



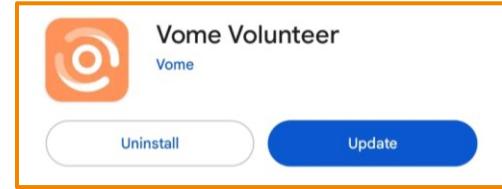
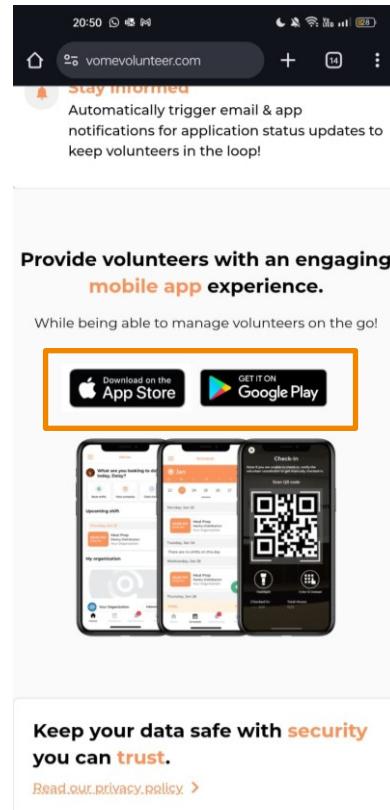
# For SDSC Volunteers Vome Tutorial

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

[www.volunteerwithsdsc.com](http://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](http://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.

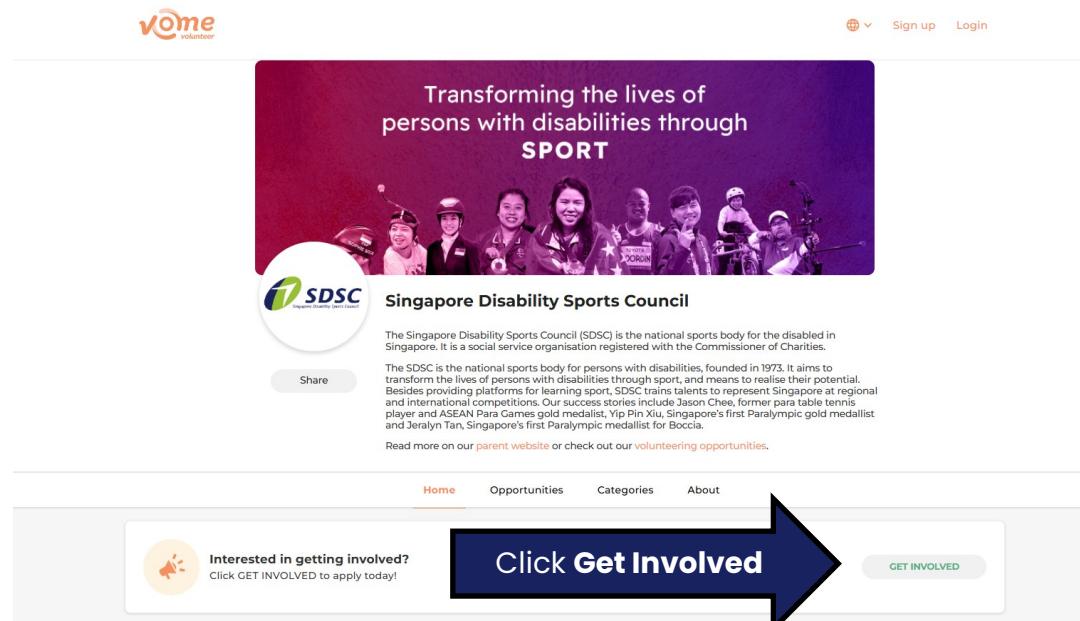




**Joining as a new volunteer**  
**Connect with SDSC on Vome**

# 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 Vome page. At the top, there is a navigation bar with the Vome logo, a 'Sign up' button, and a 'Login' button. The main banner features the text 'Transforming the lives of persons with disabilities through SPORT' and a photo of several disabled athletes. Below the banner, the SDSC logo is displayed. The page content includes a brief description of SDSC, a 'Share' button, and a 'Read more' link. At the bottom, there is a navigation menu with links to 'Home', 'Opportunities', 'Categories', and 'About'. A large blue arrow points from the text 'Click Get Involved' to the 'GET INVOLVED' button.

Interested in getting involved?  
Click GET INVOLVED to apply today!

Click Get Involved

GET INVOLVED



SINGAPORE DISABILITY SPORTS COUNCIL

**Interested in volunteering with us or staying in touch?**

Learn more and browse our volunteering opportunities!



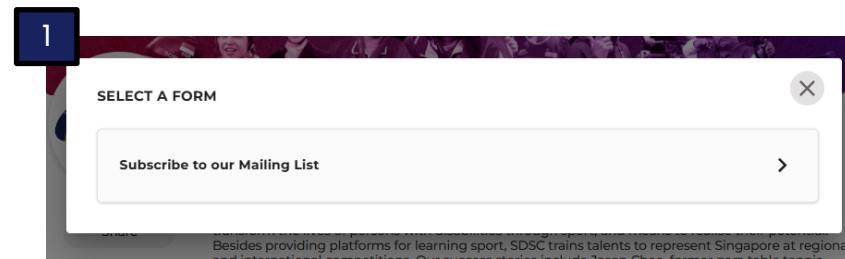
Scan to view our page



Powered by 

## Step 2 : Connect with Us

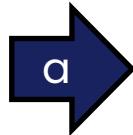
- In the popup that appears, click on **Subscribe to our Mailing List**



There are 2 options –

- a. Click on **Follow**
- b. 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  
Confirm Password  
Time Zone  
(GMT+8:00) Kuala Lumpur, Singapore

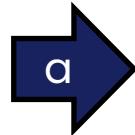
By clicking on 'Agree & continue', you consent to Vome's [Terms of service](#) and [Privacy policy](#)

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.

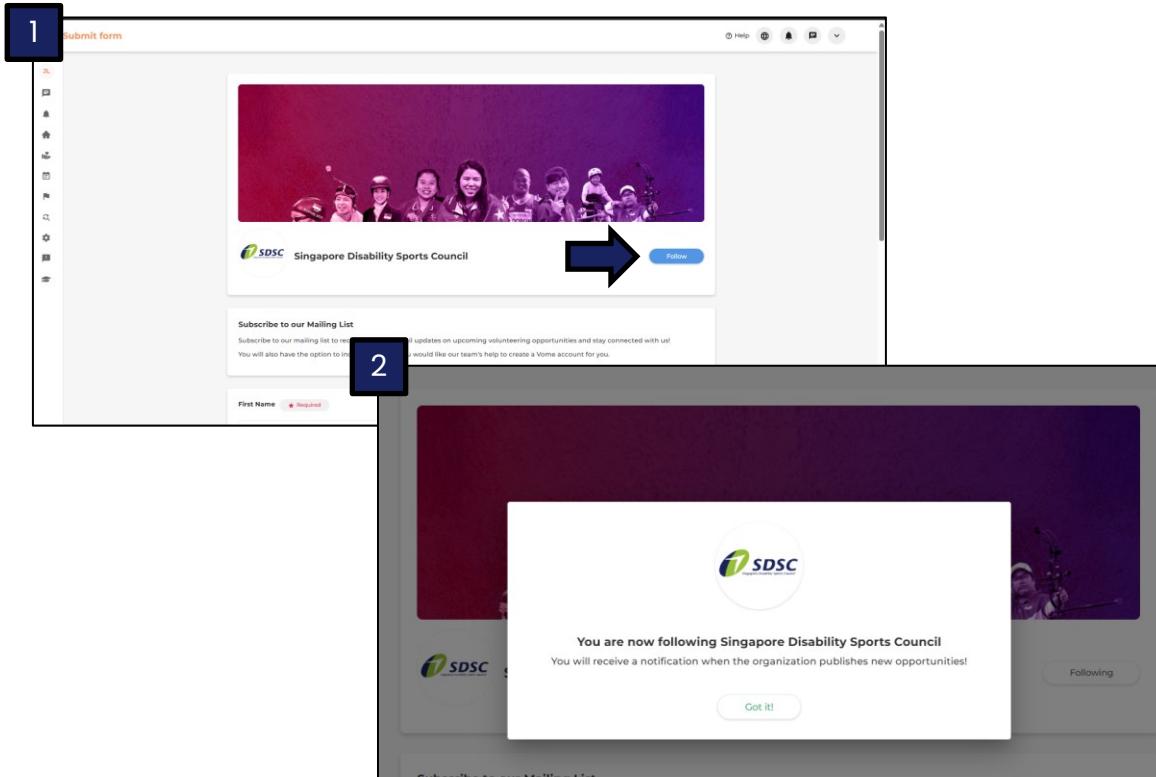
The email was sent to admin@volunteerwithsdsc.com  
Authenticate  
If you did not receive an email, click [resend authentication email](#)  
If you're facing issues with receiving the authentication email, [please read this article](#).

In email inbox  
Authenticate your email  
Vome Volunteer <noreply@vomenotifications.com>  
Authenticate your email  
This email address was already used to create an account on Vome. You can use the code below to verify that this email address belongs to you.



## Step 4: Follow our page

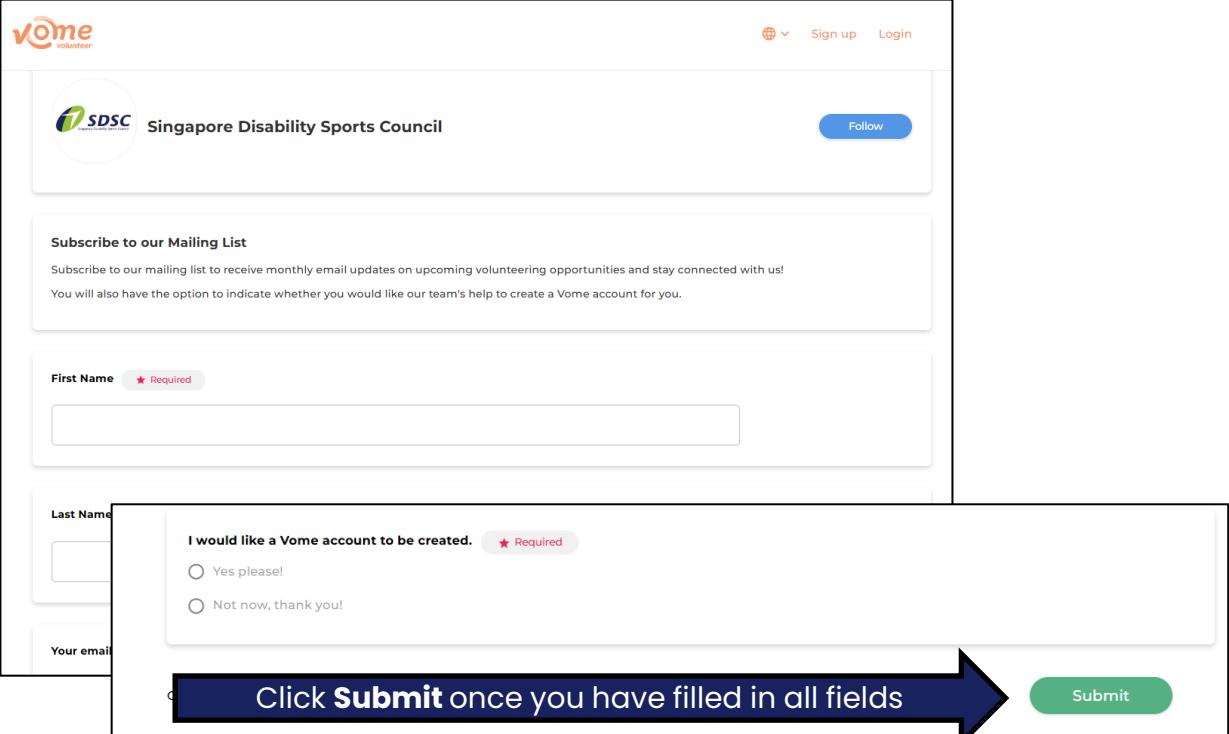
- Click **Follow** to receive automated email alerts when new volunteering opportunities are available.
- You need not fill in the rest of the form on the page unless you would like to.
- Continue the rest of this guide on Page 14.



b

## 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.



The screenshot shows a sign-up form for 'Vome volunteer'. At the top, there is a logo for 'Vome volunteer' and the 'SDSC Singapore Disability Sports Council'. Below this, there is a section titled 'Subscribe to our Mailing List' with a description of the purpose. The main form area has fields for 'First Name' (marked as required) and 'Last Name'. A large callout box highlights a question: 'I would like a Vome account to be created.' with two radio button options: 'Yes please!' and 'Not now, thank you!'. A large blue arrow at the bottom right points to a 'Submit' button, with the text 'Click **Submit** once you have filled in all fields' overlaid on it.

# 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](http://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](mailto: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.



Invitation to Vome Volunteer ➤ [Inbox](#) [X](#)

 Vome Volunteer <noreply@vomenotifications.com>  
to me ➤

Invitation to Vome Volunteer ➤ [Inbox](#) [X](#)

 Vome  
Vome notifications

 Vome logo

You've been invited by Singapore Disability Sports Council to claim your profile on Vome!

You are receiving this email because Singapore Disability Sports Council is using Vome's platform and mobile app to make it easier to support their organization. Once you create a profile and login to Vome, you should accept the invitation in order to link your profile with the organization's portal!

