and "About". At the bottom, there is a call to action: "Interested in getting involved? Click GET INVOLVED to apply today!" with a large blue arrow pointing to a "GET INVOLVED" button.



SINGAPORE DISABILITY SPORTS COUNCIL

Interested in volunteering with us or staying in touch?

Learn more and browse our volunteering opportunities!



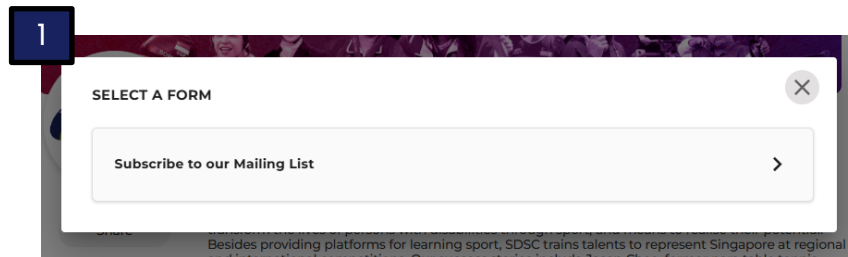
Scan to view our page



Powered by 

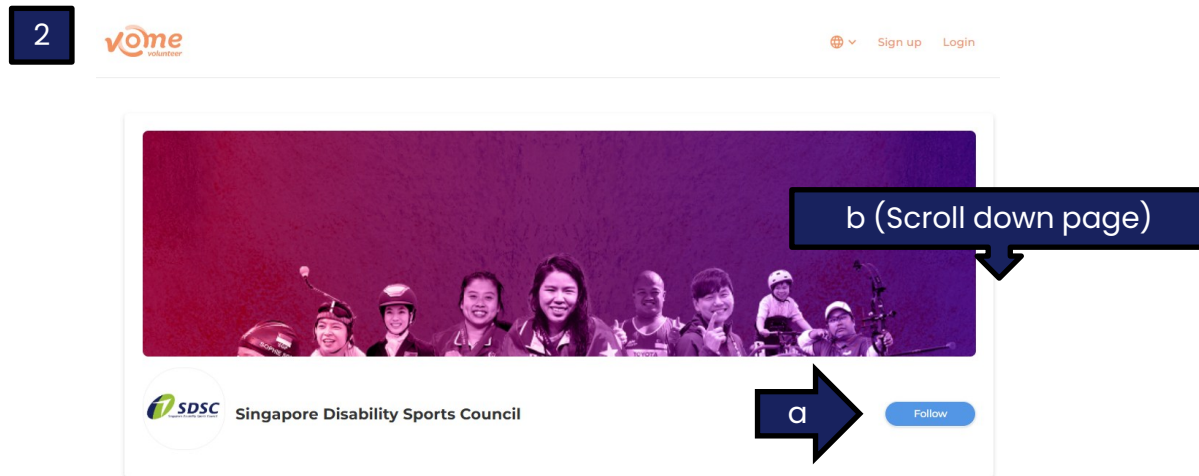
Step 2 : Connect with Us

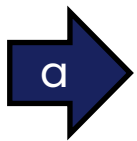
- In the popup that appears, click on **Subscribe to our Mailing List**



There are 2 options –

- Click on **Follow**
- Fill in the rest of the form





Step 3 : Fill in your details

- Fill in your details as prompted
- Make sure your password is a strong one (with the usual rules – at least 8 characters containing at least 1 uppercase letter, 1 lowercase letter, 1 symbol and 1 number)
- Click **Agree and continue**
- Check your email for OTP and enter the code to **Authenticate**

1

WELCOME TO VOME
Create an account

Already have an account? [Click here to login](#)

First Name

Last Name

Email

+65

Password [Show](#)


Confirm Password [Show](#)


Time Zone
(GMT+8:00) Kuala Lumpur, Singapore

By clicking on 'Agree & continue', you consent to Vome's [Terms of service](#) and [Privacy policy](#)

Agree and continue

OR


 Continue with Google

 Continue with Microsoft

2

AUTHENTICATE YOUR EMAIL ADDRESS

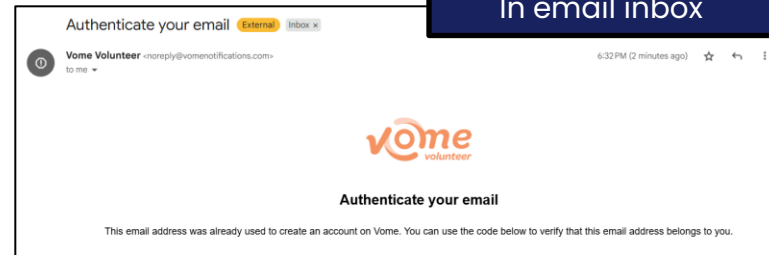
An authentication email has been sent to you. Please input the 4-digit numerical code or click on the link in the authentication email in order to authenticate the email address you registered with.

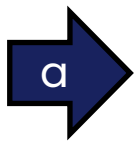
 The email was sent to admin@volunteerwithsdsc.com

[Authenticate](#)

If you did not receive an email, click [resend authentication email](#)

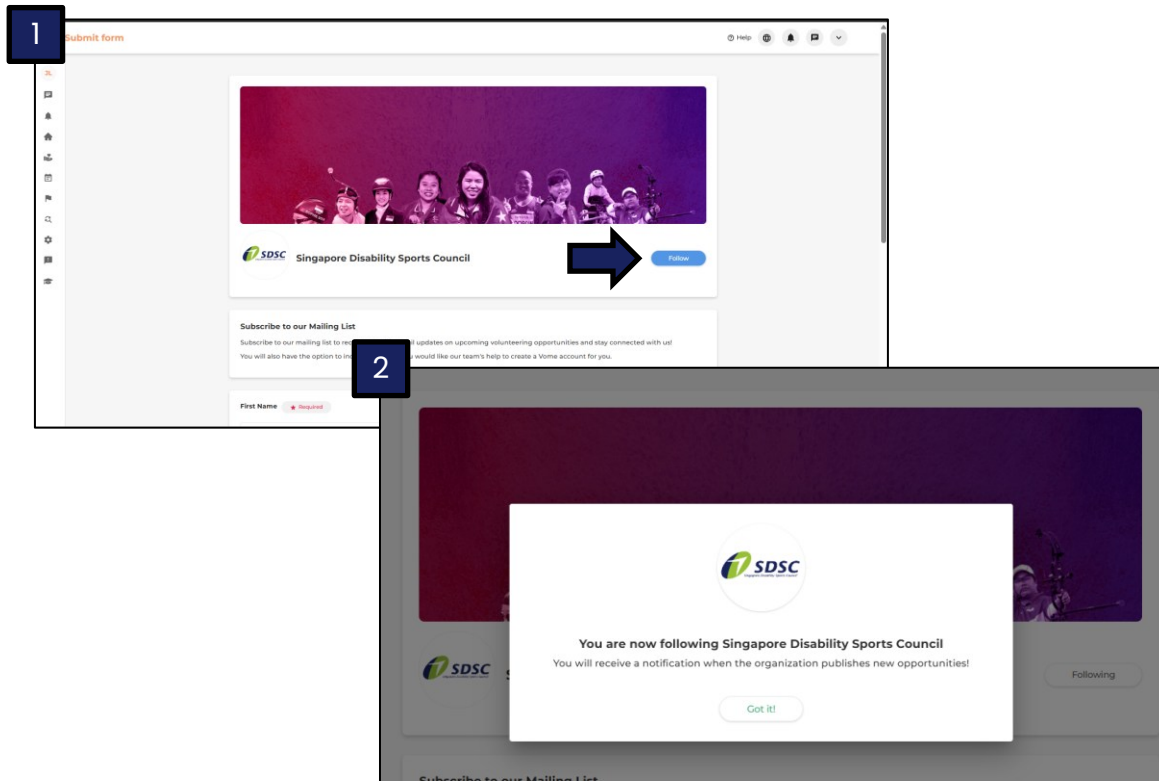
If you're facing issues with receiving the authentication email, [please read this article](#).

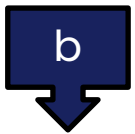




Step 4: Follow our page

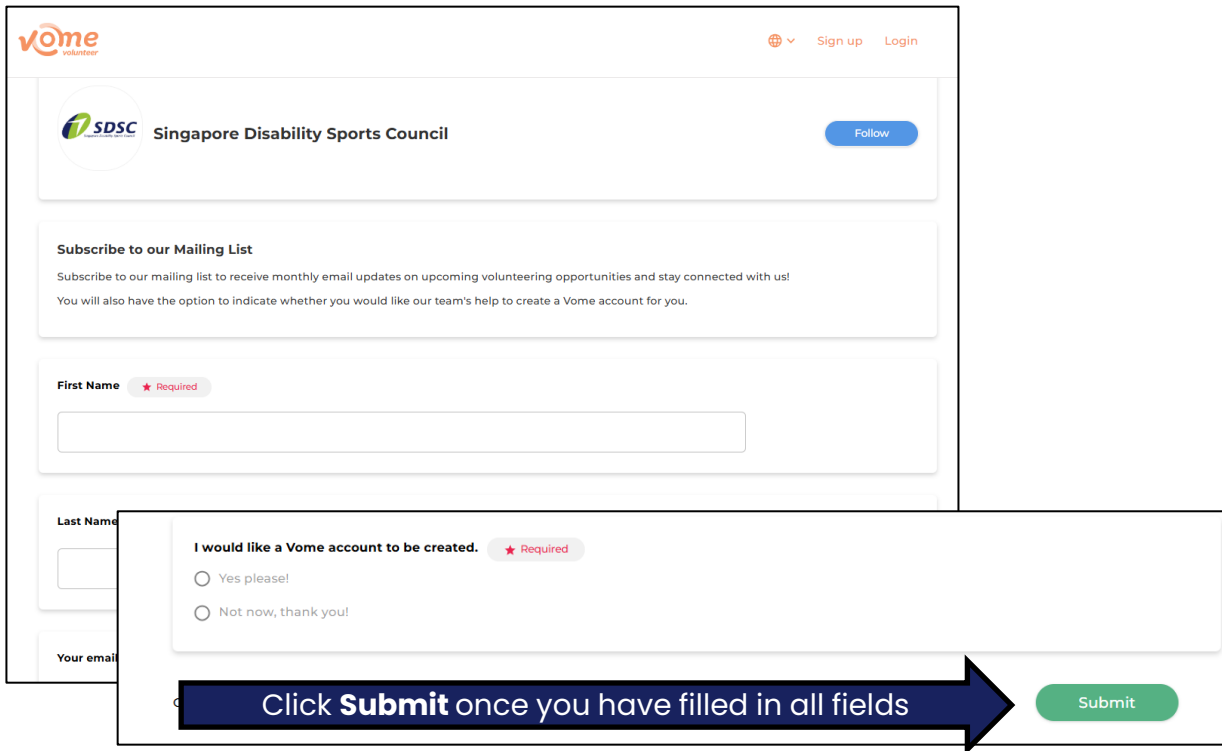
- Click **Follow** to receive automated email alerts when new volunteering opportunities are available.
- You need not fill in the rest of the form on the page unless you would like to.
- Continue the rest of this guide on Page 14.





Step 3: Fill in the form

- Fill in the rest of the form with your details.
- Click **Submit**
- Wait for our backend team to contact you via email. We will help you create your account on the backend.
- Continue this guide on the following page – Page 9.



vome volunteer

Sign up Login

SDSC Singapore Disability Sports Council Follow

Subscribe to our Mailing List

Subscribe to our mailing list to receive monthly email updates on upcoming volunteering opportunities and stay connected with us!
You will also have the option to indicate whether you would like our team's help to create a Vome account for you.

First Name ★ Required

Last Name

Your email

I would like a Vome account to be created. ★ Required

☐ Yes please!

☐ Not now, thank you!

Click **Submit** once you have filled in all fields

Submit

Onboarding as a returning / existing
volunteer

Claiming your Vome Profile

If you are a returning or existing volunteer to SDSC

You could have been earlier introduced to us through any of the following ways:

- Previous engagement as a corporate volunteer but would like to continue on a personal basis
- Signed up as a volunteer on Giving.sg or any other platform for specific event(s)/programme(s)
- Subscribed to our mailing list via www.volunteerwithsdsc.com
- Longtime volunteer with SDSC



We can make things easier for you by creating your profile backend and sending an invite for you to claim.

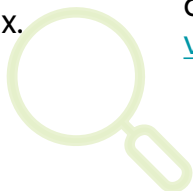
To go through this route, please contact SDSC Volunteer Team at volunteer@sdsc.org.sg with the following details.

- First Name
- Last Name
- Email Address

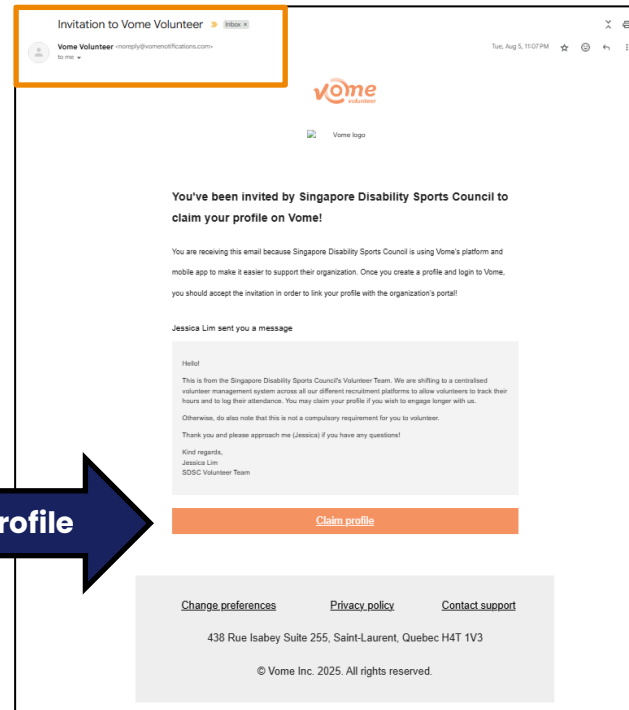
Step 1 : Look for the email invite

Once we have created your profile backend, we will let you know. You can then look for it in your email inbox (or Spam/Junk).