Jessica Lim sent you a message

**Help!**  
This is from the Singapore Disability Sports Council's Volunteer Team. We are shifting to a centralized volunteer management system across all our different recruitment platforms to allow volunteers to track their hours and to log their attendance. You may claim your profile if you wish to engage longer with us.  
Otherwise, do also note that this is not a compulsory requirement for you to volunteer.  
Thank you and please approach me (Jessica) if you have any questions!  
Kind regards,  
Jessica Lim  
SDSC Volunteer Team

[Claim profile](#)

Change preferences   Privacy policy   Contact support

438 Rue Isabey Suite 255, Saint-Laurent, Quebec H4T 1V3  
© Vome Inc. 2025. All rights reserved.

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

Click to **Claim Profile**

# 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](mailto: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.

You must sign up with the following email address when creating your account in order to view and accept the invitation: admin@volunteerwithsdsc.com

WELCOME TO VOME  
Create an account  
Already have an account? Click here to login

First Name

Last Name

Email  
**admin@volunteerwithsdsc.com**

+65

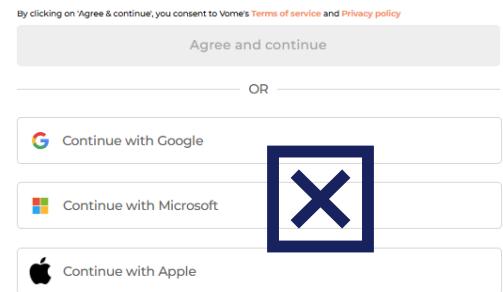
Password Show

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](#)

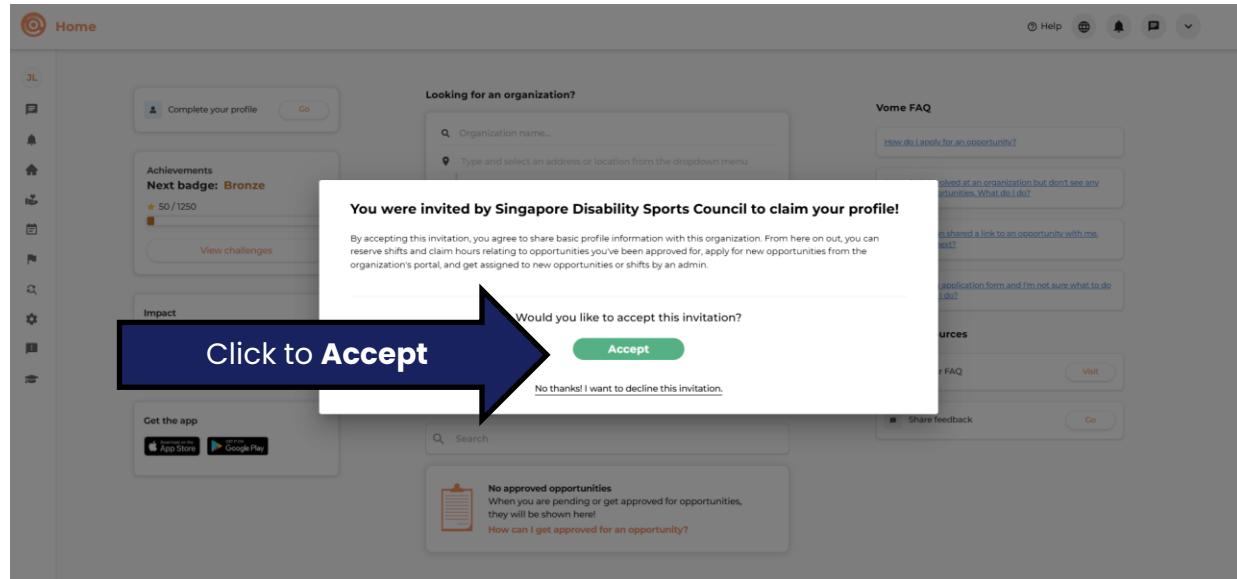
Agree and continue



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

# Step 3 : Accept the invitation

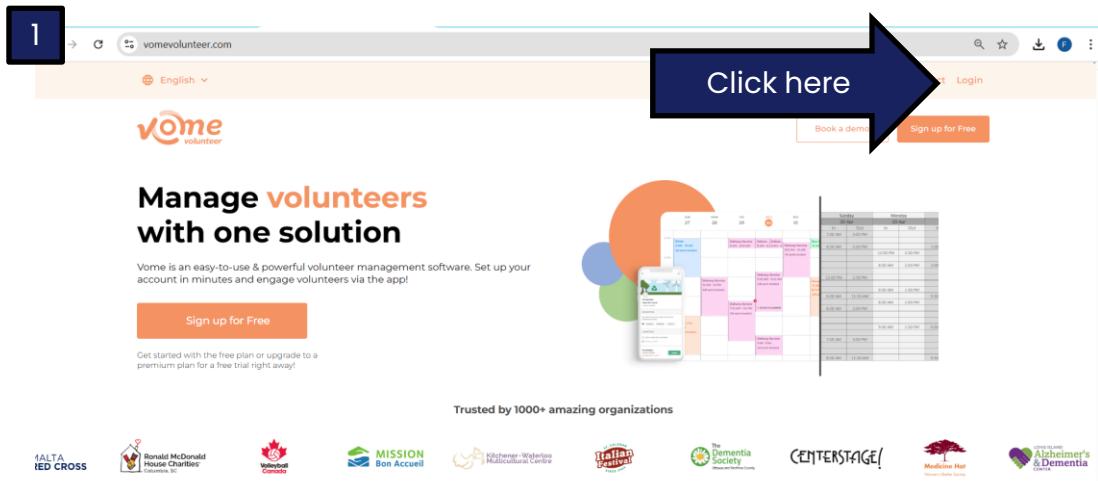
- Once authenticated through entering the OTP, you are automatically logged in.
- Click **Accept** to accept the pop-up invite.
- If you accidentally clicked away, causing the invite to disappear, refresh the whole page again.



# Getting around the platform Orientation of (in) Vome

# Login on Vome

- Navigate to [www.vomevolunteer.com](http://www.vomevolunteer.com)
- Click **Login**
- Fill in your details. Note that your email needs to be authenticated before first-time login.

1 

[vomevolunteer.com](http://vomevolunteer.com)

English

vome  
volunteer

Manage volunteers with one solution

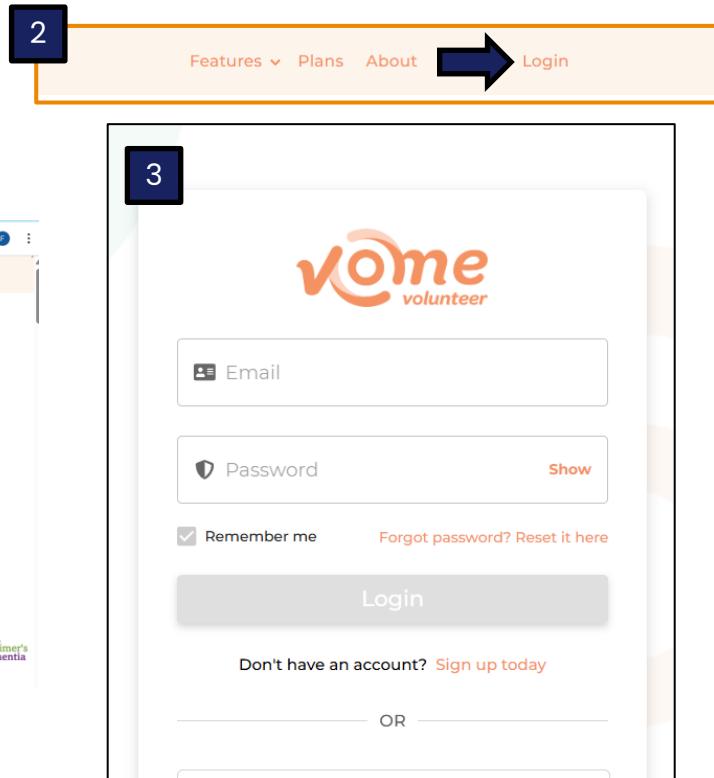
Vome is an easy-to-use & powerful volunteer management software. Set up your account in minutes and engage volunteers via the app!

Sign up for Free

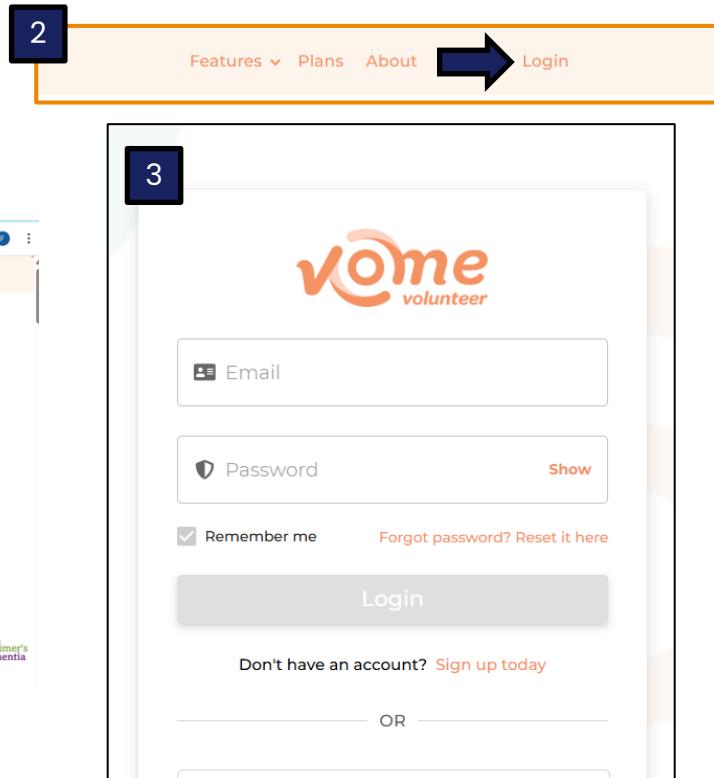
Get started with the free plan or upgrade to a premium plan for a free trial right away!

Trusted by 1000+ amazing organizations

ALTA CROSS Ronald McDonald House Charities, SC  
MISSION Bon Accueil  
McMaster University Multicultural Centre  
The Hospital for Sick Children  
CENTERSTAGE!  
Medicine Hat  
Alzheimer's & Dementia Centre

2 

Features Plans About Login

3 

vome  
volunteer

Email

Password Show

Remember me  Forgot password? Reset it here

Login

Don't have an account? [Sign up today](#)

OR

# Accessing the Menu

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

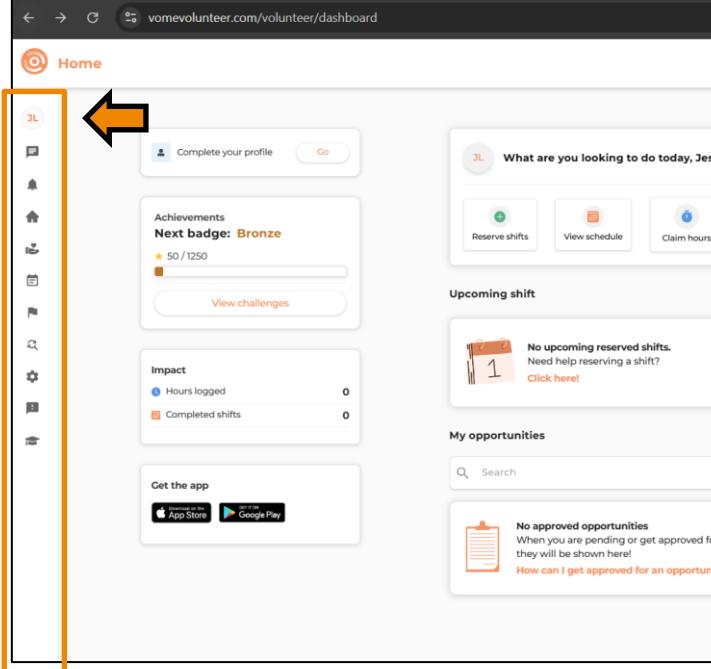
**Home**  
Dashboard

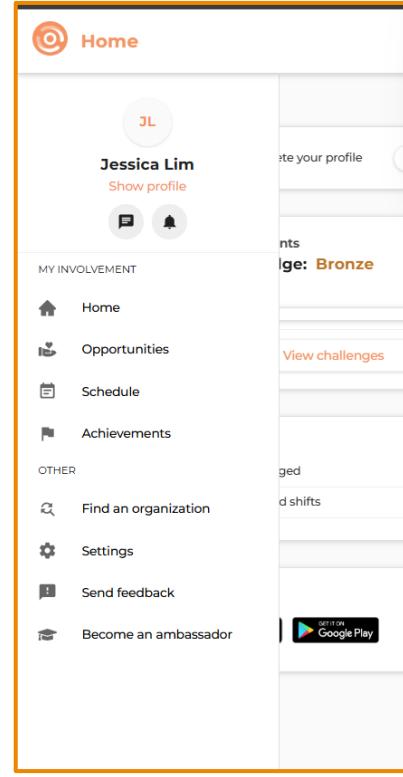
**Opportunities**  
List of your assigned opportunities (see Page 25)

**Schedule**  
View your past & upcoming shifts

**Settings**  
Change your time zone, language or other details

**On all pages**

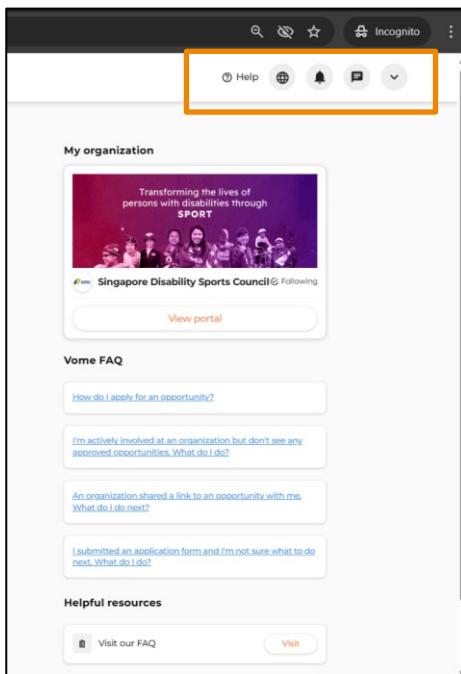




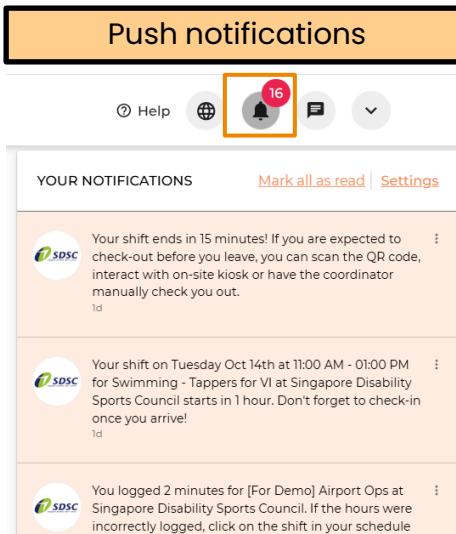
# Useful Icons

Some useful icons can be found on the top right.