- Search “Invitation to Vome Volunteer” in your Inbox.



This is an automated email address. You can verify its authenticity by emailing volunteer@sdsc.org.sg



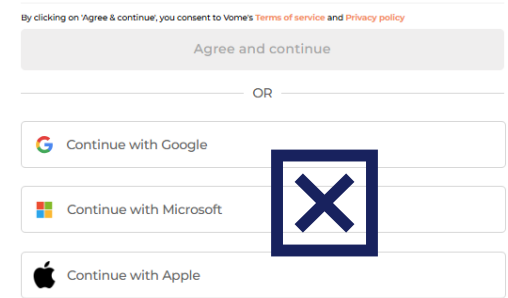
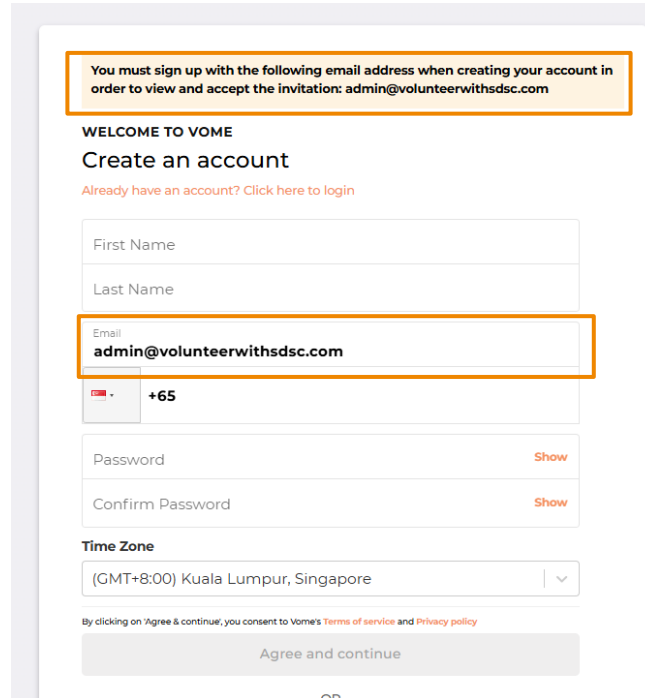
Note: You may *not* receive the email *immediately* due to the platform's automatic speed moderation for successful email delivery.

Step 2 : Fill in your details

It is **crucial** that you do **not** change the email address to which the invitation has been sent.

If you do wish to use an alternate email address, contact SDSC Volunteer Team at volunteer@sdsc.org.sg.

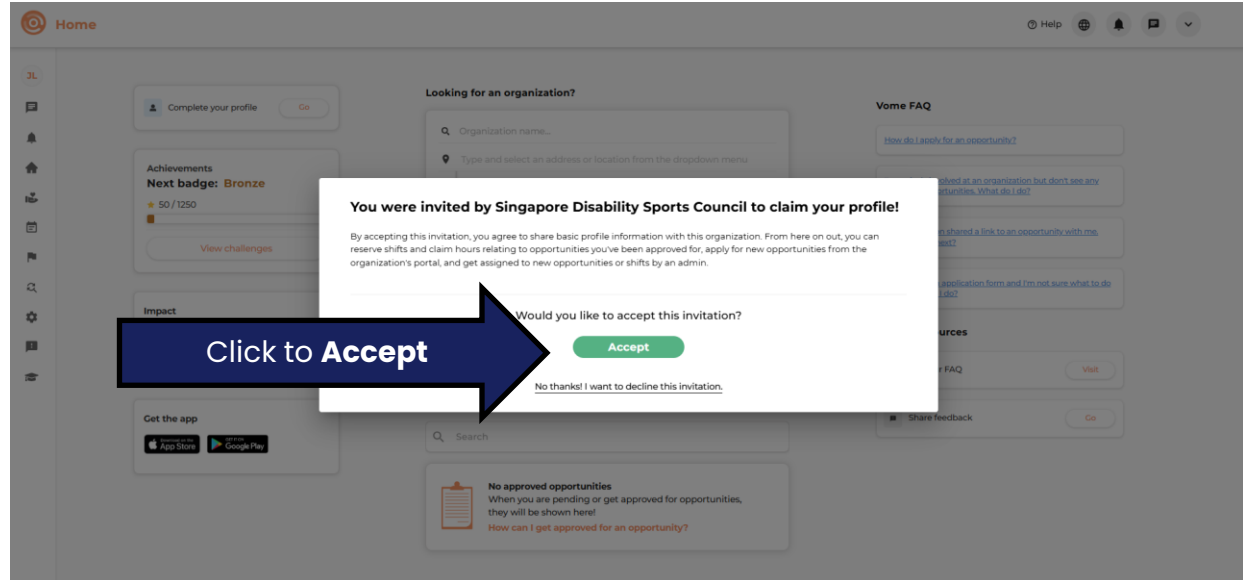
- After clicking **Agree and continue**, you will be prompted for an OTP which is sent to your email.
- Enter the OTP as per Page 6.



Note: Do **not** sign in through Google or other linked accounts.

Step 3 : Accept the invitation

- Once authenticated through entering the OTP, you are automatically logged in.
- Click **Accept** to accept the pop-up invite.
- If you accidentally clicked away, causing the invite to disappear, refresh the whole page again.

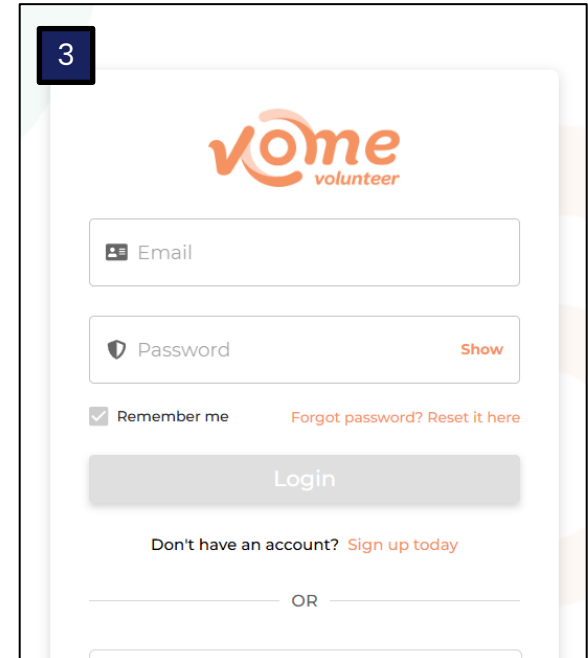
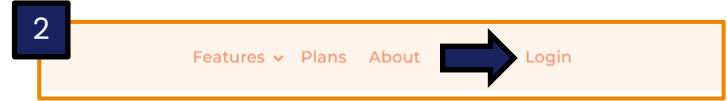
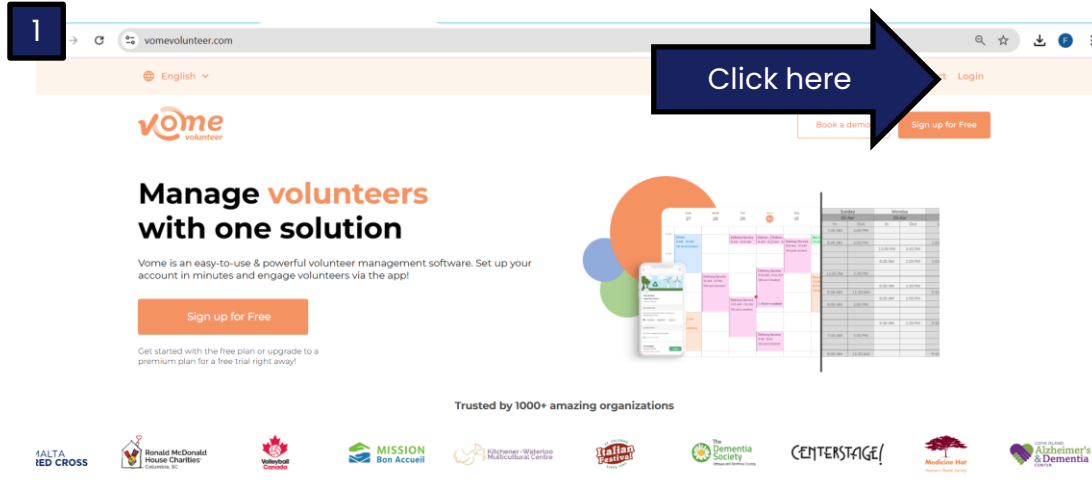


Getting around the platform

Orientation of (in) Vome

Login on Vome

- Navigate to www.vomevolunteer.com
- Click **Login**
- Fill in your details. Note that your email needs to be authenticated before first-time login.



Accessing the Menu

Access the menu in the different pages by moving the mouse to the left.

Home

Dashboard

Opportunities

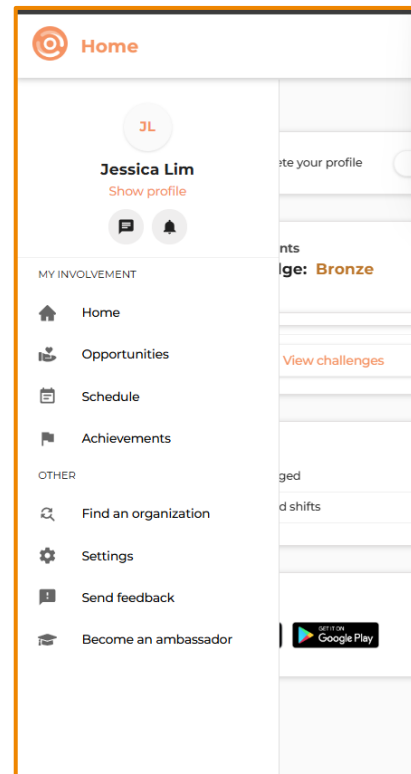
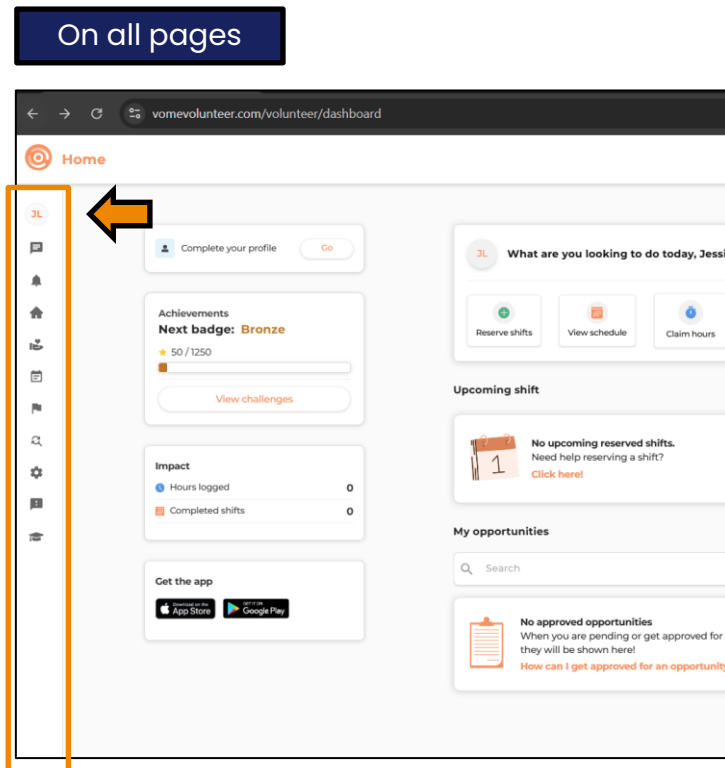
List of your assigned opportunities (see Page 25)

Schedule

View your past & upcoming shifts

Settings

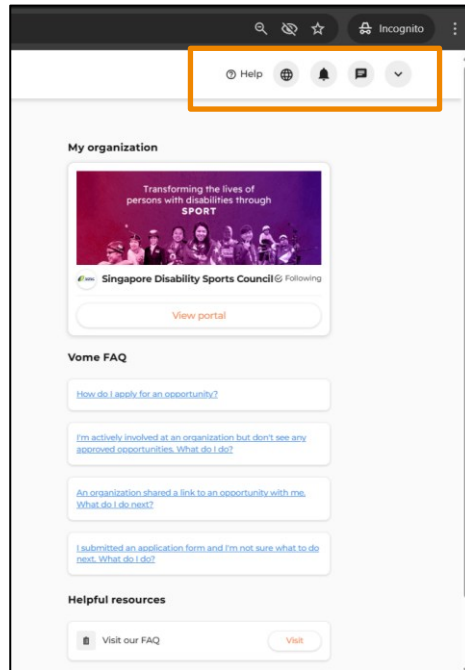
Change your time zone, language or other details



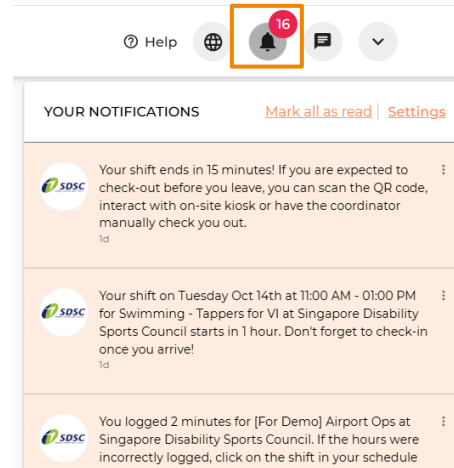
Useful Icons

Some useful icons can be found on the top right.