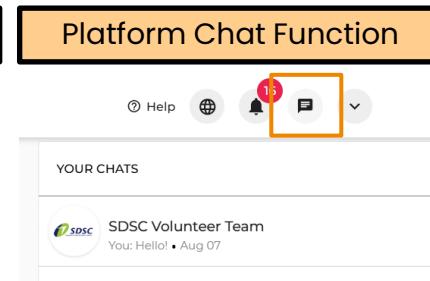
On all pages



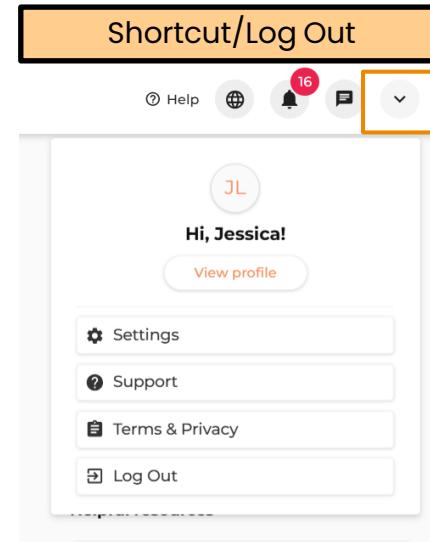
Push notifications



Platform Chat Function



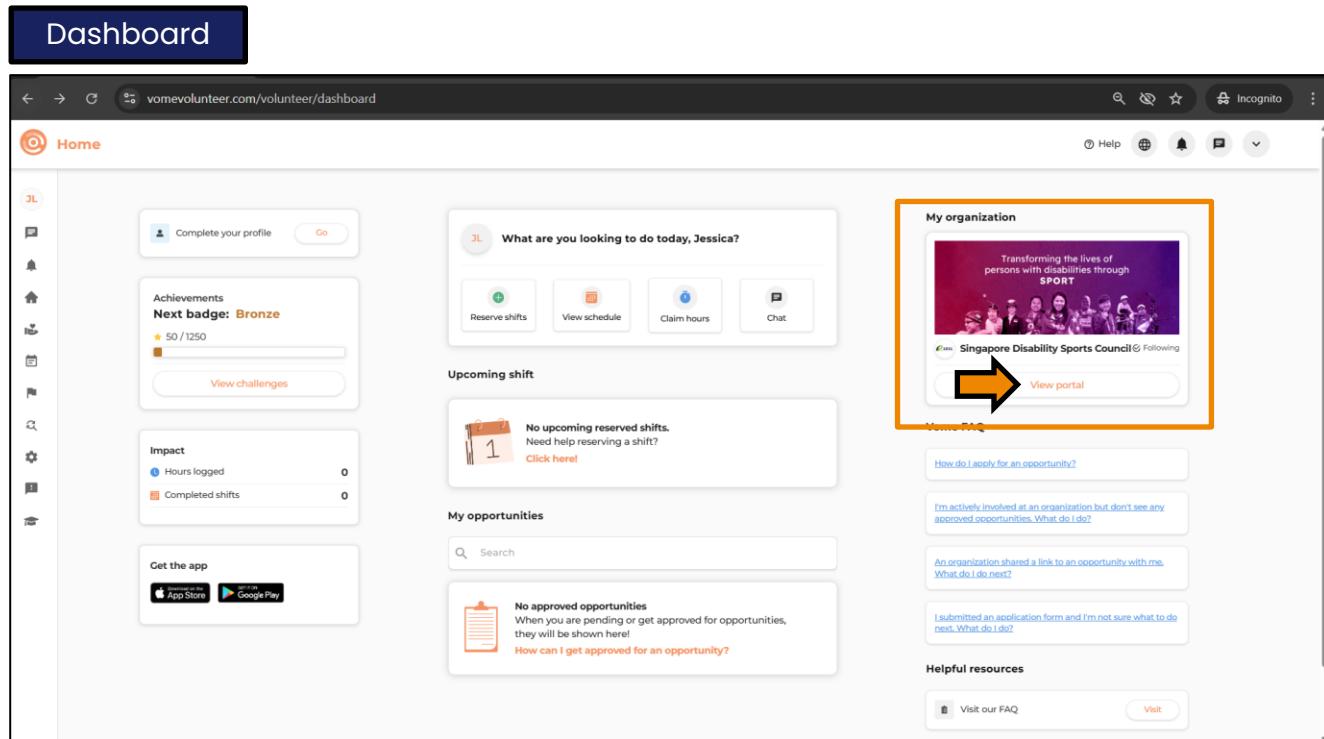
Shortcut/Log Out



# Your Dashboard

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

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

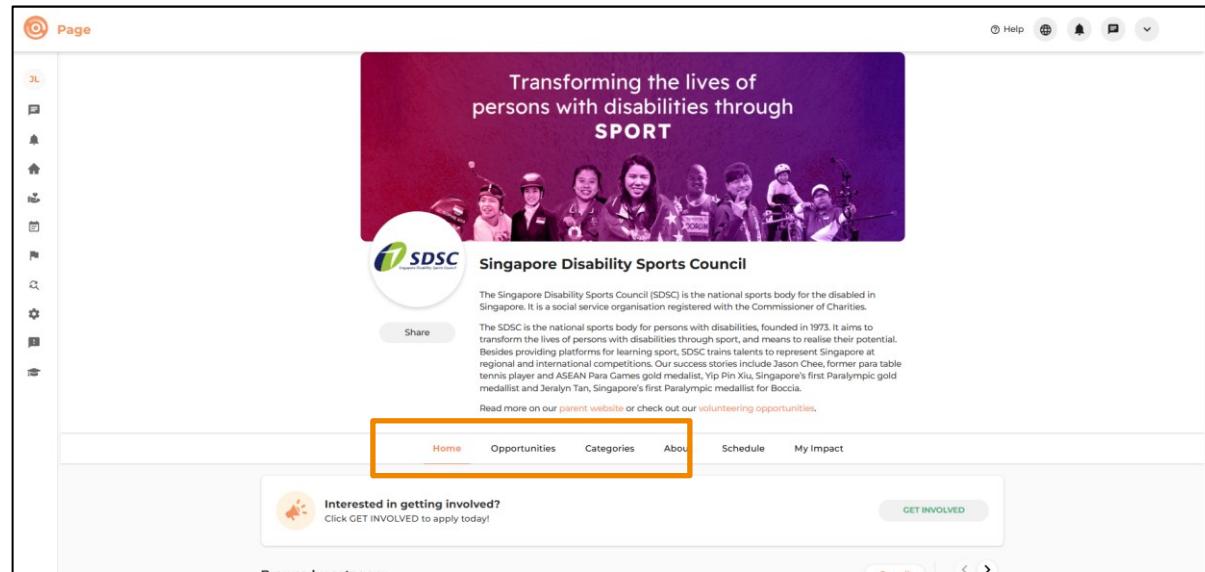


The screenshot shows the 'Dashboard' page of the vomevolunteer.com website. On the right side, there is a box titled 'My organization' which displays the profile of the Singapore Disability Sports Council (SDSC). The profile picture shows a group of people, and the text reads: 'Transforming the lives of persons with disabilities through SPORT'. Below the profile, there is a 'View portal' button. An orange arrow points to this 'View portal' button. The rest of the dashboard includes sections for 'Achievements', 'Impact', 'Upcoming shift', 'My opportunities', and 'Helpful resources'.

# View Portal



## SDSC Vome Portal

A screenshot of the SDSC Vome Portal homepage. The header features a large banner with the text 'Transforming the lives of persons with disabilities through SPORT' and a group photo of athletes. Below the banner is the SDSC logo and the text 'Singapore Disability Sports Council'. A sidebar on the left contains various icons. The main content area includes a 'Share' button, a detailed description of SDSC's mission and history, and a call-to-action button 'Interested in getting involved? Click GET INVOLVED to apply today!'. A navigation bar at the bottom includes links for Home, Opportunities, Categories, About, Schedule, and My Impact. The 'Opportunities' link is highlighted with a red box.

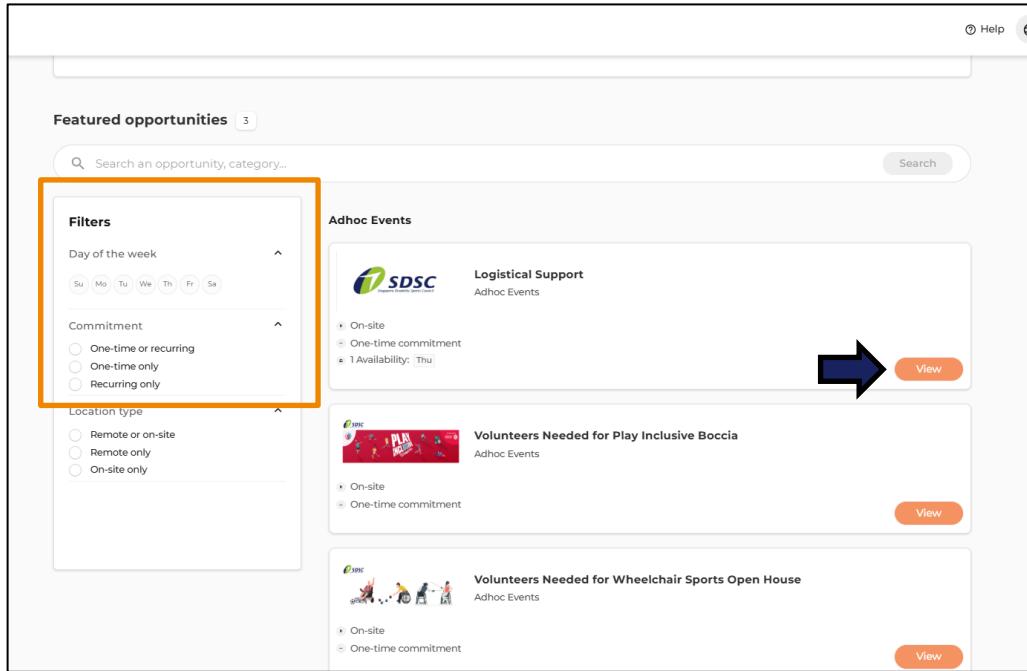
- Opportunities**  
These are individual events or different roles under large-scale events.

- Categories**  
SDSC's volunteering opportunities are categorised into different categories – Adhoc, Regular etc.

Depending on your preference, you can explore either page.

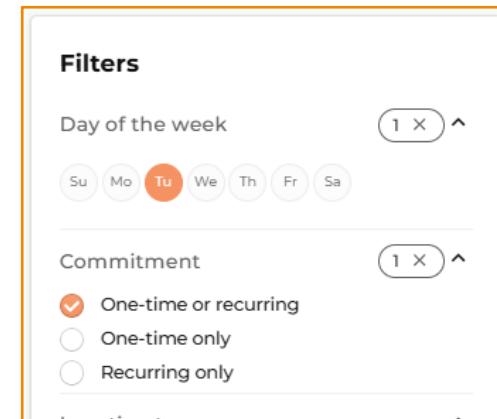
# Featured Opportunities

When viewing the opportunities on SDSC Vome Portal



The screenshot shows the SDSC Vome Portal interface. On the left, a sidebar titled 'Filters' is highlighted with an orange border. It contains sections for 'Day of the week' (with radio buttons for Su, Mo, Tu, We, Th, Fr, Sa), 'Commitment' (with radio buttons for 'One-time or recurring', 'One-time only', and 'Recurring only'), and 'Location type' (with radio buttons for 'Remote or on-site', 'Remote only', and 'On-site only'). The main content area displays three 'Adhoc Events' cards. The first card, 'Logistical Support', shows a 'View' button. The second card, 'Volunteers Needed for Play Inclusive Boccia', and the third card, 'Volunteers Needed for Wheelchair Sports Open House', both show 'View' buttons. The 'Logistical Support' card also includes a 'Logistical Support' section with 'On-site' and 'One-time commitment' options.