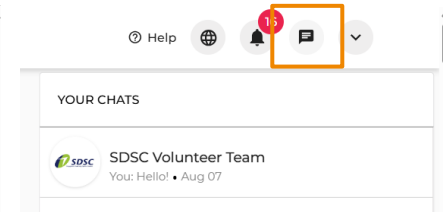
On all pages



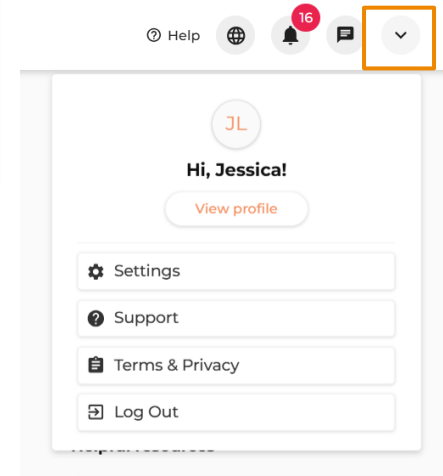
Push notifications



Platform Chat Function



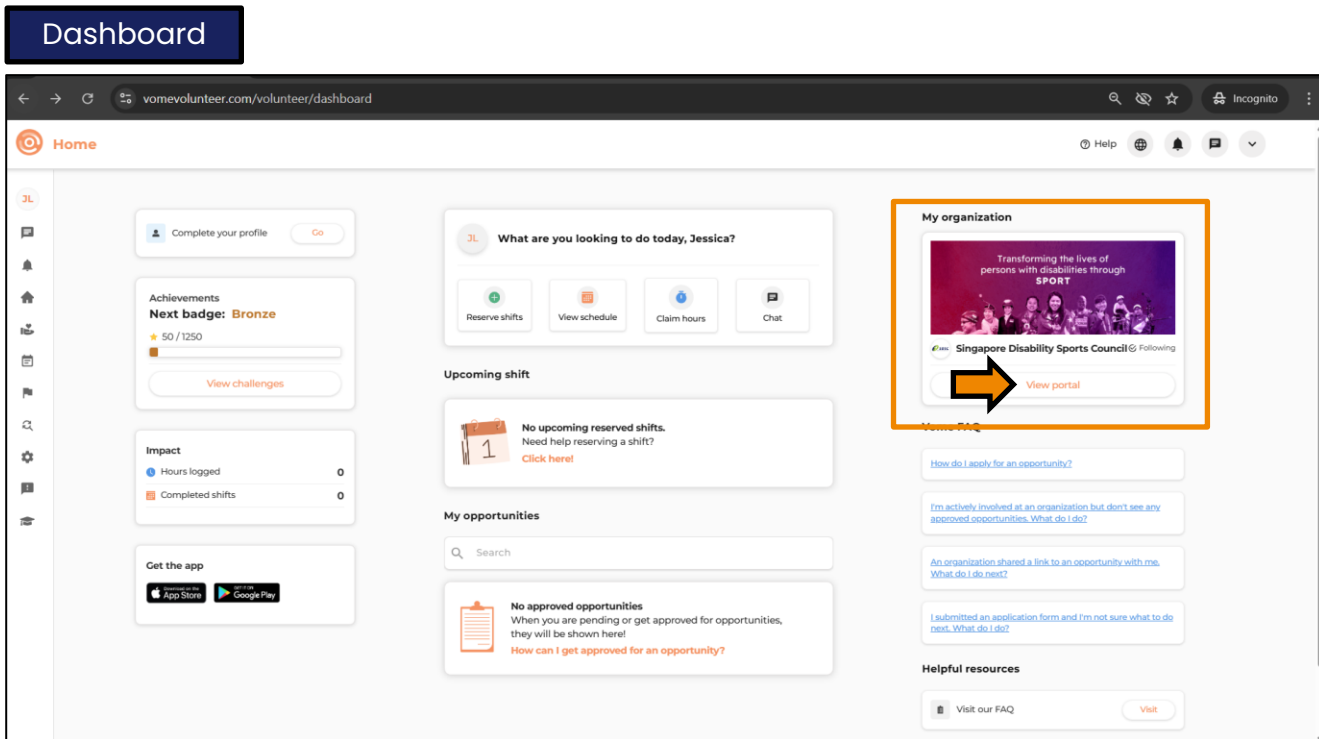
Shortcut/Log Out



Your Dashboard

- The first page after login will be your ***Dashboard***.

Dashboard



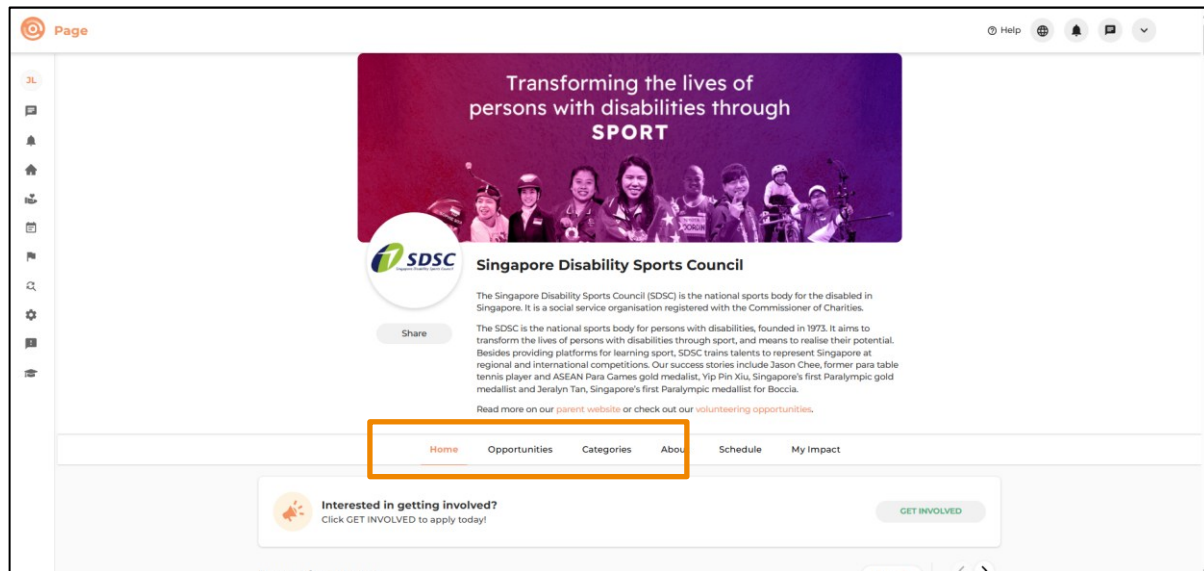
The screenshot shows the volunteer dashboard for Jessica. The top navigation bar includes a 'Home' button and a user profile icon. The main content area is divided into several sections: 'Complete your profile' with a 'Go' button; 'Achievements' showing a 'Next badge: Bronze' and a progress bar; 'Impact' with 'Hours logged' and 'Completed shifts' both at 0; 'Get the app' with links to the App Store and Google Play; 'What are you looking to do today, Jessica?' with buttons for 'Reserve shifts', 'View schedule', 'Claim hours', and 'Chat'; 'Upcoming shift' showing 'No upcoming reserved shifts'; 'My opportunities' with a search bar and 'No approved opportunities'; and 'My organization' which is highlighted with an orange box and an arrow pointing to the 'View portal' button. The 'My organization' section features a banner for 'Transforming the lives of persons with disabilities through SPORT' and the SDSC logo. The right sidebar contains 'Helpful resources' with links to 'How do I apply for an opportunity?', 'I'm actively involved at an organization but don't see any approved opportunities. What do I do?', 'An organization shared a link to an opportunity with me. What do I do next?', 'I submitted an application form and I'm not sure what to do next. What do I do?', and 'Visit our FAQ'.

If you are already following SDSC, you will be able to see us on the top right.



View Portal

SDSC Vome Portal

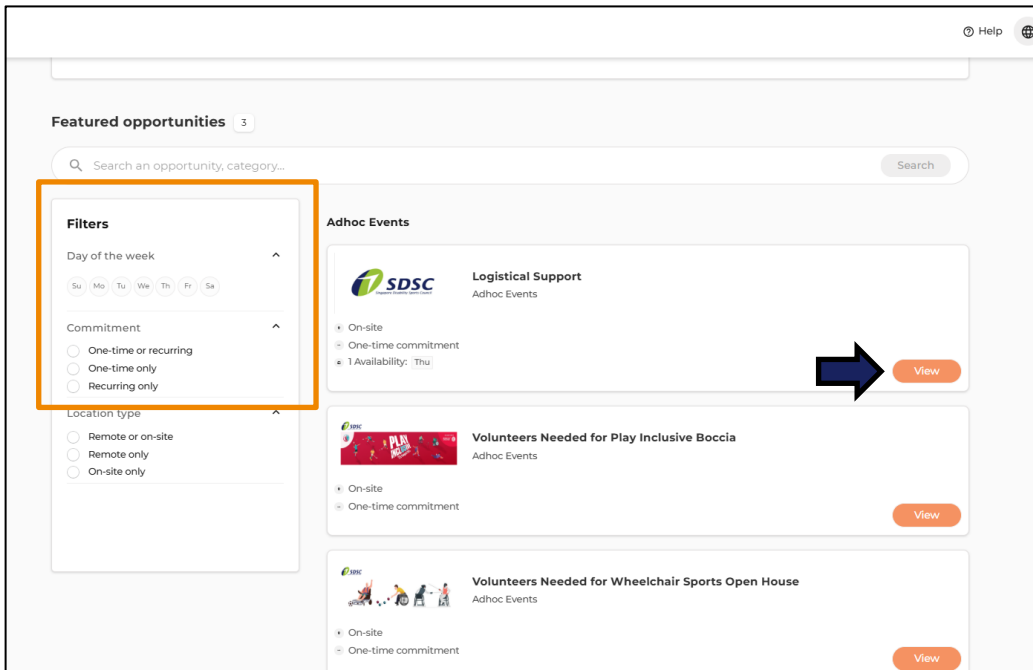


- **Opportunities**
These are individual events or different roles under large-scale events.
- **Categories**
SDSC's volunteering opportunities are categorised into different categories – Adhoc, Regular etc.

Depending on your preference, you can explore either page.

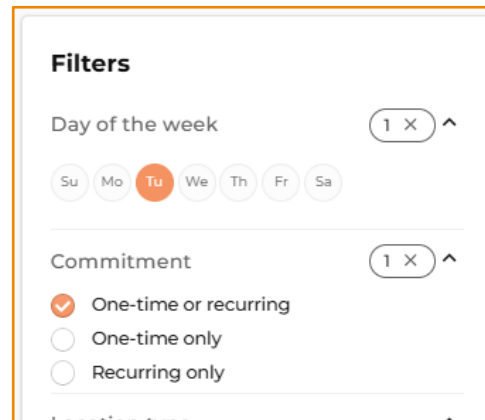
Featured Opportunities

When viewing the opportunities on SDSC Vome Portal



The screenshot shows the SDSC Vome Portal interface. On the left, a 'Filters' sidebar is highlighted with an orange border. It includes sections for 'Day of the week' (Su, Mo, Tu, We, Th, Fr, Sa), 'Commitment' (One-time or recurring, One-time only, Recurring only), and 'Location type' (Remote or on-site, Remote only, On-site only). The main content area, titled 'Adhoc Events', lists three opportunities: 'Logistical Support', 'Volunteers Needed for Play Inclusive Boccia', and 'Volunteers Needed for Wheelchair Sports Open House'. Each event card includes the SDSC logo, event title, category, and a 'View' button. A blue arrow points from the 'View' button of the 'Logistical Support' event to the right.

- Use **Filters** to find suitable opportunities for yourself. You can click the different options to select and this **1 x** sign to deselect.

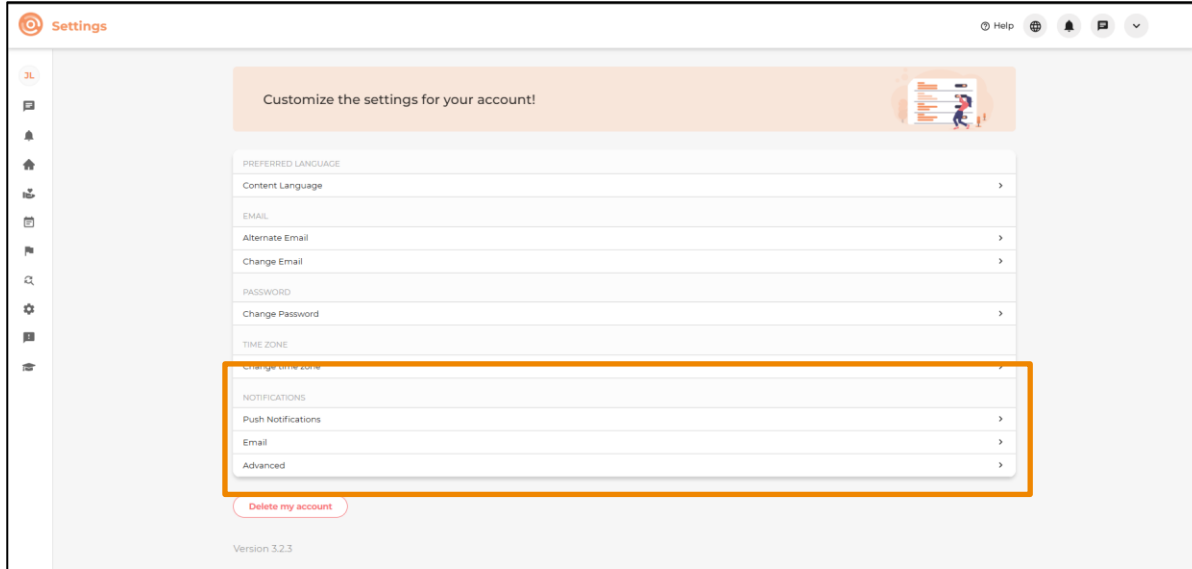


This close-up shows the 'Filters' sidebar. The 'Day of the week' section has a '1 x' button and a dropdown arrow, with 'Tu' (Tuesday) selected. The 'Commitment' section also has a '1 x' button and a dropdown arrow, with 'One-time or recurring' selected and marked with a checkmark.