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



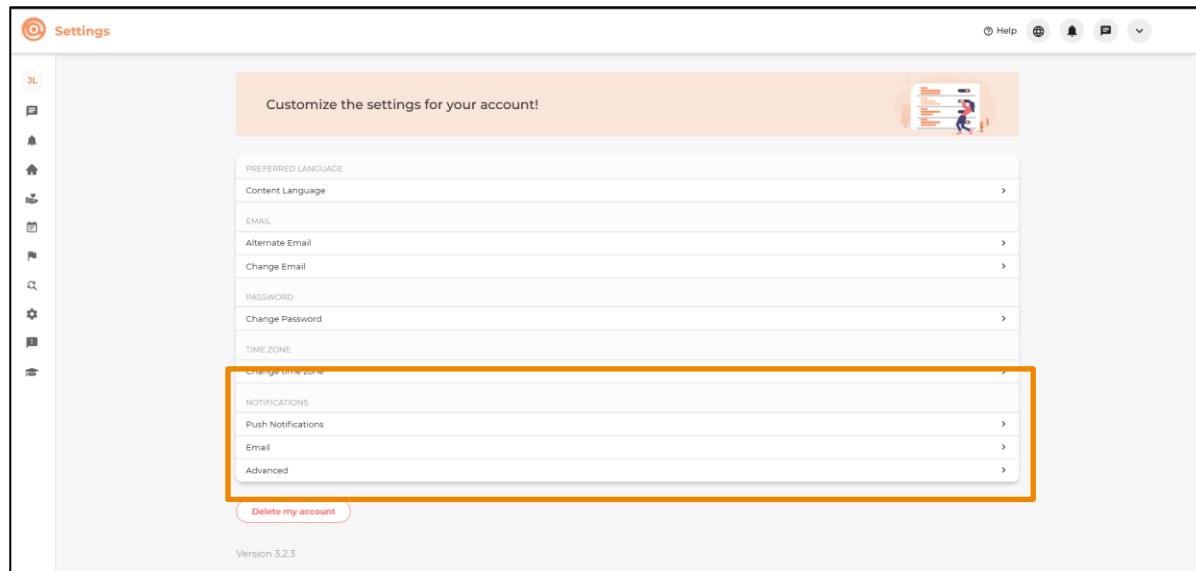
This is a detailed view of the 'Filters' sidebar. It shows the 'Day of the week' section with radio buttons for Su, Mo, Tu, We, Th, Fr, Sa, where 'Tu' is highlighted with an orange border. It also shows the 'Commitment' section with radio buttons for 'One-time or recurring' (which is checked and highlighted with a red checkmark), 'One-time only', and 'Recurring only'.

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

# Customise Email Notifications



Settings



The screenshot shows the 'Settings' page with a sidebar of icons. The main content area has a header 'Customize the settings for your account!' with an illustration of a person using a computer. Below this are sections for Preferred Language, Email, Password, and Time Zone. A red box highlights the 'NOTIFICATIONS' section, which includes 'Push Notifications', 'Email', and 'Advanced' options. At the bottom of the page is a 'Delete my account' button and the text 'Version 3.2.3'.

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

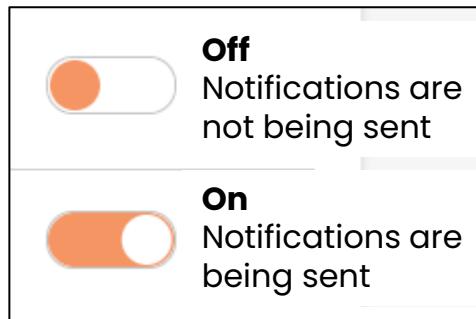
Automated email alerts

## Advanced

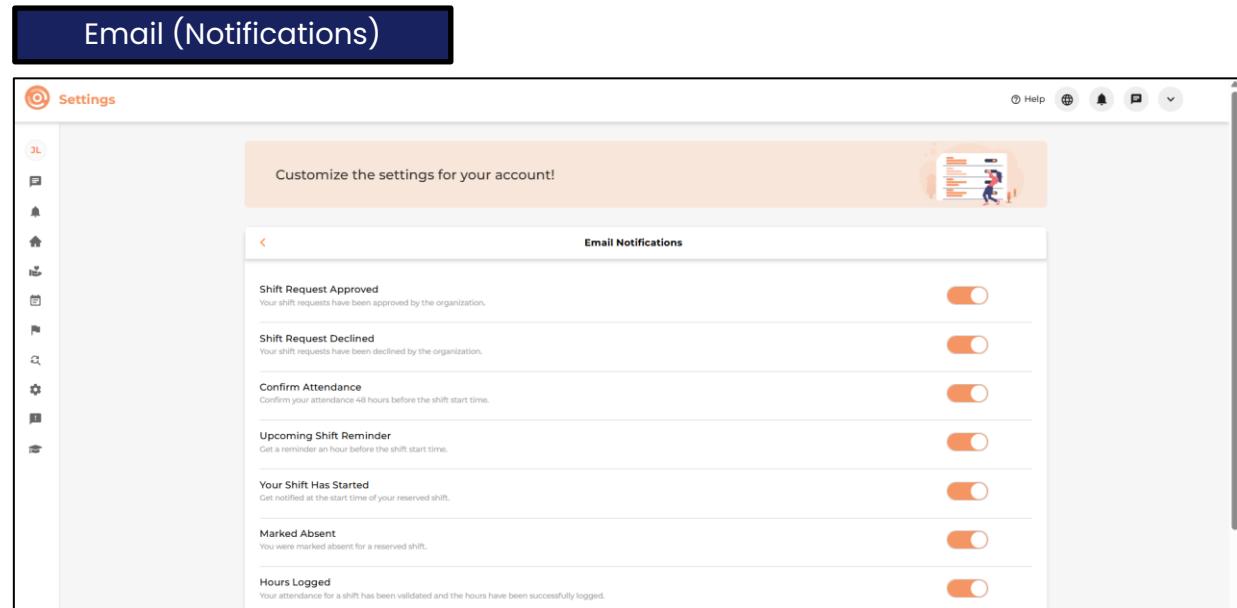
Option available to unsubscribe from all alerts

# Toggle On / Off

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



Email (Notifications)



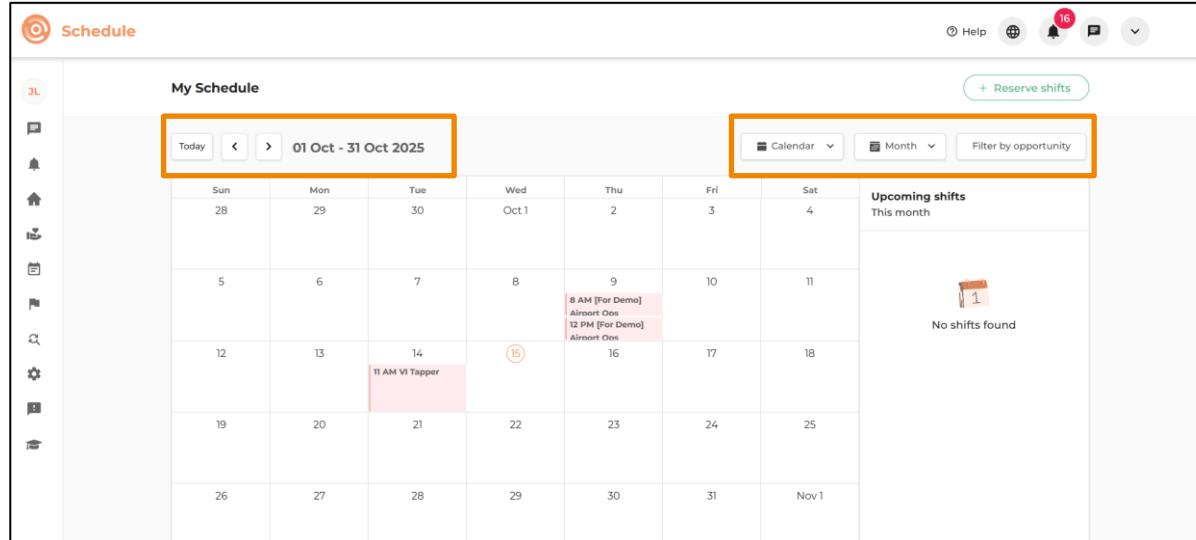
Customize the settings for your account!

**Email Notifications**

Shift Request Approved	<input checked="" type="checkbox"/>
Shift Request Declined	<input checked="" type="checkbox"/>
Confirm Attendance	<input checked="" type="checkbox"/>
Upcoming Shift Reminder	<input checked="" type="checkbox"/>
Your Shift Has Started	<input checked="" type="checkbox"/>
Marked Absent	<input checked="" type="checkbox"/>
Hours Logged	<input checked="" type="checkbox"/>

# Viewing your shifts

## Schedule



Today < > 01 Oct - 31 Oct 2025

Calendar Month Filter by opportunity

Upcoming shifts  
This month

No shifts found

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.

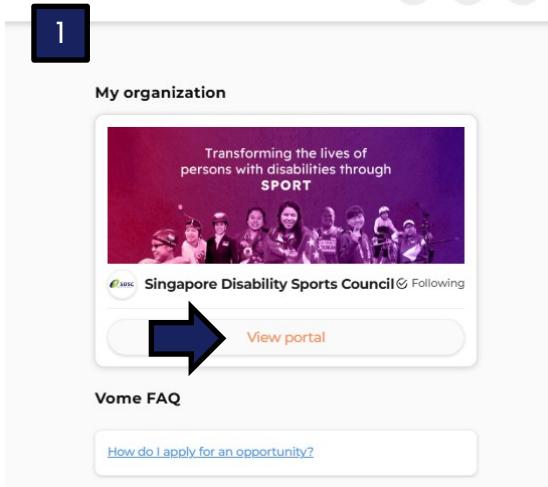
# If you have no prior assigned opportunities

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**



1

My organization

Transforming the lives of persons with disabilities through SPORT

Singapore Disability Sports Council Following

View portal

Vome FAQ

How do I apply for an opportunity?

2

Transforming the lives of persons with disabilities through SPORT

Singapore Disability Sports Council

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. The SDSC is the national sports body for persons with disabilities, founded in 1975. 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 medallist, Yip Pin Xiu, Singapore's first Paralympic gold medalist and Jerilyn Tan, Singapore's first Paralympic medalist for Bocce.

Read more on our parent website or check out our volunteering opportunities.

Home Opportunities Categories About Schedule My Impact

3 (Scroll down page)

GET INVOLVED

# Finding available opportunities



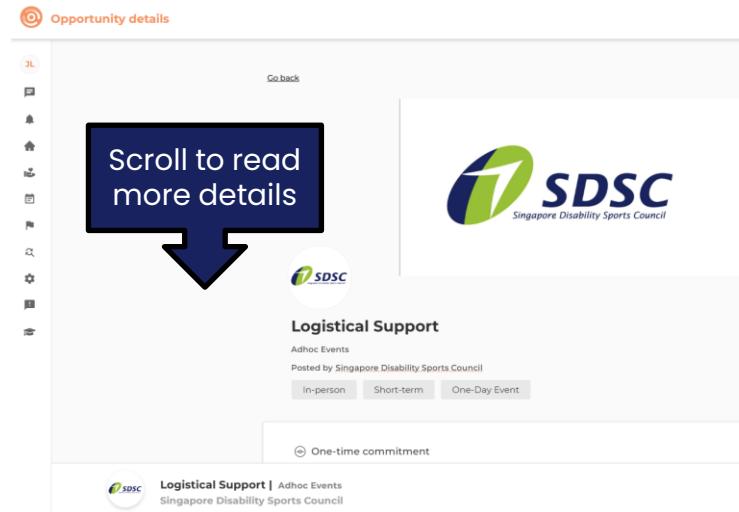
Click **View** of any opportunity you are interested for.

SDSC's Vome Portal

The screenshot shows the SDSC Vome Portal interface. At the top, there are three cards: 'One-time off / adhoc volunteering events under SDSC', 'Regular, recurring para sports programmes under SDSC', and a partially visible card for the 'SGUU Swim together Singapore Campaign'. Below these is a search bar and a 'Featured opportunities' section with a count of 56. To the left is a sidebar with various icons. The main content area displays a list of opportunities. One opportunity, 'Logistical Support Adhoc Events', is highlighted with an orange border and a large blue arrow pointing to its 'View' button. The opportunity card includes the SDSC logo, a brief description, and filters for 'In-person', 'One-Day Event', and 'Short-term'. Other visible opportunities include 'Volunteers Needed for Play Inclusive Boccia' and 'Volunteers Needed for Wheelchair Sports Open House'.

# Applying for an available opportunity

(Each) Opportunity Page



Opportunity details

Go back

Share Help

SDSC Singapore Disability Sports Council

Logistical Support

Adhoc Events

Posted by Singapore Disability Sports Council

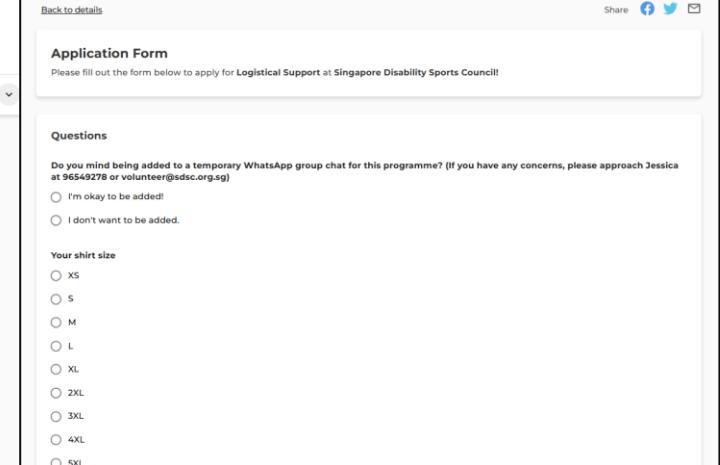
In-person Short-term One-Day Event

One-time commitment

Logistical Support | Adhoc Events  
Singapore Disability Sports Council

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

2



Back to details

Share [Facebook](#) [Twitter](#) [Email](#)

**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@sdsc.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

1

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

Available Shifts 1

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

**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](#) **Reserve** Only 4 spots left!

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 approved. 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



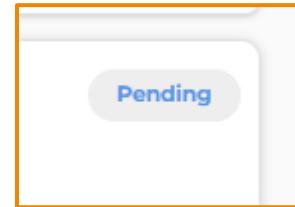
## Opportunities

My opportunities

Search:

 <b>Logistical Support</b> Adhoc Events Singapore Disability Sports Council	<span>Pending</span>
--	----------------------

Contact admin Screening checklist View details More



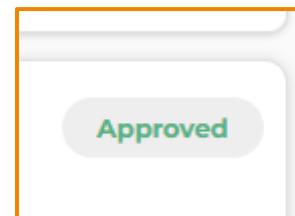
This is an example where the application for a **new, prior unassigned opportunity** is **pending** approval.

My opportunities

Search:  logi

 <b>Logistical Support</b> Adhoc Events Singapore Disability Sports Council	<span>Approved</span>
--	-----------------------

Reserve shifts Claim hours View details More

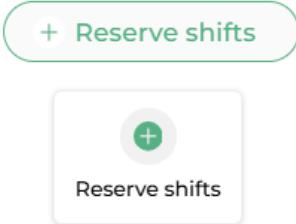


This is an example where you already have a **prior assigned opportunity** and can reserve your shift(s) directly.

# If you have prior assigned opportunities



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



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.

A screenshot of the 'Reserve shifts' page. At the top, there is a dark blue header with the text 'Reserve shifts'. Below this is a search bar with the placeholder 'Search' and a magnifying glass icon. To the right of the search bar are buttons for 'All filters', 'Days of week', 'Time Slots', and '# of spots', all of which are highlighted with an orange border. Below the search bar is a calendar for October 2025. The days of the week are labeled from Sunday (Su) to Saturday (Sa). Most days are empty, but several dates are circled in orange, indicating opportunities. A large orange arrow points from the 'Days of week' button to the calendar. To the right of the calendar, there is a list of 'Available Shifts in October' with 10 items. The first item is 'Packing and Moving' on Thursday, Oct 16, 2025, from 01:00 PM to 05:00 PM at the SDSC stadium. It shows 'Only 5 spots left!' and a 'Reserve' button. A large blue arrow points from the circled date in the calendar to this 'Reserve' button. The second item is 'Swimming - Tappers for VI' on Friday, Oct 17, 2025, from 09:00 AM to 11:00 AM at Bedok North Street 1. It shows 'Only 2 spots left!' and a 'Reserve' button. Below the calendar and shift list is a sidebar with icons for a person, a speech bubble, a bell, a house, a calendar, a magnifying glass, a gear, and a person icon.

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

# Reserving Shifts



See more details

SDSC 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

Available Shifts In October 9

**SDSC 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

**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

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

Only 2 spots left!

Reserve

Only 2 spots left!

Remove all

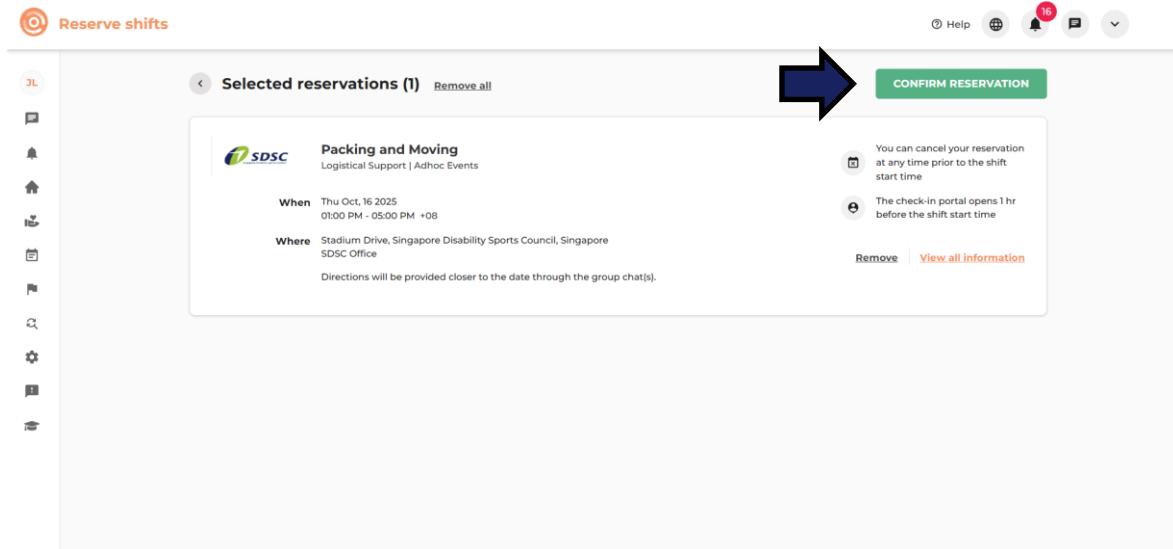
**Review & Confirm**

A large blue arrow points downwards to the 'Review & Confirm' button.

Click **Review & Confirm**.

# Reserving Shifts

## Review & confirm



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).

**CONFIRM RESERVATION**

You can cancel your reservation at any time prior to the shift start time

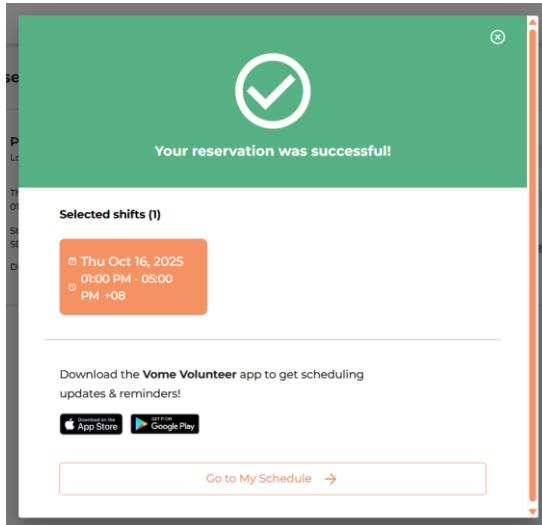
The check-in portal opens 1 hr before the shift start time

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

- 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.

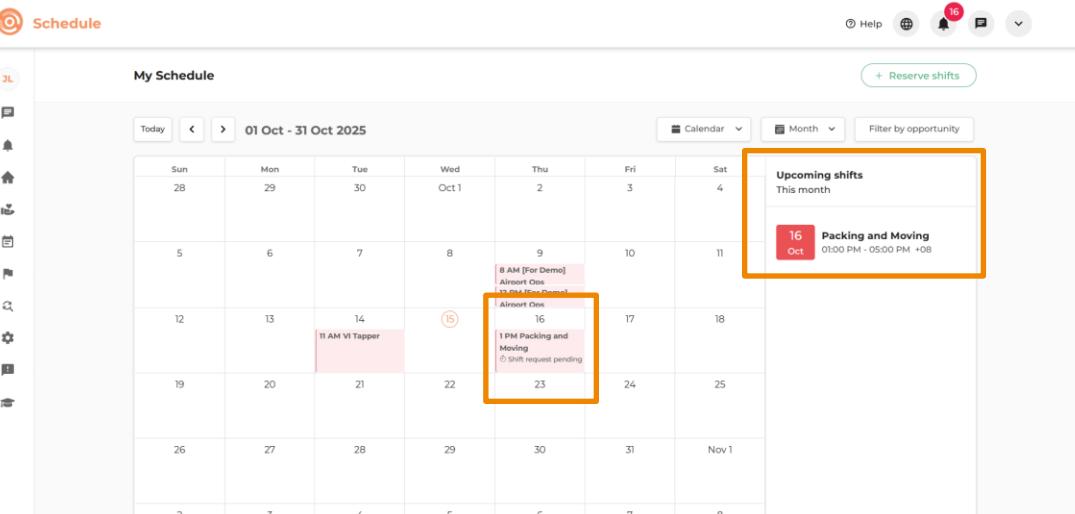
# Reserving Shifts

## Successful Reservation



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

## Schedule



My Schedule

01 Oct - 31 Oct 2025

Upcoming shifts This month

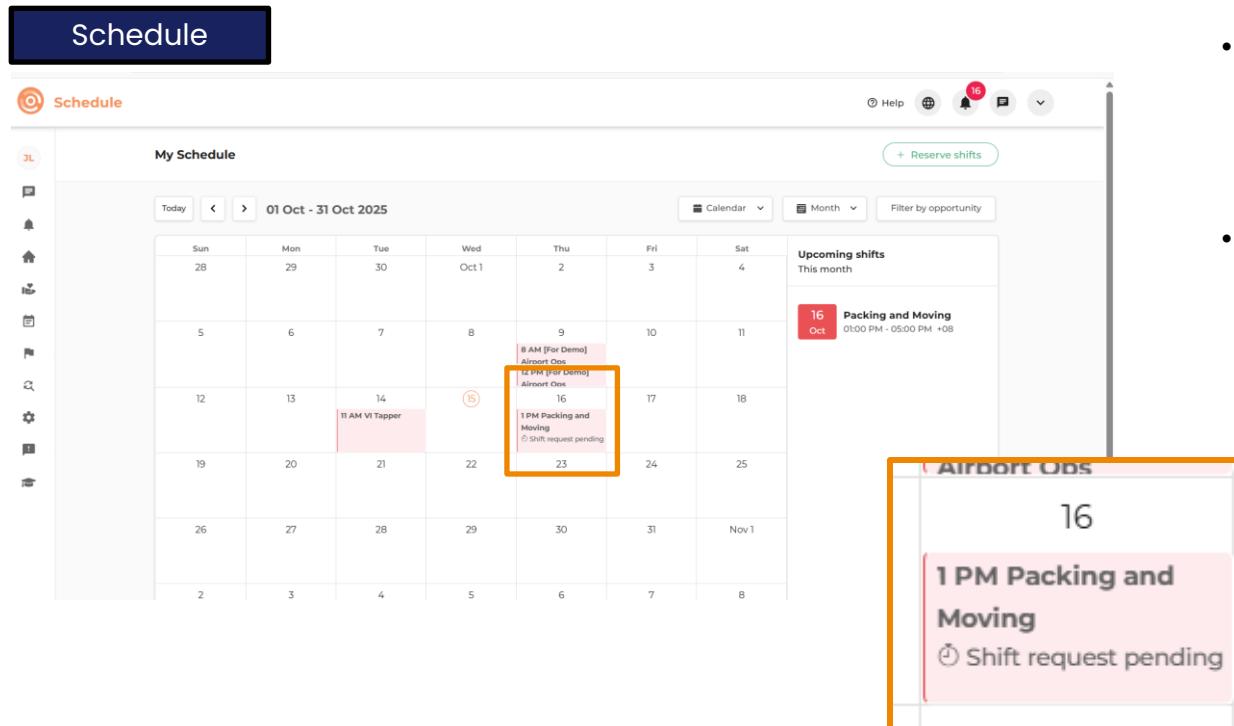
16 Oct 8 AM [For Demo] Almost Over 1 PM [For Demo] Almost Over

16 Oct 1 PM Packing and Moving Shift request pending

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	Oct 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	Nov 1
2	3	4	5	6	7	8

# Shift Request Pending

**Schedule**


 A screenshot of a digital calendar interface titled 'Schedule'. The main area shows a monthly calendar for October 2025. A specific shift on October 16th is highlighted with a red box and labeled 'Shift request pending'. A callout box with an orange border provides a detailed view of this shift, which is titled '1 PM Packing and Moving' and includes the note 'Shift request pending'. The interface includes a sidebar with various icons and a top navigation bar with buttons for 'Help', 'Reserve shifts', and notifications.

- 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	Fri	Sat
28	29	30	Oct 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

1 → 2

11 AM VI Tapper

8 AM [For Demo]  
Airport Ops

12 PM [For Demo]  
Airport Ops

1PM Packing and Moving

16 Oct 01:00 PM - 05:00 PM +08

2

Your shift request was approved and you're now confirmed! Go to your schedule to view your shifts.