- Click **View** to read more about the opportunity / event.

Customise Email Notifications

Settings



One useful function is to customise how many email notifications you get from the platform.

You can do so via the **Settings** page.

Push Notifications

System alerts accessible from the bell icon

Email

Automated email alerts

Advanced

Option available to unsubscribe from all alerts

Toggle On / Off

Depending on each type of notifications as described, you can toggle each type on and off.

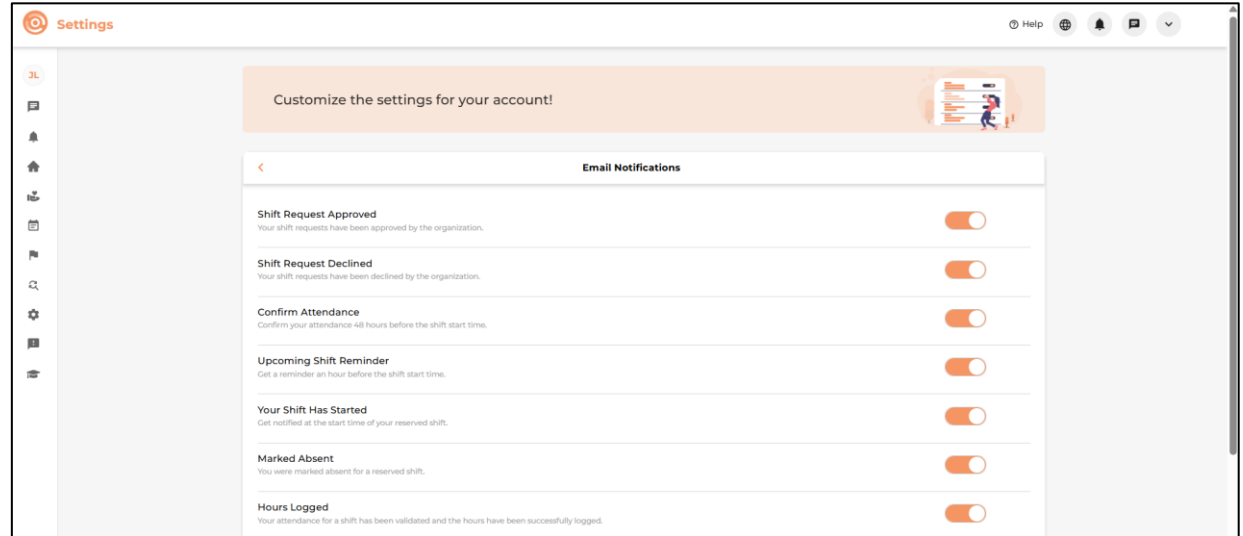


Off
Notifications are not being sent



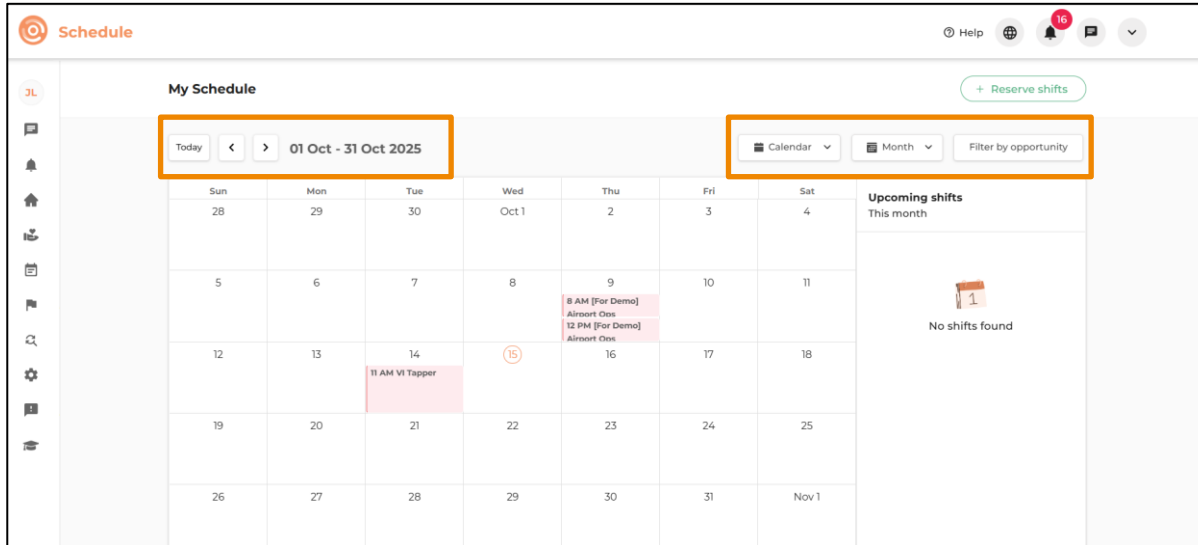
On
Notifications are being sent

Email (Notifications)



Viewing your shifts

Schedule



Use the < > arrows to toggle between different months, weeks or days.

Depending on your visual preference, you can explore what format works best for you.

Calendar

Can choose to toggle to List format

Month

Choose between Month, Week or Day

Filter by opportunity

Choose to see all shifts or for (a) particular event(s)

Signing up for volunteering **New Event / Shift**

3-Step Procedure

The platform works in a 3-step procedure for any reservation of a volunteering shift. This is the overview and what each step means.



Opportunity Assignment

You can sign up for the opportunity directly.

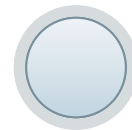
However, if you are already *assigned* an opportunity, you can *skip* the registration and reserve your shifts directly.



Shift Reservation

When you **reserve** a shift, it is **not confirmed**.

Only after our approval backend, then will it be confirmed for you.



Shift Approved

This is a **confirmed** deployment for you.

It shows up on your schedule without any accompanying small words.

You will receive shift reminders 48 hours and 1 hour before the duty.

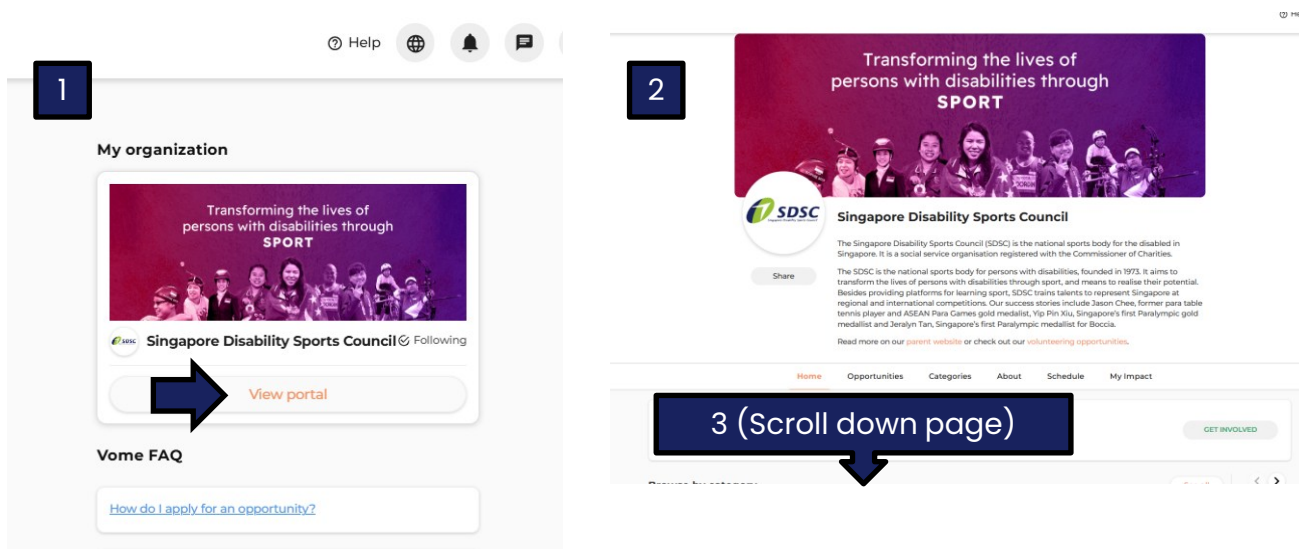
If you have no prior assigned opportunities

If you join us as a new member, you may not be assigned opportunities prior.

You can still view all the available opportunities through our Vome portal.

This is a summary of Pages 18 to 20.

Accessing SDSC's Vome portal from your **Dashboard**

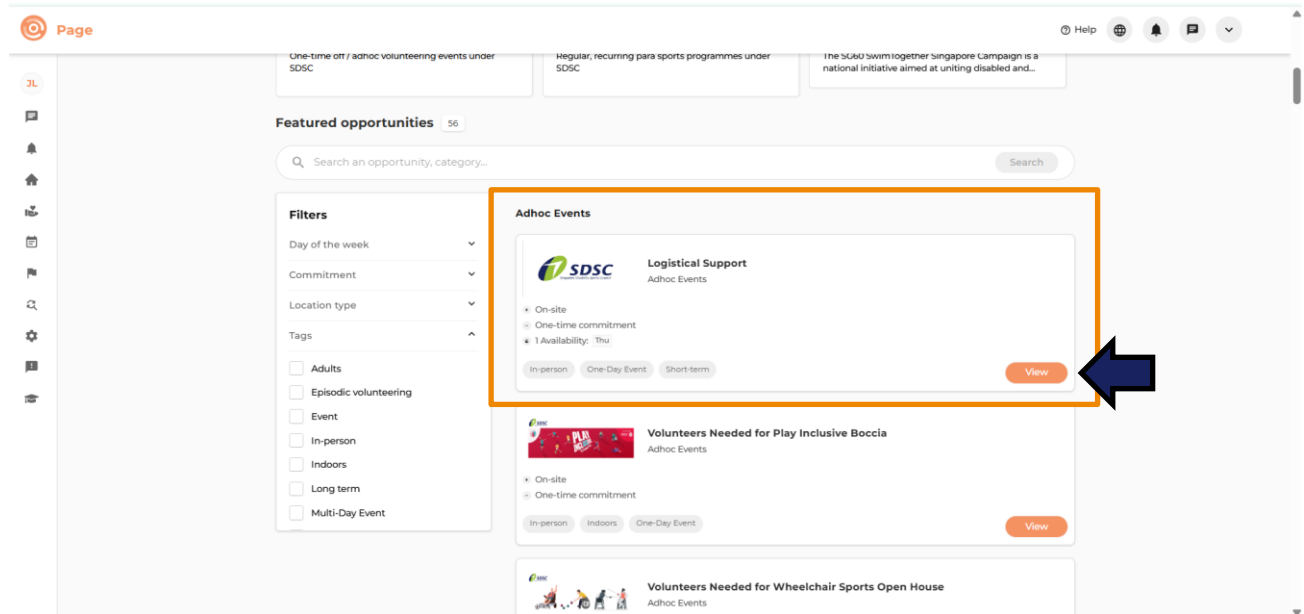


The image shows a two-step process for accessing the SDSC Vome portal from a dashboard.
Step 1: A screenshot of a user's dashboard. At the top, there are navigation icons for Help, a globe, a bell, and a chat bubble. Below these is a section titled 'My organization' which features a banner with the text 'Transforming the lives of persons with disabilities through SPORT' and a group photo of athletes. Under the banner is the SDSC logo and the text 'Singapore Disability Sports Council' followed by 'Following'. A large blue arrow points from this section to a button labeled 'View portal'. Below the 'My organization' section is a 'Vome FAQ' section with a link that says 'How do I apply for an opportunity?'.
Step 2: A screenshot of the Vome portal itself. It has a similar banner at the top with the same text and photo. Below the banner is the SDSC logo and the text 'Singapore Disability Sports Council'. A 'Share' button is visible. The main body of the page contains text about SDSC's mission and achievements, including mentions of Jason Chee, Yip Pin Xiu, and Jeralyn Tan. At the bottom, there is a navigation bar with links for 'Home', 'Opportunities', 'Categories', 'About', 'Schedule', and 'My Impact'. A large blue arrow points from the 'Opportunities' link to a box containing the text '3 (Scroll down page)'. To the right of this box is a 'GET INVOLVED' button.

Finding available opportunities

Click **View** of any opportunity you are interested for.

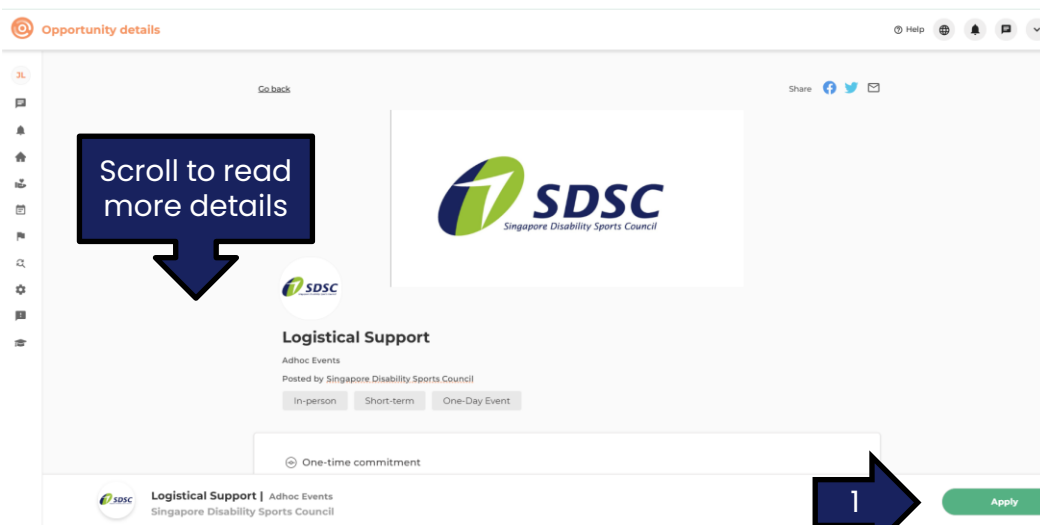
SDSC's Vome Portal



The screenshot displays the SDSC's Vome Portal interface. At the top, there are three tabs: "One-time off / adhoc volunteering events under SDSC", "Regular, recurring para sports programmes under SDSC", and "The SDSC's swimtogether singapore Campaign is a national initiative aimed at uniting disabled and...". Below these is a "Featured opportunities" section with a search bar and a "Search" button. A "Filters" sidebar on the left lists various criteria: "Day of the week", "Commitment", "Location type", "Tags", and checkboxes for "Adults", "Episodic volunteering", "Event", "In-person", "Indoors", "Long term", and "Multi-Day Event". The main content area shows a list of opportunities. The first opportunity, "Logistical Support", is highlighted with an orange border and a blue arrow pointing to its "View" button. This opportunity is categorized as "Adhoc Events" and includes details such as "On-site", "One-time commitment", and "1 Availability: Thu". Below it are two more opportunities: "Volunteers Needed for Play Inclusive Boccia" and "Volunteers Needed for Wheelchair Sports Open House", both also categorized as "Adhoc Events".

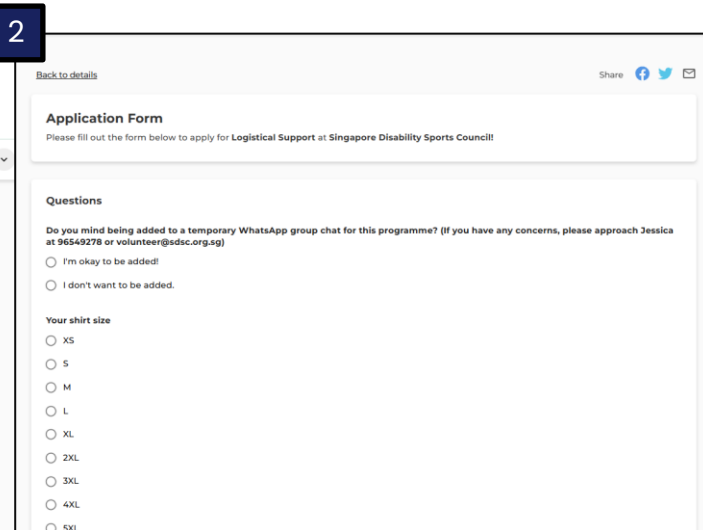
Applying for an available opportunity

(Each) Opportunity Page



The screenshot shows the 'Opportunity details' page for 'Logistical Support'. It includes the SDSC logo, the title 'Logistical Support', and the category 'Adhoc Events'. Below this, it says 'Posted by Singapore Disability Sports Council'. There are three tabs: 'In-person', 'Short-term', and 'One-Day Event'. At the bottom, there is a 'One-time commitment' checkbox and a green 'Apply' button. A blue arrow labeled '1' points to the 'Apply' button.

Click **Apply** of any opportunity you are interested for.



The screenshot shows the 'Application Form' for 'Logistical Support'. It includes a 'Back to details' link and a 'Share' button. The form asks for a WhatsApp group chat addition and provides a list of shirt sizes. A blue arrow labeled '2' points to the top of the form.

Application Form
Please fill out the form below to apply for Logistical Support at Singapore Disability Sports Council!

Questions
Do you mind being added to a temporary WhatsApp group chat for this programme? (If you have any concerns, please approach Jessica at 96549278 or volunteer@sdsdc.org.sg)

☐ I'm okay to be added!
☐ I don't want to be added.

Your shirt size

☐ XS
☐ S
☐ M
☐ L
☐ XL
☐ 2XL
☐ 3XL
☐ 4XL
☐ 5XL

Fill in the necessary application form.

Being prior assigned for any opportunity will mean that you need not fill in this form.

Applying for an available opportunity

(Each) Opportunity Page

Shift calendar


ⓘ Please note that you might first need to get approved for an opportunity before your requested shifts are confirmed. In this case, you will not see the requested shifts in your schedule right away! [Learn more](#)

Filter shifts by date

< **October 2025** >

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Available Shifts 1



Packing and Moving
Logistical Support | Adhoc Events

Thu Oct 16, 2025
01:00 PM - 05:00 PM +08

📍 Stadium Drive, Singapore Disability Sports Council Singapore

[See more details >](#)

Only 4 spots left!

Reserve

Add a note

Type here...

Once you submit this application, you will be pending for the opportunity until you get a notification that you've been accepted. You cannot modify the submission but can cancel your application to apply again.

Submit

Click **Submit** to finish your application.

Any particulars from your profile will be automatically added so that you need not fill in again for each new, not assigned opportunity.

Be sure to click **Reserve** to book your volunteering slot.

Applying for an available opportunity

Opportunities

My opportunities

Search



Logistical Support
Adhoc Events
Singapore Disability Sports Council

Pending

Contact admin

Screening checklist

View details

More ▾

My opportunities

logi



Logistical Support
Adhoc Events
Singapore Disability Sports Council

Approved

Reserve shifts

Claim hours

View details

More ▾

Pending

This is an example where the application for a **new, prior unassigned opportunity** is *pending* approval.

Approved

This is an example where you already have a **prior assigned opportunity** and can reserve your shift(s) directly.

If you have prior assigned opportunities

Look out for the following icons – **Reserve shifts** on the **Schedule** or the **Dashboard** pages.

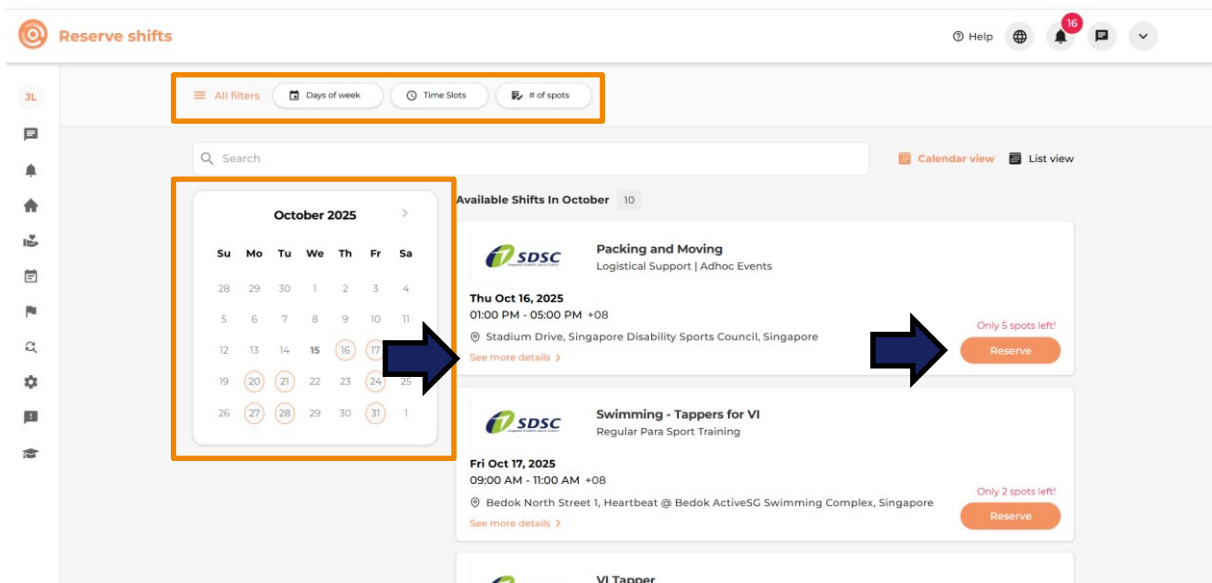
+ Reserve shifts



Reserve shifts

Each circle on the calendar indicates at least 1 volunteering opportunity on the day. You can click on the circled dates to 'jump' quickly or use the filters to find suitable opportunities.

Reserve shifts




The screenshot displays the 'Reserve shifts' page. At the top, there's a navigation bar with 'Reserve shifts' and a 'Help' icon. Below this, a filter bar includes 'All filters', 'Days of week', 'Time Slots', and '# of spots'. A search bar is present. The main content area shows 'Available Shifts In October' with a list of shifts. The first shift is 'Packing and Moving' on 'Thu Oct 16, 2025' from '01:00 PM - 05:00 PM +08' at 'Stadium Drive, Singapore Disability Sports Council, Singapore'. It has 'Only 5 spots left!' and a 'Reserve' button. The second shift is 'Swimming - Tappers for VI' on 'Fri Oct 17, 2025' from '09:00 AM - 11:00 AM +08' at 'Bedok North Street 1, Heartbeat @ Bedok ActiveSG Swimming Complex, Singapore'. It has 'Only 2 spots left!' and a 'Reserve' button. A third shift 'VI Tapper' is partially visible. A calendar for October 2025 is shown on the left, with a blue arrow pointing from the 16th to the 'See more details' link of the first shift.

Click on **See more details** or **Reserve** to proceed.

Reserving Shifts

See more details



Swimming - Tappers for VI

Regular Para Sport Training

Date & Time Fri Oct 17, 2025
09:00 AM - 11:00 AM +08

Location Bedok North Street 1, Heartbeat @ Bedok ActiveSG Swimming Complex, Singapore

Opportunity Information Swimming - Tappers for VI
Gist: To work with our visually impaired swimmers to support them in their regular swimming practices

World Para Swimming caters for 3 impairment groups - physical, intellectual and vision impairment. Under this programme, volunteers will be working with a visually impaired athlete by assisting as Tappers.

Watch a short video about how Swimming at the Paralympics is like (and the visual illustration of what tappers do): <https://youtu.be/UBwvL9yOgu0?feature=shared>

Roles & Responsibilities of Volunteers

Tapping is a form of communication with the swimmers to tell them they are approaching the wall and they would need to turn or end. This is done with a long pole with a tap to the back. Tappers will remain outside of the pool while tapping. At least 2 tappers are required per session.

Days & Timings + Venue

- Mon 11am to 1pm

Reserve

Reserve shifts

Help | Settings | Notifications | Profile


All filters | Days of week | Time Slots | # of spots

Search

Calendar view | List view

Available Shifts In October


Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1



Swimming - Tappers for VI

Regular Para Sport Training

Fri Oct 17, 2025
09:00 AM - 11:00 AM +08
@ Bedok North Street 1, Heartbeat @ Bedok ActiveSG Swimming Complex, Singapore
[See more details >](#) Only 2 spots left! [Reserve](#)



VI Tapper

Swimming - Tappers for VI | Regular Para Sport Training

Mon Oct 20, 2025
11:00 AM - 01:00 PM +08
@ Bedok North Street 1, Heartbeat @ Bedok ActiveSG Swimming Complex, Singapore
[See more details >](#) Only 2 spots left! [Reserve](#)

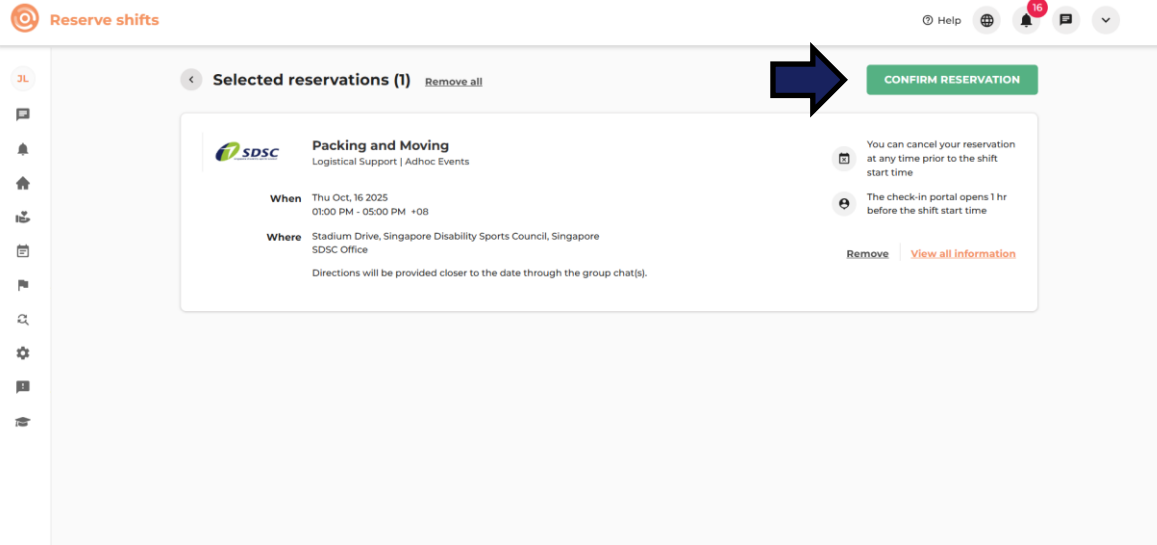
You selected 1 shift
Please review your shift reservations before confirming.

[Remove all](#) [Review & Confirm](#)

Click **Review & Confirm**.