1m

16 Oct 01:00 PM - 05:00 PM +08

**Packing and Moving**  
Logistical Support  
Adhoc Events

Some volunteers are needed to help the SDSC team to pack and move items to our offsite storeroom. Do note that some physical moving is required hence, do only... [Show all](#)

**Date**  
Thursday October 16, 2025  
01:00 PM - 05:00 PM +08

**Location**  
View map  
Stadium Drive, Singapore Disability Sports Council, Singapore  
Unit #: SDSC Office

Additional info:

- 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)

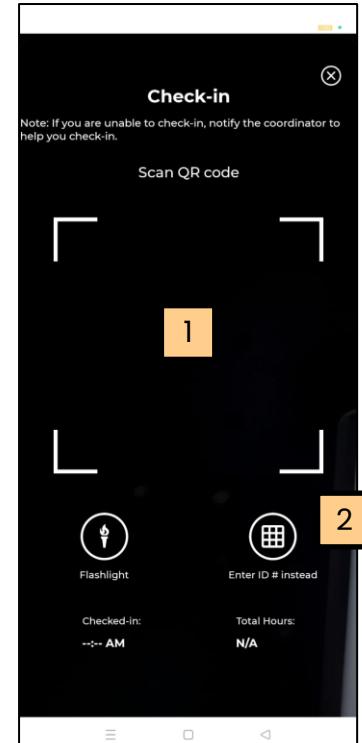
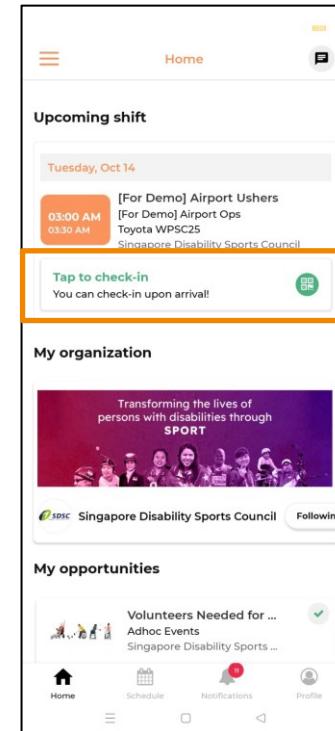
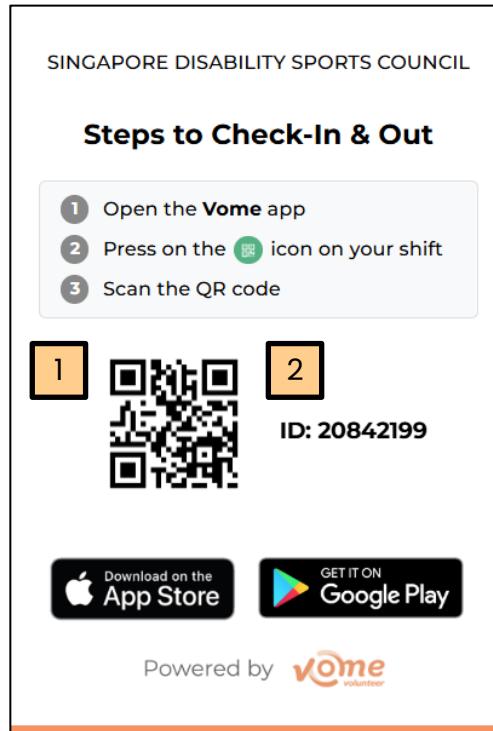


**Note:** If you do not wish to claim your profile / have a Vome account, we will still track your attendance through the system with you as an offline user. This is to help us have your attendance record on standby as and when you need it. Also, we do not need you to download the app unless you wish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

# Using the Vome App

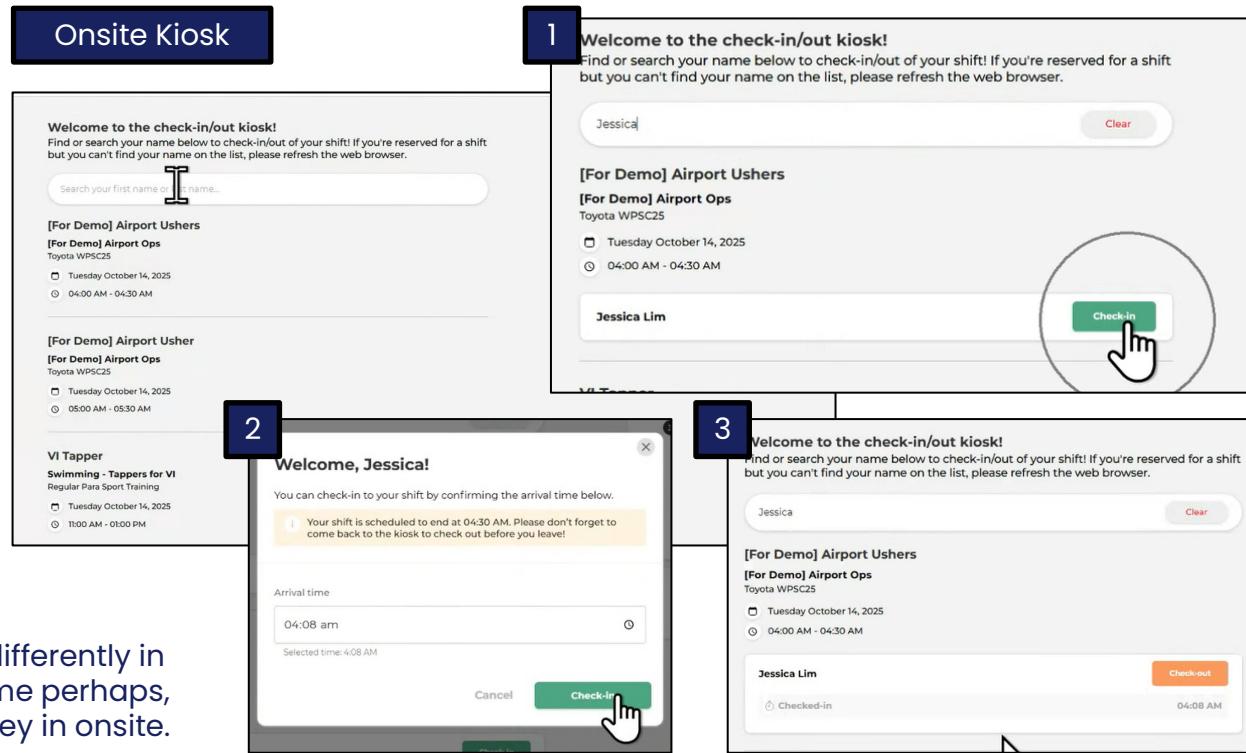
- Check in yourself once you have reached
- Use the app to scan a printed QR code **or** enter the ID number

**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.



The image shows three screenshots of the Onsite Kiosk web portal, each with a numbered callout box:

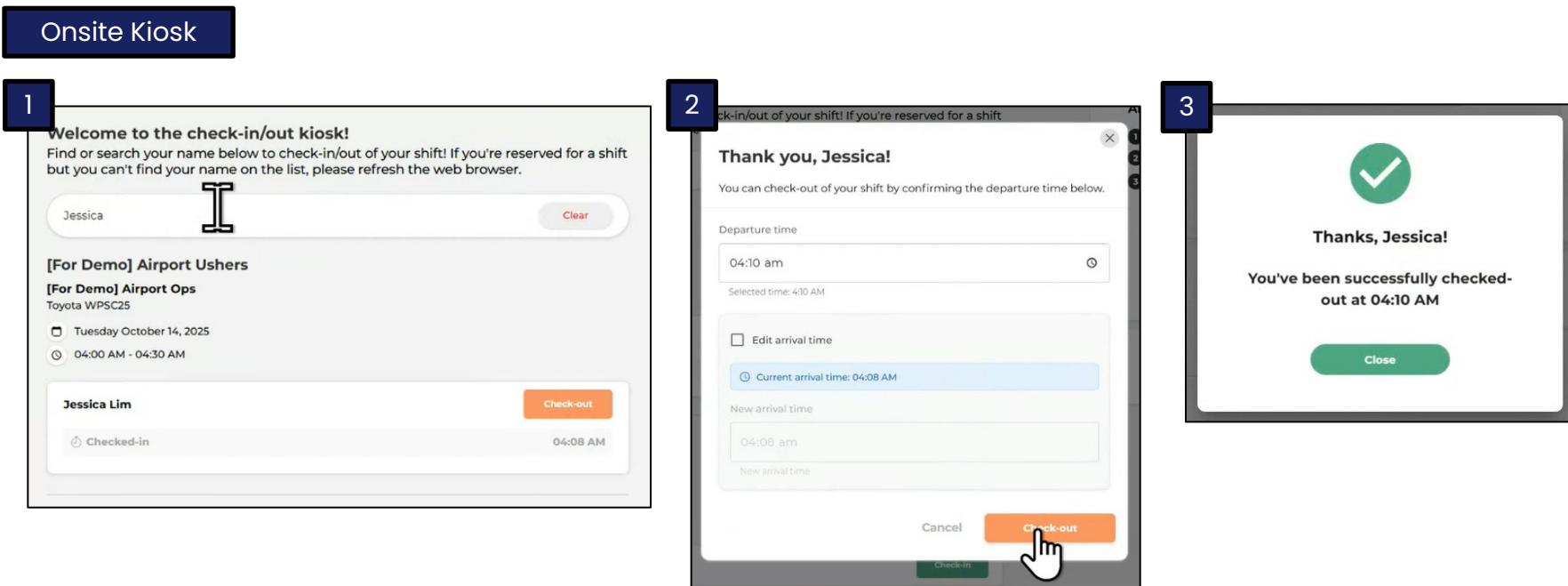
- 1** Welcome to the check-in/out kiosk! Find or search your name below to check-in/out of your shift! If you're reserved for a shift but you can't find your name on the list, please refresh the web browser.  
[For Demo] Airport Ushers  
[For Demo] Airport Ops  
Toyota WPSC25  
 Tuesday October 14, 2025  
 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: 04:08 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.  
[For Demo] Airport Ushers  
[For Demo] Airport Ops  
Toyota WPSC25  
 Tuesday October 14, 2025  
 04:00 AM - 04:30 AM  
  
Jessica Lim  
Checked-in  
04:08 AM

**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

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

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

Jessica Lim  04:08 AM

**2**

Check-in/out of your shift! If you're reserved for a shift

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

**3**

Thanks, Jessica!

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

# 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	Checked-In	Hours Not Logged
<ul style="list-style-type: none"> <li>• Both check-in and out are done.</li> <li>• Hours are automatically logged with the appearance of the small clock icon on your shift.</li> </ul>	<ul style="list-style-type: none"> <li>• Check-in was done but no check-out.</li> <li>• Hours were therefore not logged yet.</li> </ul>	<ul style="list-style-type: none"> <li>• No check-in and – out was done.</li> </ul>



# 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

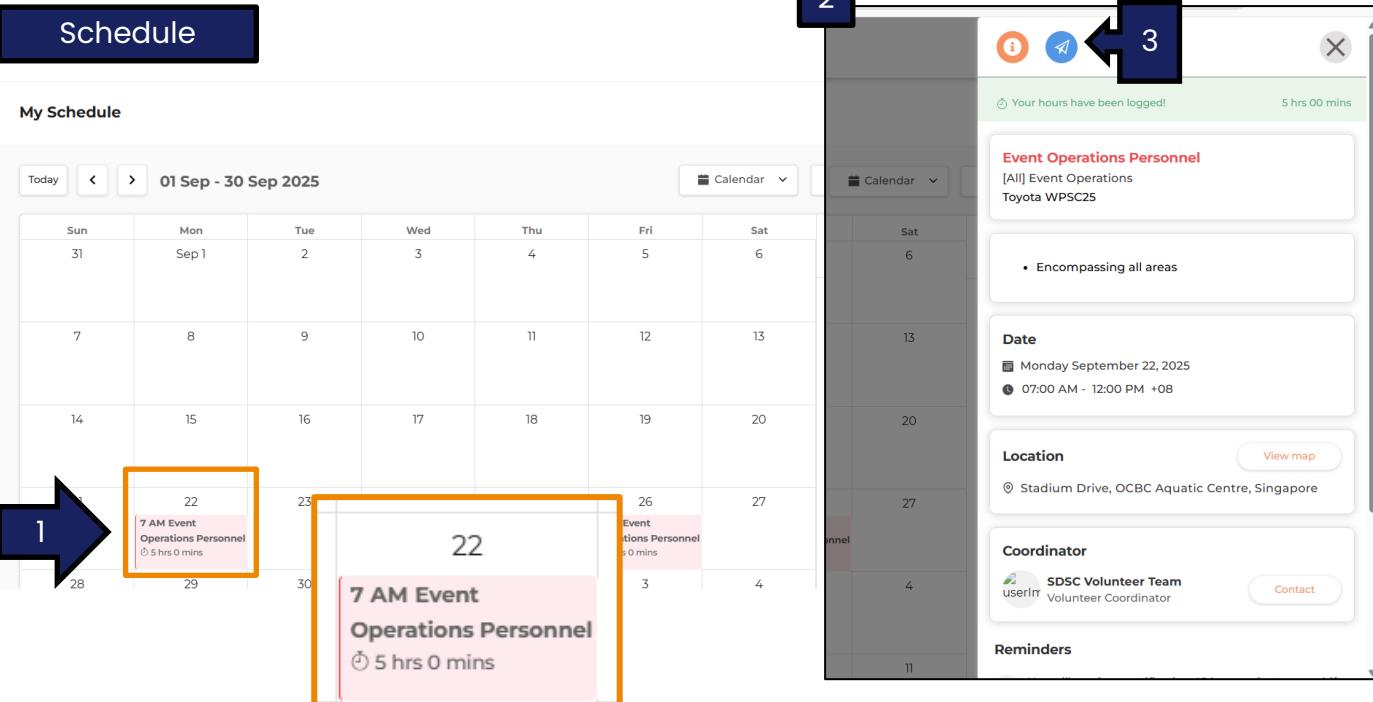
01 Sep - 30 Sep 2025

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

1

2

3



# 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 12:00 pm  # of hours: 5 hrs 00 mins

1 Claim hours

2 **When did you attend?**  
Please indicate the time slot:  
Arrival time: 07:00 am  to 12:00 pm