Reserving Shifts

Review & confirm



Reserve shifts

Selected reservations (1) [Remove all](#)

Packing and Moving
Logistical Support | Adhoc Events

When Thu Oct, 16 2025
01:00 PM - 05:00 PM +08

Where Stadium Drive, Singapore Disability Sports Council, Singapore
SDSC Office

Directions will be provided closer to the date through the group chat(s).

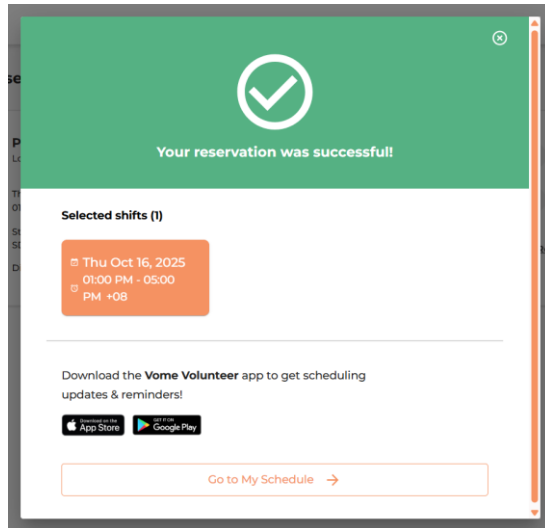
[Remove](#) [View all information](#)

[CONFIRM RESERVATION](#)

- Click **CONFIRM RESERVATION**.
- You can click on **View all information** if you need a reminder of what the shift is about. Otherwise, all key details are seen here.

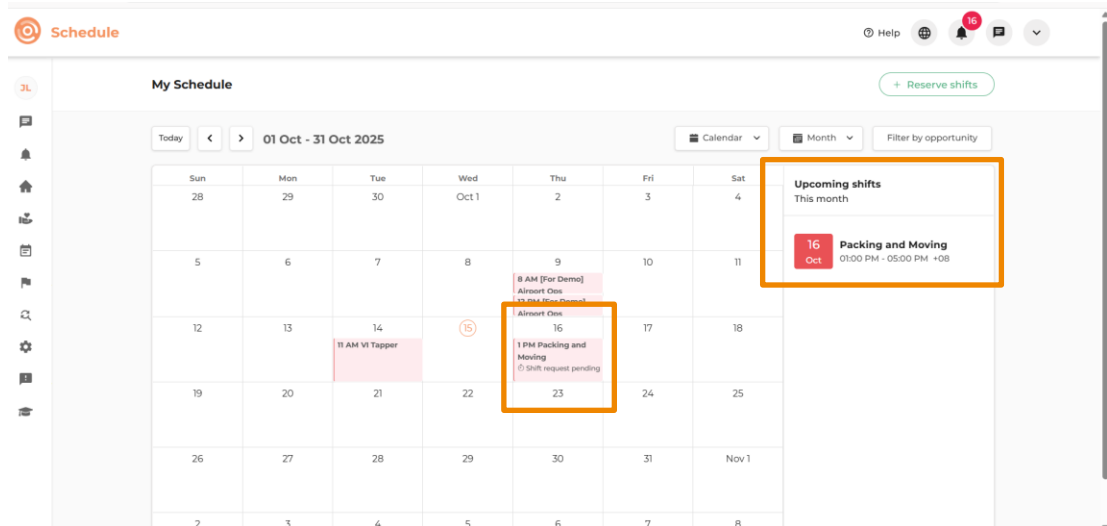
Reserving Shifts

Successful Reservation



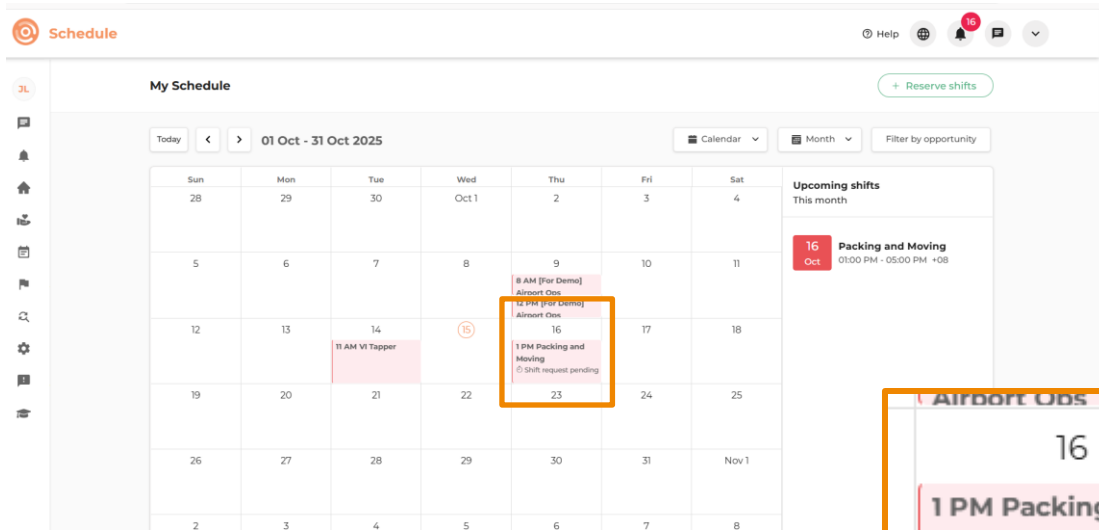
- With the pop-up confirming that your reservation is successful, you can head to your **Schedule**.

Schedule

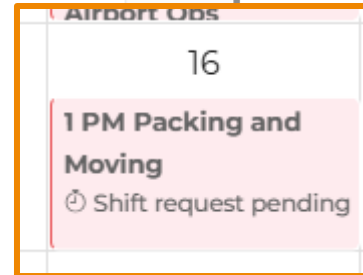


Shift Request Pending

Schedule



- At this point, your shift reservation is successful, but your shift request is not yet approved.
- Our backend team will then approve your shift to confirm your deployment based on the actual circumstances.



Shift Request Approved

Schedule

My Schedule

Today < > 01 Oct - 31 Oct 2025

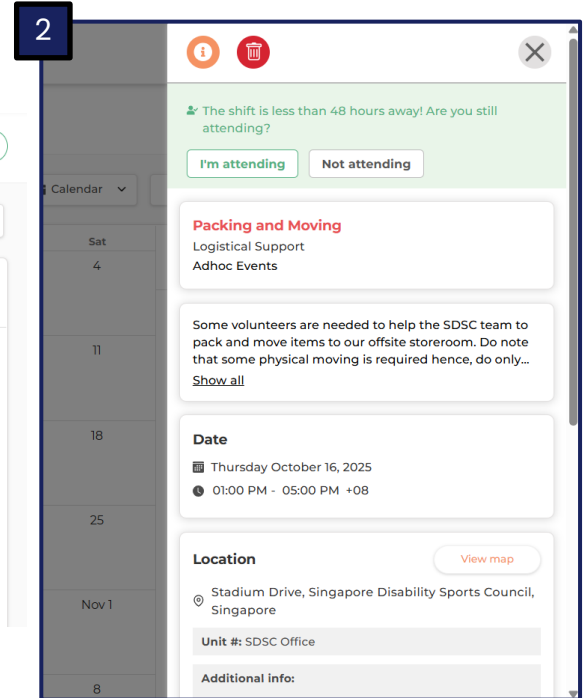
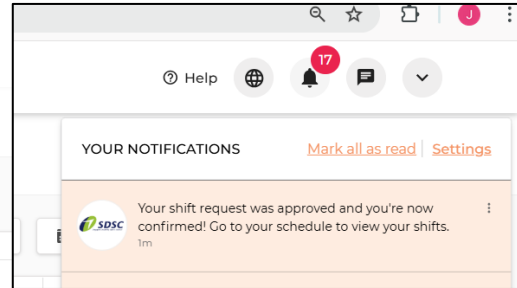
Sun	Mon	Tue	Wed	Thu
28	29	30	Oct 1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23

11 AM VI Tapper

1 PM Packing and Moving

8 AM [For Demo] Airport Ops
12 PM [For Demo] Airport Ops

16 Oct Packing and Moving 01:00 PM - 05:00 PM +08



- When your shift request is approved, this is how it will look on your calendar, i.e. with no small words. You will also receive both push and email notifications. To review details of the shift, click on the shift.

Taking attendance Checking – In & – Out

Taking attendance

- Check in onsite once you have reached the location.
- Check out once you are dismissed from your shift.
- The procedure is the same for both checking in and out.
- There are 2 ways to do it –
 1. Using the Vome App
 2. Using the Onsite Portal (App not needed)

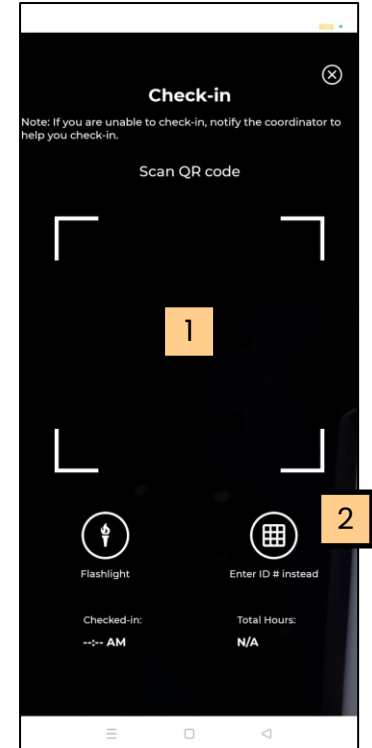
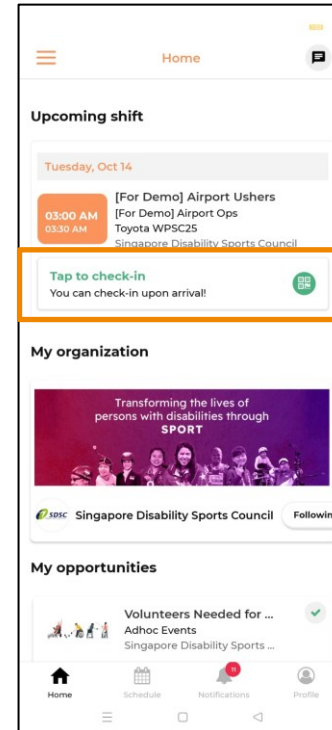
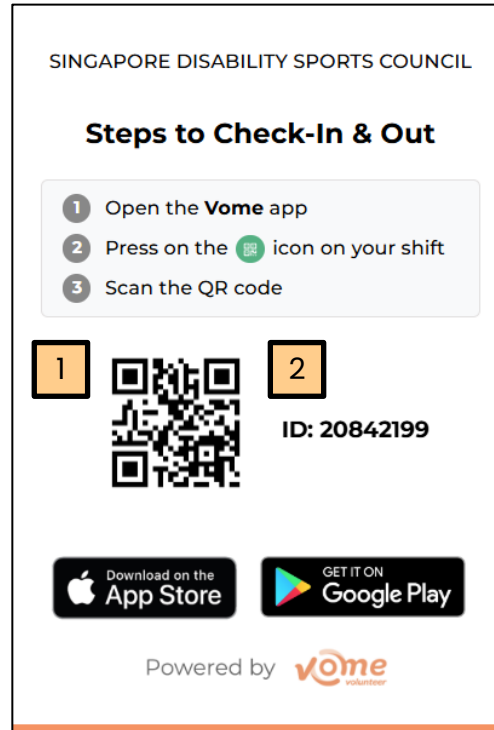


Note: If you do not wish to claim your profile / have a Vome account, we will still track your attendance through the system with you as an offline user. This is to help us have your attendance record on standby as and when you need it. Also, we do not need you to download the app unless you wish to.

Using the Vome App

- Check in yourself once you have reached
- Use the app to scan a printed QR code **or** enter the ID number

Note: You can only check in if you are *confirmed* for a shift. The portal opens 1 hour before the shift's starting time and closes 30 minutes after the shift's ending time.



Using the Onsite Portal

- No app is needed
- Enter your first name onsite in the web portal (available on an onsite device provided by the team).
- Note that you can only check in if you have a **confirmed** shift.

Onsite Kiosk

1 Welcome to the check-in/out kiosk!
Find or search your name below to check-in/out of your shift! If you're reserved for a shift but you can't find your name on the list, please refresh the web browser.

Search your first name or ID name...

[For Demo] Airport Ushers
[For Demo] Airport Ops
Toyota WPSC25
Tuesday October 14, 2025
04:00 AM - 04:30 AM

[For Demo] Airport Usher
[For Demo] Airport Ops
Toyota WPSC25
Tuesday October 14, 2025
05:00 AM - 05:30 AM

VI Tapper
Swimming - Tappers for VI
Regular Para Sport Training
Tuesday October 14, 2025
11:00 AM - 01:00 PM

2 Welcome, Jessica!
You can check-in to your shift by confirming the arrival time below.

Your shift is scheduled to end at 04:30 AM. Please don't forget to come back to the kiosk to check out before you leave!

Arrival time
04:08 am
Selected time: 4:08 AM

Cancel Check-in

3 Welcome to the check-in/out kiosk!
Find or search your name below to check-in/out of your shift! If you're reserved for a shift but you can't find your name on the list, please refresh the web browser.

Search your first name or ID name...

[For Demo] Airport Ushers
[For Demo] Airport Ops
Toyota WPSC25
Tuesday October 14, 2025
04:00 AM - 04:30 AM

Jessica Lim

Check-in

Jessica Lim

Checked-in 04:08 AM

Check-out

Note: If your first name is set differently in your account e.g. to a nickname perhaps, please try to remember and key in onsite.

Checking Out

- Checking out is the same process. If you are using the app, scan the QR code or enter the ID number again.