07	00	am
08	01	pm
09	02	
10	03	
11	04	
12	05	
01	06	

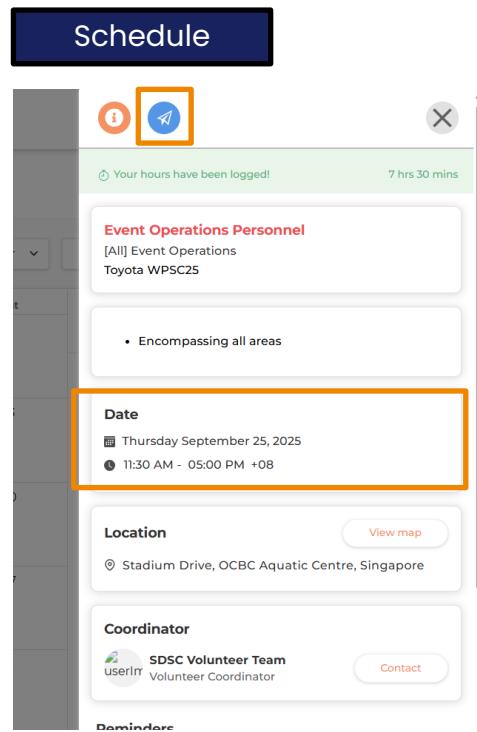
3

**When did you attend?**  
Please indicate the time slot:  
Arrival time: 07:15 am  to 12:00 pm

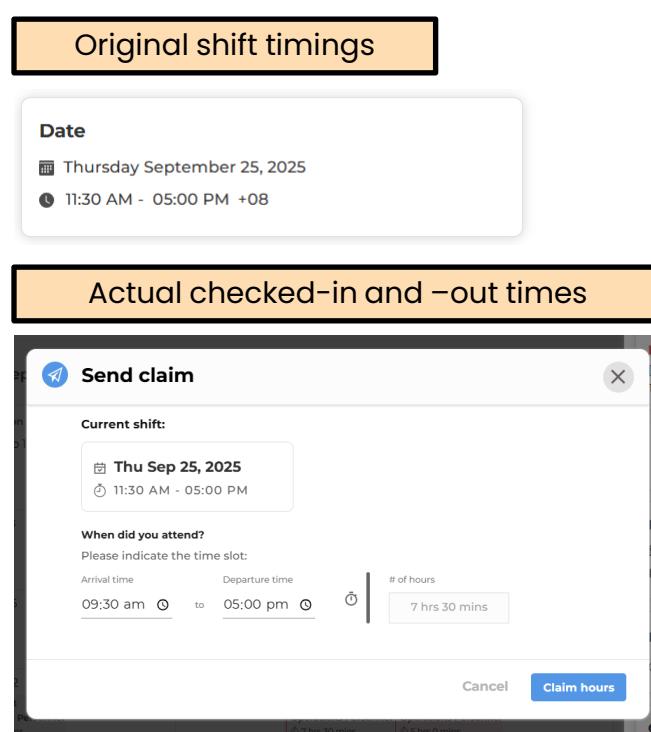
# Case 1: Hours Logged

- 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**



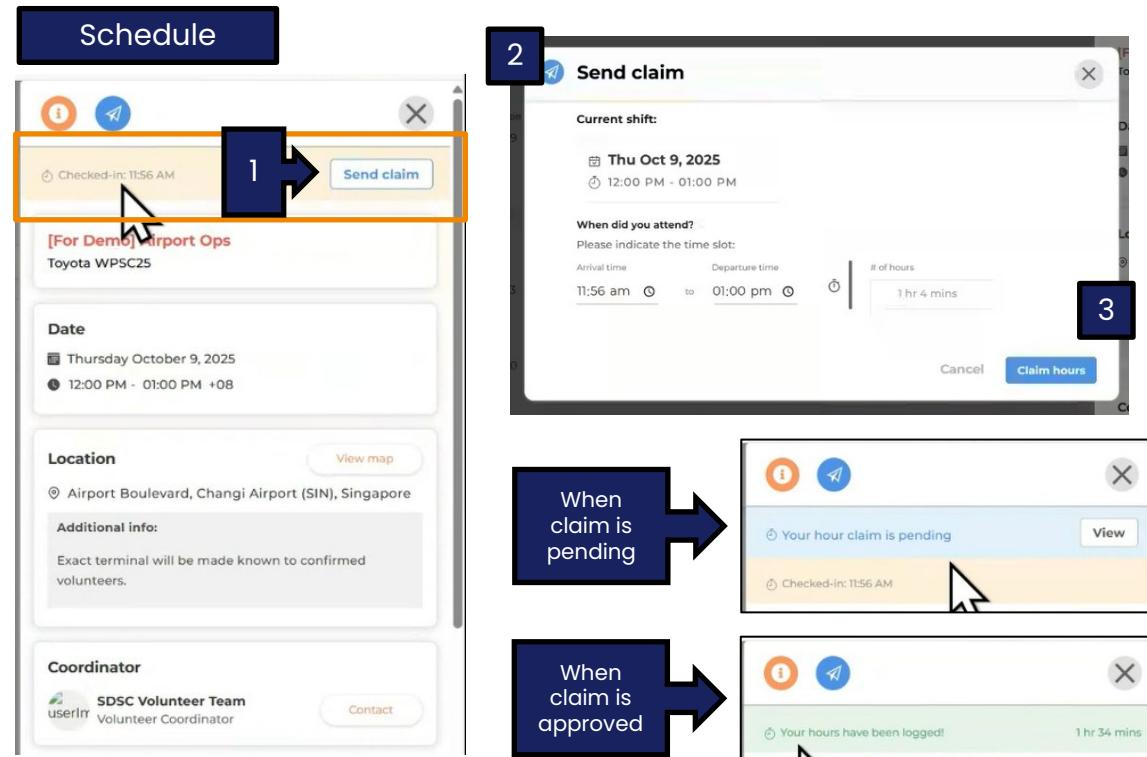
**Original shift timings**



**Actual checked-in and –out times**

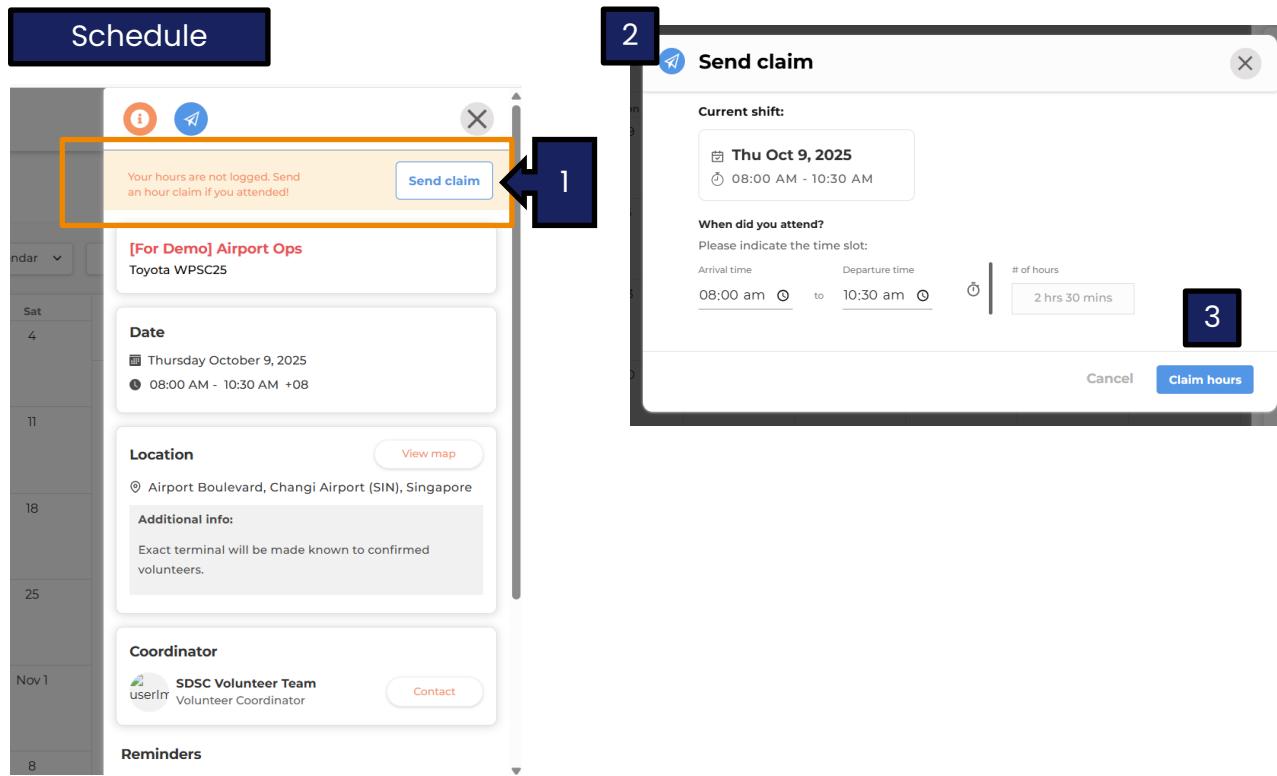
## Case 2: Checked-In

- 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.



# 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**

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

**Send claim**

**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 to 10:30 am  
 # of hours: 2 hrs 30 mins

**Claim hours**

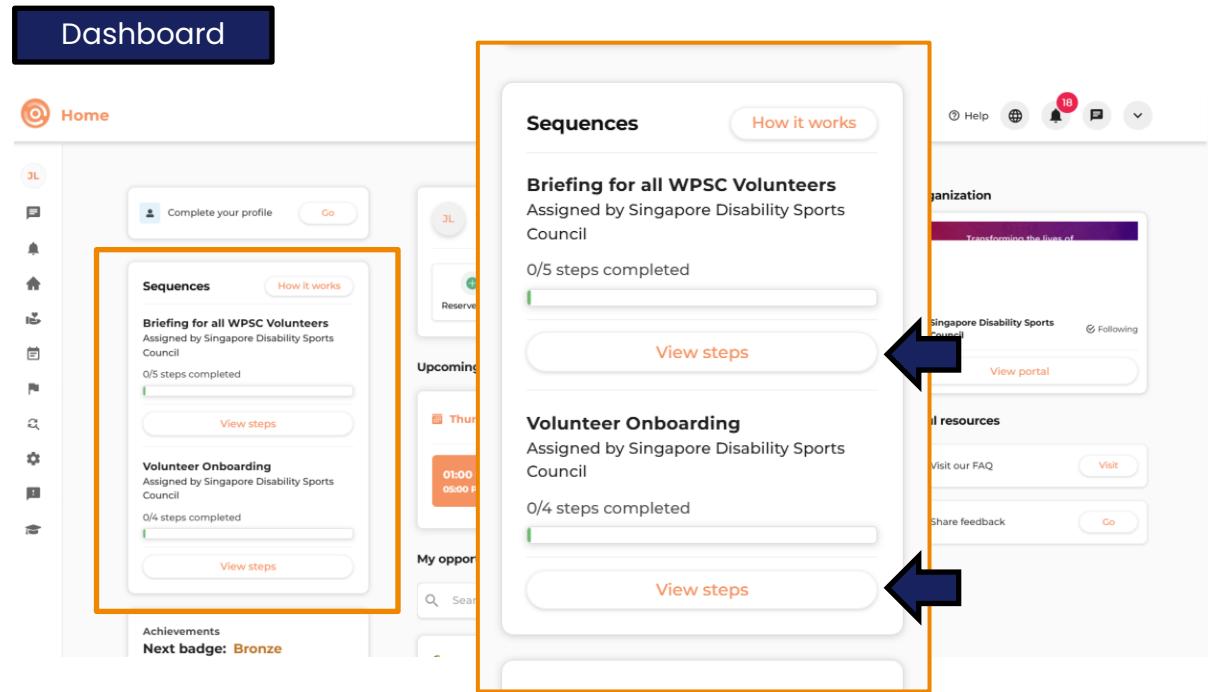
Other functions

# 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



The dashboard interface includes a sidebar with icons for Home, Complete your profile, Reserve, Upcoming, My opportunities, and Achievements. The main area displays two sequences:

- Briefing for all WPSC Volunteers** (Assigned by Singapore Disability Sports Council): 0/5 steps completed. A button labeled "View steps" is present.
- Volunteer Onboarding** (Assigned by Singapore Disability Sports Council): 0/4 steps completed. A button labeled "View steps" is present.