Onsite Kiosk

1

Welcome to the check-in/out kiosk!
 Find or search your name below to check-in/out of your shift! If you're reserved for a shift but you can't find your name on the list, please refresh the web browser.

Jessica Clear

[For Demo] Airport Ushers
[For Demo] Airport Ops
 Toyota WPSC25

Tuesday October 14, 2025
 04:00 AM - 04:30 AM

Jessica Lim Check-out

Checked-in 04:08 AM

2

Thank you, Jessica!

You can check-out of your shift by confirming the departure time below.

Departure time
 04:10 am

Selected time: 4:10 AM

☐ Edit arrival time


Current arrival time: 04:08 AM

New arrival time
 04:08 am

New arrival time

Cancel Check-out

3



Thanks, Jessica!

You've been successfully checked-out at 04:10 AM

Close

Recording your volunteer hours

Hours Claim

Summary of Scenarios

- Depending on the situation during the actual volunteering shift, there may be 3 scenarios for your time record.
- Different follow-up actions can be taken to reconcile all hours.
- Be reassured that we place great importance in making sure your attendance is tracked!

Hours Logged

- Both check-in and out are done.
- Hours are automatically logged with the appearance of the small clock icon on your shift.

Checked-In

- Check-in was done but no check-out.
- Hours were therefore not logged yet.

Hours Not Logged

- No check-in and – out was done.



Case 1 : Hours Logged

- Check-in and –out was done through the onsite kiosk or app.
- Appearance of the small clock icon on your shift with the number of hours
- Clicking on the shift, followed by **Claim hours** displays the exact timings logged.

Schedule

My Schedule

Today < > 01 Sep - 30 Sep 2025 Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	Sep 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22

7 AM Event Operations Personnel

⌚ 5 hrs 0 mins

22

7 AM Event Operations Personnel

⌚ 5 hrs 0 mins

2

ⓘ
📶
3
✕

⌚ Your hours have been logged! 5 hrs 00 mins

Event Operations Personnel

[All] Event Operations
Toyota WPSC25

• Encompassing all areas

Date

Monday September 22, 2025
07:00 AM - 12:00 PM +08

Location View map

Stadium Drive, OCBC Aquatic Centre, Singapore

Coordinator


SDSC Volunteer Team
Volunteer Coordinator Contact

Reminders


Case 1 : Hours Logged


- On the pop-up, click the small icon next to the timings to change if necessary. Either scroll or click on the digits itself to key in the timings.
- No. of hours will be automatically computed.
- Click **Claim hours** to send claim for approval.

Claim hours


Send claim
✕

Current shift:


Mon Sep 22, 2025


 07:00 AM - 12:00 PM

When did you attend?

Please indicate the time slot:

Arrival time

07:00 am

⌚

to

Departure time

12:00 pm

⌚

of hours

5 hrs 00 mins

1

3

Cancel

Claim hours

2

When did you attend?

Please indicate the time slot:

Arrival time

07:00 am

⌚

to

Departure time

12:00 pm

⌚

07

00

am

08

pm

09

01

10

02

11

03

12

04

01

05

When did you attend?

Please indicate the time slot:

Arrival time

07:15 am

⌚

to

Departure time



12:00 pm

⌚

Case 1 : Hours Logged

- In the event that your actual timings are not within the original shift timings, that is okay.
- You can still claim the actual hours that you have attended.
- These screenshots are an example. You can go through the same claim process or if you have checked-in and -out onsite, then the actual timings are logged.

Schedule



✕

Your hours have been logged! 7 hrs 30 mins

Event Operations Personnel

[All] Event Operations
Toyota WPSC25

• Encompassing all areas

Date


📅 Thursday September 25, 2025

🕒 11:30 AM - 05:00 PM +08

Location View map

📍 Stadium Drive, OCBC Aquatic Centre, Singapore

Coordinator



SDSC Volunteer Team
 Userin
 Volunteer Coordinator

Contact


Original shift timings

Date

📅 Thursday September 25, 2025

🕒 11:30 AM - 05:00 PM +08

Actual checked-in and -out times


Send claim
✕

Current shift:

📅 **Thu Sep 25, 2025**

🕒 11:30 AM - 05:00 PM

When did you attend?

Please indicate the time slot:

Arrival time
 09:30 am

to

Departure time
 05:00 pm

🕒

of hours
 7 hrs 30 mins

Cancel
Claim hours

Case 2 : Checked-In

- Check-in was done, but no check-out.
- Hours were therefore not logged yet.
- Look for the relevant shift on your **Schedule** and click on the shift.
- Adjust the timings if necessary and submit for approval.

Schedule

Checked-in: 11:56 AM **1** [Send claim](#)

[For Demo] Airport Ops
Toyota WPSC25

Date
Thursday October 9, 2025
12:00 PM - 01:00 PM +08

Location [View map](#)
Airport Boulevard, Changi Airport (SIN), Singapore

Additional info:
Exact terminal will be made known to confirmed volunteers.

Coordinator
SDSC Volunteer Team
user1r Volunteer Coordinator [Contact](#)

2 **Send claim**

Current shift:
Thu Oct 9, 2025
12:00 PM - 01:00 PM

When did you attend?
Please indicate the time slot:

Arrival time: 11:56 am to Departure time: 01:00 pm # of hours: 1 hr 4 mins **3**

[Cancel](#) [Claim hours](#)

When claim is pending →

Your hour claim is pending [View](#)

Checked-in: 11:56 AM

When claim is approved →

Your hours have been logged! 1 hr 34 mins

Case 3 : Hours Not Logged

- No check-in and – out was done. No hours were logged.
- Likewise, look for the relevant shift on your **Schedule** and click on the shift.
- Adjust the timings if necessary and submit for approval.

Schedule

i 📍

 Your hours are not logged. Send an hour claim if you attended!

Send claim

[For Demo] Airport Ops

Toyota WPSC25

Date

📅 Thursday October 9, 2025

🕒 08:00 AM - 10:30 AM +08

Location View map

📍 Airport Boulevard, Changi Airport (SIN), Singapore

Additional info:

Exact terminal will be made known to confirmed volunteers.

Coordinator

SDSC Volunteer Team

Volunteer Coordinator

Contact

Reminders

2

📍
Send claim
✕

Current shift:

📅 **Thu Oct 9, 2025**

🕒 08:00 AM - 10:30 AM

When did you attend?

Please indicate the time slot:

Arrival time

08:00 am ⌚

Departure time

to 10:30 am ⌚

🕒

of hours

2 hrs 30 mins

Cancel
Claim hours

1

3

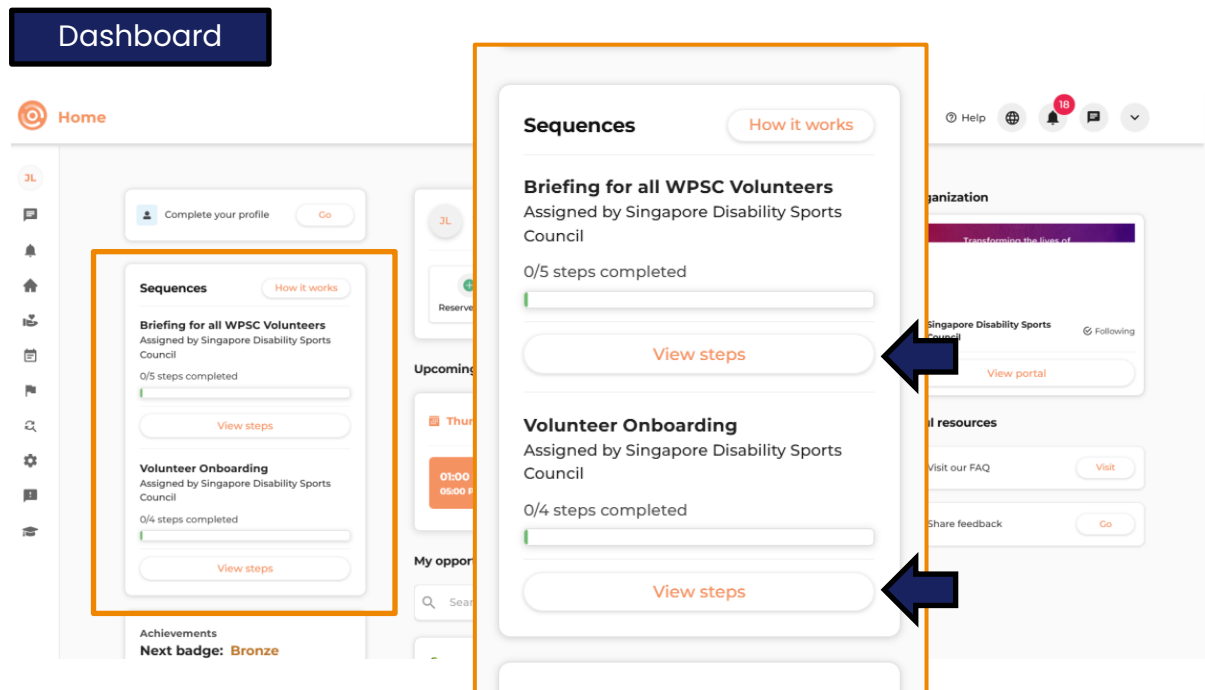
Other functions

Sequences & Simple Volunteer Record Generation

Sequences : What & How

- Sequences are basically a flow of steps, which can be administrative forms for you to fill out or a training series for you to complete.
- Locate your sequences, if any, on your **Dashboard**.
- Click on **View steps** of any sequence.

Dashboard



Sequences [How it works](#)

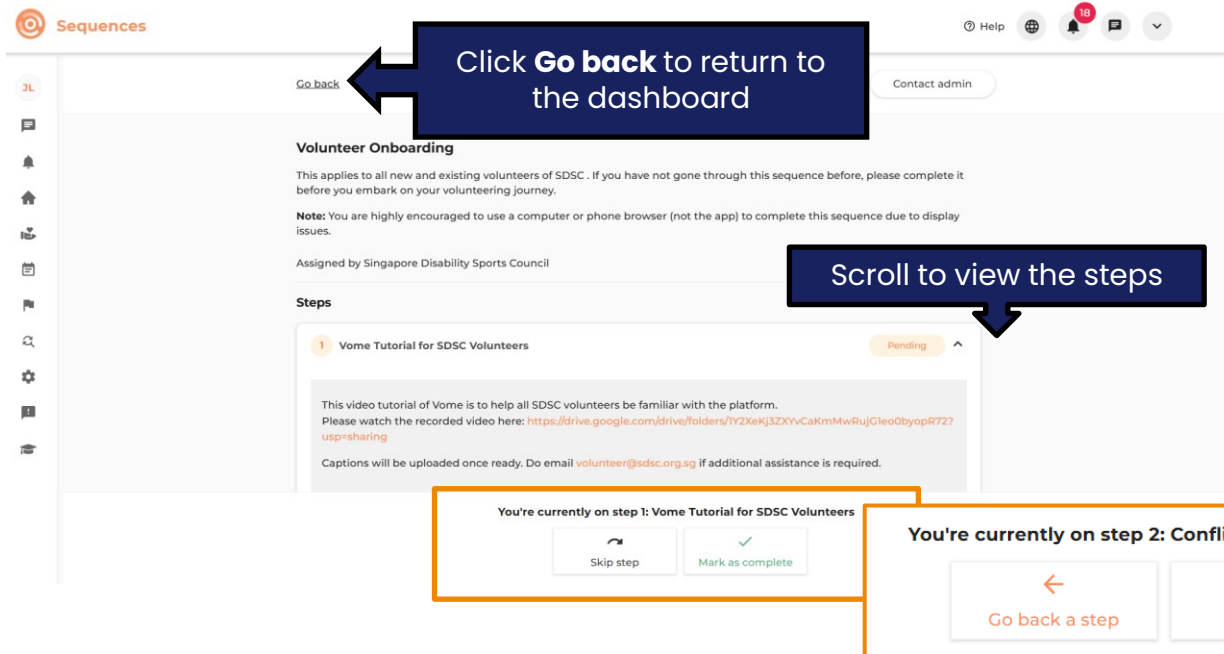
Briefing for all WPSC Volunteers
Assigned by Singapore Disability Sports Council
0/5 steps completed
[View steps](#)

Volunteer Onboarding
Assigned by Singapore Disability Sports Council
0/4 steps completed
[View steps](#)

Achievements
Next badge: **Bronze**

Sequences : What & How

Accessing a sequence



The screenshot shows the 'Sequences' page in the SDSC system. A sidebar on the left contains navigation icons. The main content area displays the 'Volunteer Onboarding' sequence, which is assigned by the Singapore Disability Sports Council. A blue callout box with an arrow points to the 'Go back' link at the top left of the sequence details. Another blue callout box with an arrow points to the 'Steps' section, which lists 'Vome Tutorial for SDSC Volunteers' with a 'Pending' status. Below the steps, there are two orange-bordered boxes showing the actions available for each step. The first box, for step 1, shows 'Skip step' and 'Mark as complete' buttons. The second box, for step 2, shows 'Go back a step', 'Skip step', and 'Mark as complete' buttons.

Click **Go back** to return to the dashboard

Scroll to view the steps

You're currently on step 1: Vome Tutorial for SDSC Volunteers

Skip step Mark as complete

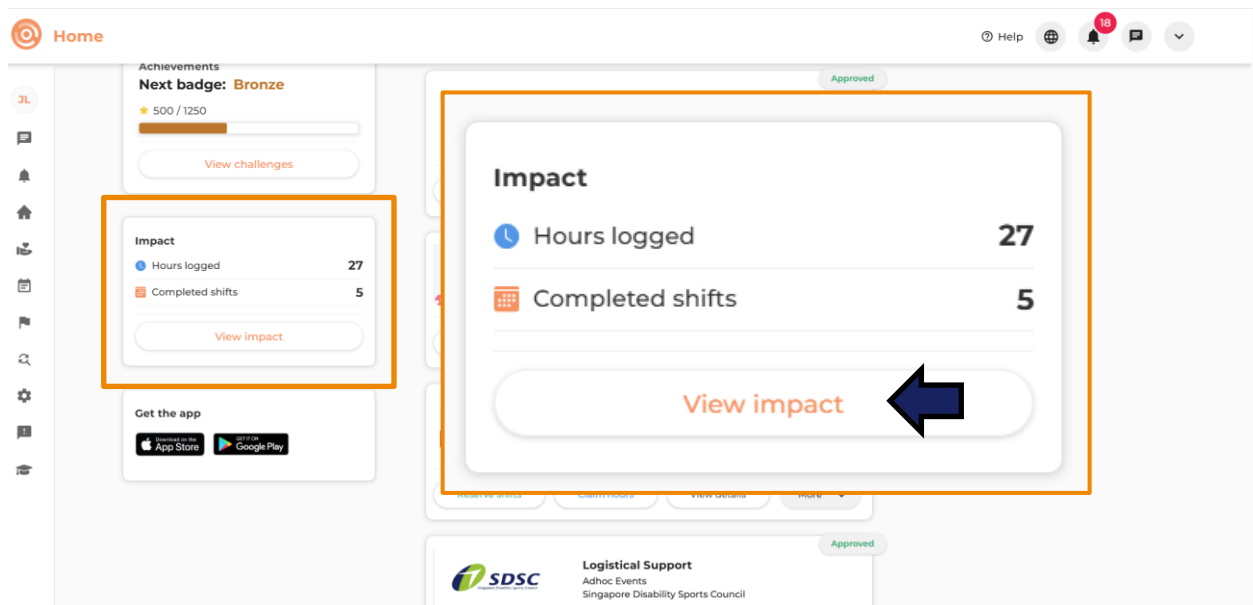
You're currently on step 2: Conflict of Interest Policy and Declaration Form

Go back a step Skip step Mark as complete

- Complete the step and you can click **Mark as complete** to move onto the next step.
- You can also **Skip step** if you would like to move ahead first and come back later.
- Once the sequence is completed, it will disappear from the **Dashboard**.

Simple Volunteer Record

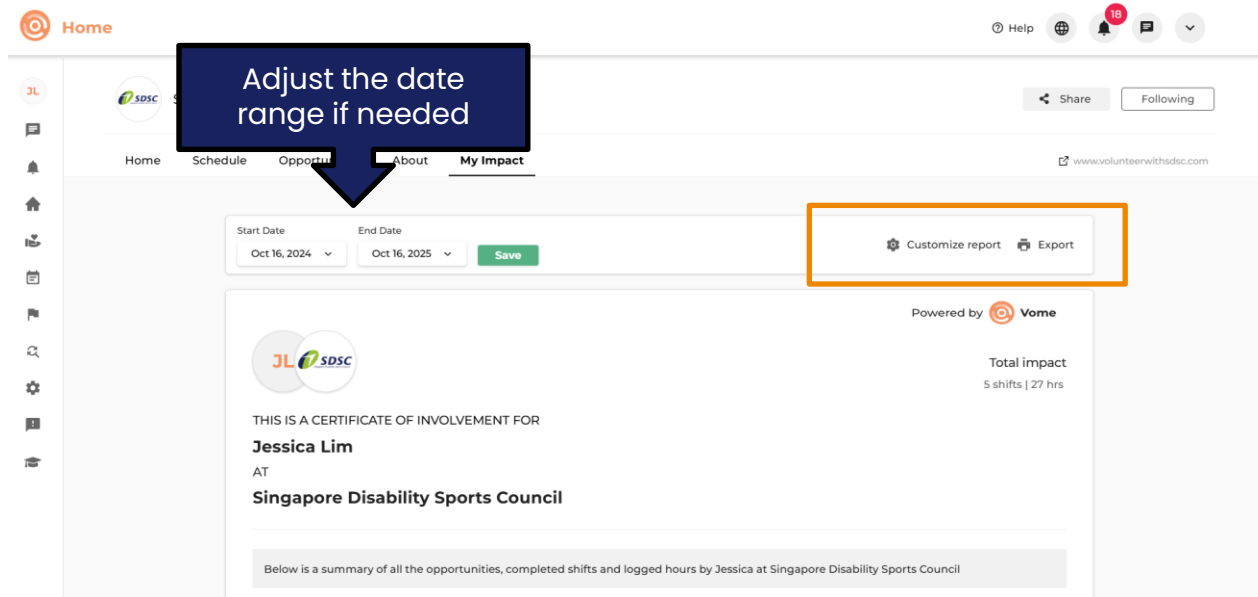
Dashboard



- The Vome platform enables the generation of a simple volunteer record in case you want to quickly check your total hours etc.
- Locate the View impact section on your **Dashboard**. This will be on the bottom left.
- Click on **View impact**.

Simple Volunteer Record

View impact



The screenshot shows the 'My Impact' page of the SDSC volunteer portal. At the top, there's a navigation bar with 'Home', 'Schedule', 'Opportunities', 'About', and 'My Impact'. Below this, there's a date range selector with 'Start Date' (Oct 16, 2024) and 'End Date' (Oct 16, 2025), and a 'Save' button. To the right of the date selector, there's a box containing 'Customize report' and 'Export' buttons. Below the date selector, there's a certificate for Jessica Lim, a volunteer at the Singapore Disability Sports Council. The certificate states 'Total impact: 5 shifts | 27 hrs'. At the bottom, there's a summary of opportunities, completed shifts, and logged hours.

Adjust the date range if needed

Start Date: Oct 16, 2024 | End Date: Oct 16, 2025 | Save

Customize report | Export

Powered by Visme

Total impact: 5 shifts | 27 hrs

THIS IS A CERTIFICATE OF INVOLVEMENT FOR
Jessica Lim
 AT
Singapore Disability Sports Council

Below is a summary of all the opportunities, completed shifts and logged hours by Jessica at Singapore Disability Sports Council

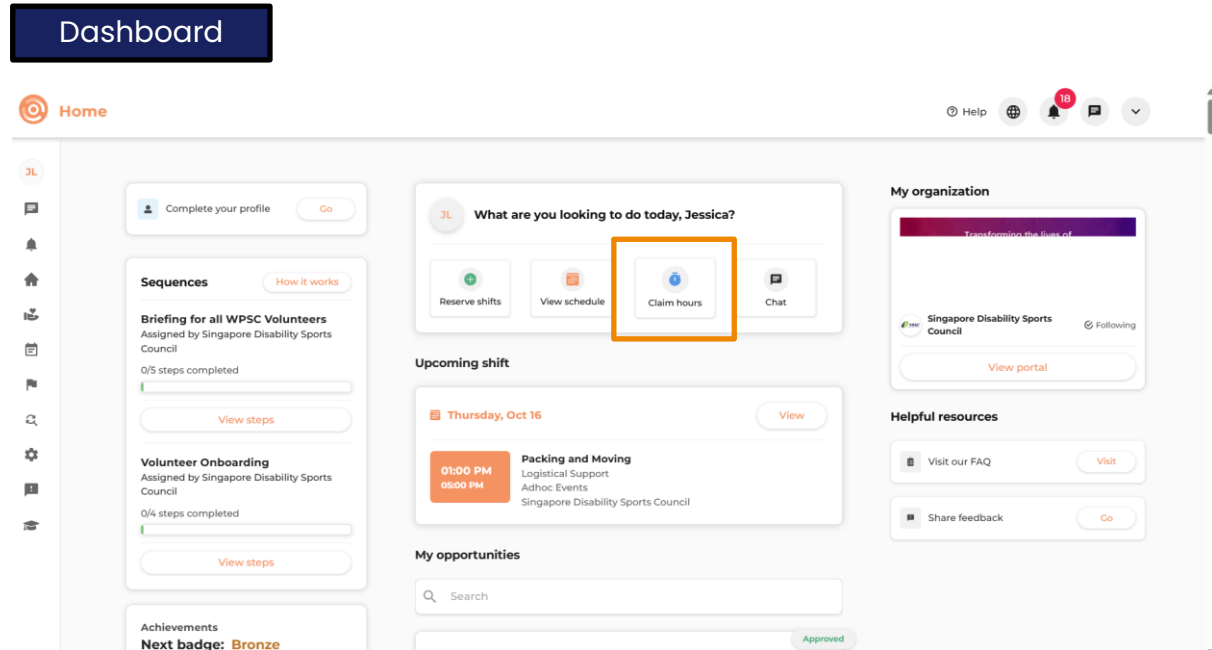
- More options to customize your report are also available through **Customize report**.
- Export as a PDF through the **Export** button.
- Do note that only the total hours per opportunity are reflected, whereas the monthly certificate by the SDSC Volunteer Team will include a more detailed breakdown by date.

Special case

Hour claims for past shifts

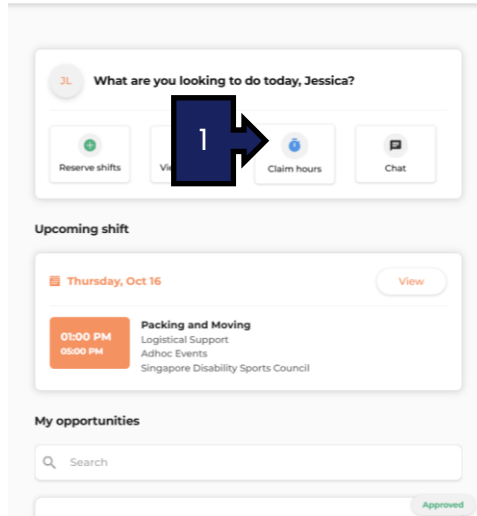
Special Case : Claiming of Past Shifts

- Only for approved opportunities and as directed by the SDSC Volunteer Team
- All such claims will be subject to the approval of the backend team.



Special Case : Claiming of Past Shifts

Dashboard



What are you looking to do today, Jessica?

Reserve shifts View Claim hours Chat

Upcoming shift

Thursday, Oct 16 View

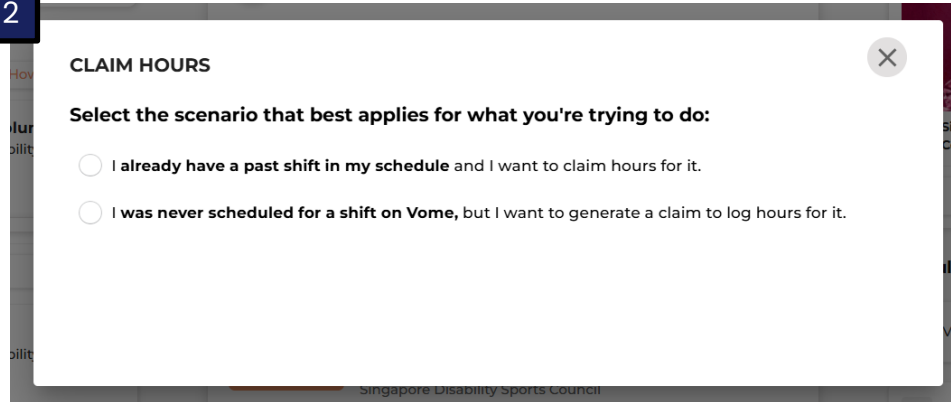
01:00 PM Packing and Moving
05:00 PM Logistical Support
Adhoc Events
Singapore Disability Sports Council

My opportunities

Search

Approved

2



CLAIM HOURS

Select the scenario that best applies for what you're trying to do:

☐ I already have a past shift in my schedule and I want to claim hours for it.

☐ I was never scheduled for a shift on Vome, but I want to generate a claim to log hours for it.

- For the first option, which will be more applicable to you, you will be guided to the **Schedule** page as per Pages 42 to 48.
- For the second option, which falls under the special case, you can refer to the subsequent pages.

Special Case : Claiming of Past Shifts

- Click on **Claim hours** for the relevant opportunity that you wish to claim hours for.
- Select the date(s) and the timing(s) to generate the shift(s) for claiming.
- Click **Send Claim** for approval once you are ready.

Claim Hours

CLAIM HOURS


Selected option
I was never scheduled for a shift on Vome, but I want to generate a claim to log hours for it.

[Change option](#)

Select the opportunity that you would like to claim hours for and get the hours approved by an admin!

Please note that this will create a new past shift in your schedule. If you're already scheduled to the shift on Vome, please [click here](#) and follow the steps.

Search

 Singapore Disability Sports Council

Volunteers Needed for Wheelchair Sports Open House
Adhoc Events

[For Demo] Airport Ops
Toyota WPSC25

[Claim hours](#)

[Claim hours](#)

Claim hours

To claim hours, generate past shifts by inputting the dates and time slots below. Once you submit the hour claim, the assigned coordinator for this opportunity will receive a notification to approve the claim. Please note that if you're looking to claim hours related to a past shift in your schedule, you must click on the shift and claim hours from there in order to avoid duplicate hour logs!

Add dates and time slots

☒ Single Date ☐ Date range

Date
Select Date

Start Time End Time
8:00 AM 8:30 AM

[+ Add time slot](#)

[Generate shifts](#)

0 hrs 00 mins

[Send Claim](#)

Selected shifts (0)
You have not generated any shifts.

If you need assistance



Contact the SDSC Volunteer Team at volunteer@sdsc.org.sg should you require any assistance – be it on Vome or if you have any questions regarding any of the volunteer opportunities.

Video tutorial



A video tutorial is also available at this link should you require :
<https://drive.google.com/file/d/1A2IFnpTWKePHuGsiOy7SPbRJV-KQUOJ7/view?usp=sharing>

The tutorial covers a recording from Pages 9 to 57.