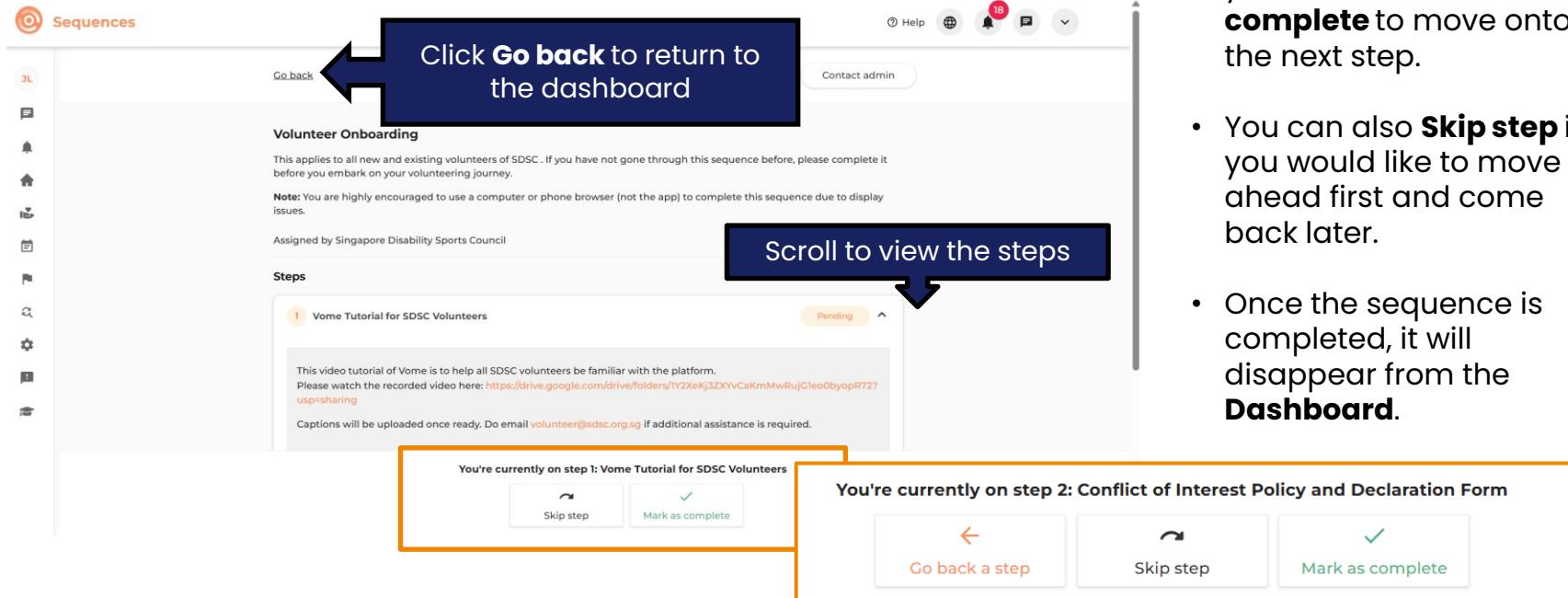
On the right side of the dashboard, there is a sidebar with the following sections:

- Organization: Transforming the lives of...
- Singapore Disability Sports Council: Following, View portal
- General resources: Visit our FAQ, Share feedback

Two large blue arrows point from the "View steps" buttons on the sequences to the "View steps" button on the "Volunteer Onboarding" sequence, indicating the process of navigating to the sequence details.

# Sequences : What & How

## Accessing a sequence



The screenshot shows the SDSC Sequences interface. At the top, there is a navigation bar with a 'Go back' button, a 'Help' icon, a globe icon, a bell icon with a '18' notification, and a user profile icon. Below the bar, the title 'Volunteer Onboarding' is displayed, along with a note: 'This applies to all new and existing volunteers of SDSC. If you have not gone through this sequence before, please complete it before you embark on your volunteering journey.' A note also states: 'Note: You are highly encouraged to use a computer or phone browser (not the app) to complete this sequence due to display issues.' The sequence is assigned by 'Assigned by Singapore Disability Sports Council'.

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

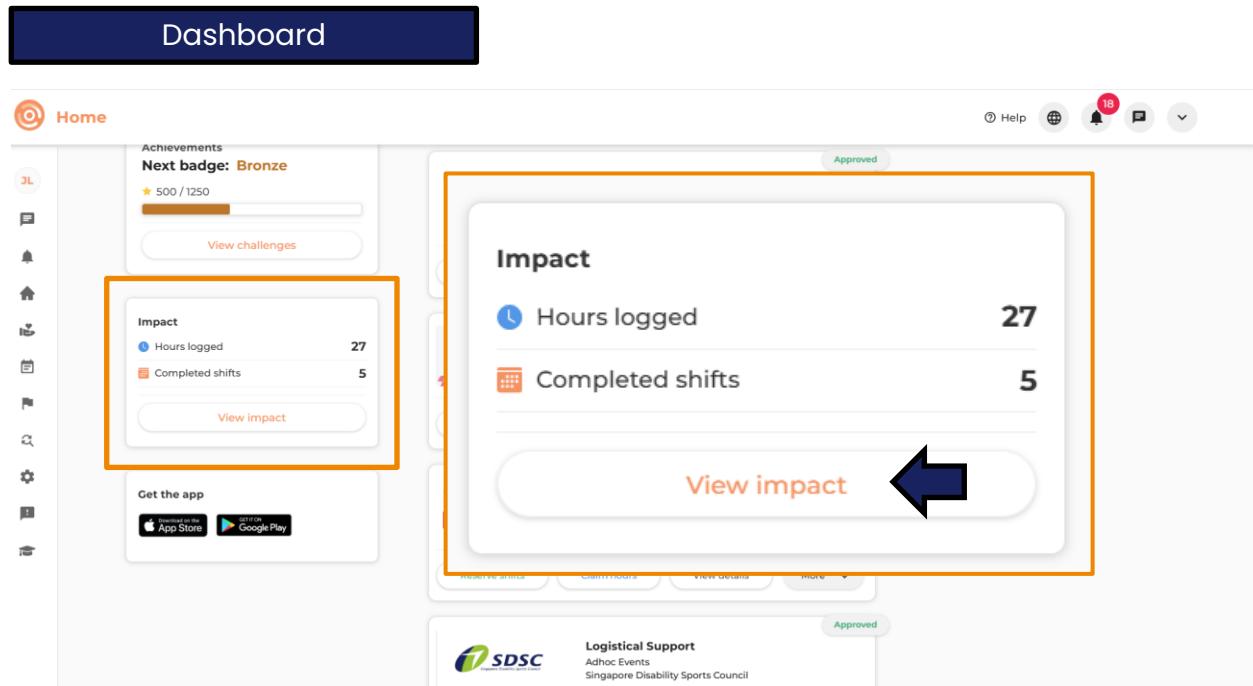
**Scroll to view the steps**

The sequence steps are listed as follows:

- Step 1: Vome Tutorial for SDSC Volunteers** (Pending)
  - Description: 'This video tutorial of Vome is to help all SDSC volunteers be familiar with the platform. Please watch the recorded video here: <https://drive.google.com/drive/folders/1y2XeKj32XVvCaKmMwRujGle0byoPR72?usp=sharing>'
  - Captions will be uploaded once ready. Do email [volunteer@sdsc.org.sg](mailto:volunteer@sdsc.org.sg) if additional assistance is required.
  - Buttons: 'Skip step' (disabled) and 'Mark as complete' (disabled)
- Step 2: Conflict of Interest Policy and Declaration Form**
  - Description: 'You're currently on step 2: Conflict of Interest Policy and Declaration Form'
  - Buttons: 'Go back a step' (disabled), 'Skip step' (disabled), and 'Mark as complete' (disabled)

- 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

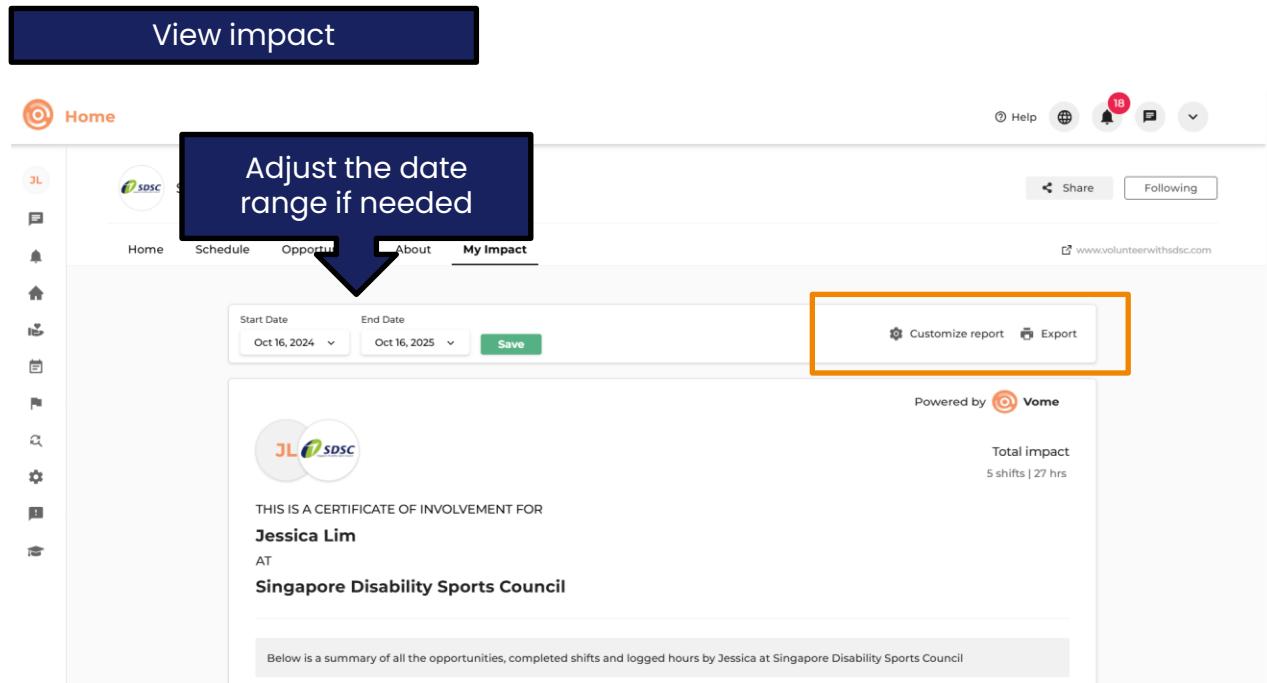


The screenshot shows the Vome platform's Dashboard. On the left, there's a sidebar with various icons. The main area has a dark header bar with the word "Dashboard". Below it, there's a "Home" section with "Achievements" and a progress bar for the "Next badge: Bronze". A large orange box highlights the "Impact" section. This section contains two items: "Hours logged" (27) and "Completed shifts" (5). Below these is a "View impact" button. A large orange box surrounds the "Impact" section, and a blue arrow points to the "View impact" button.

- 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**



Adjust the date range if needed

Customize report Export

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

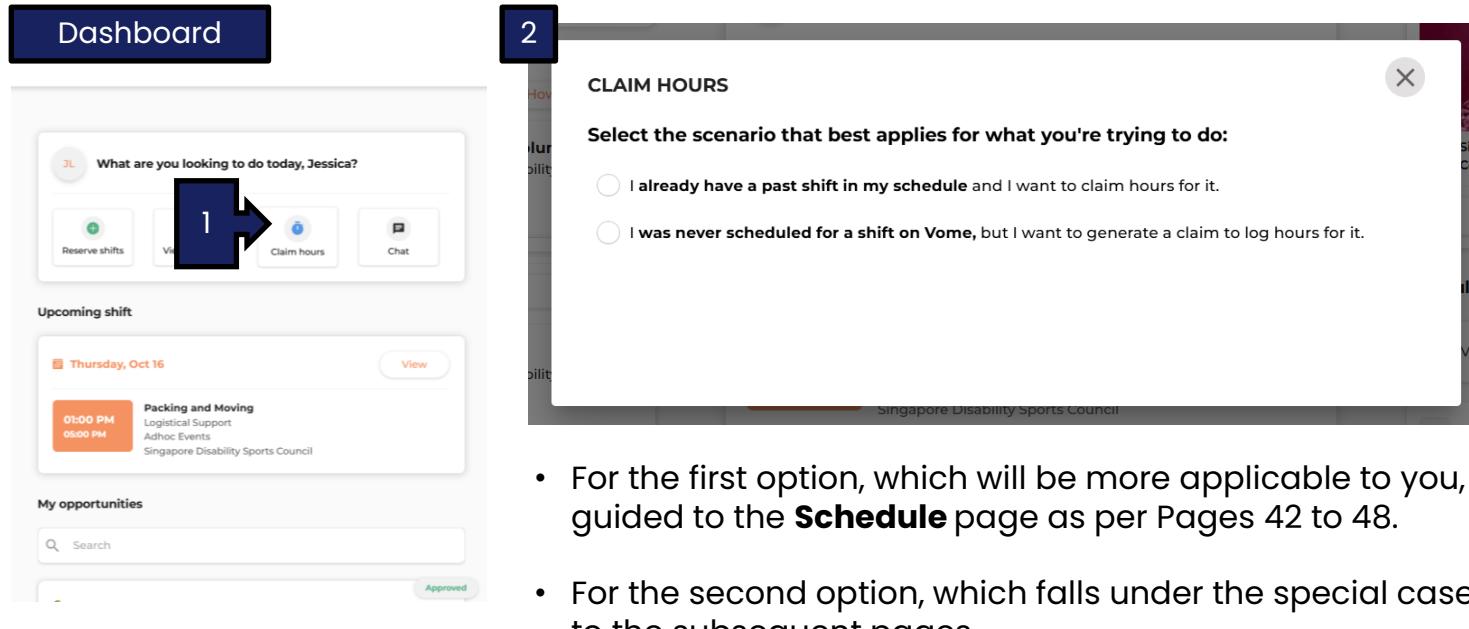


- Only for approved opportunities and as directed by the SDSC Volunteer Team
- All such claims will be subject to the approval of the backend team.

Dashboard

The screenshot shows the SDSC volunteer dashboard. At the top, there is a navigation bar with icons for Help, Home, and a notification bell with 18 notifications. The main content area is titled 'Dashboard'. On the left, there is a sidebar with various icons. The main content area includes sections for 'Sequences' (Briefing for all WPSC Volunteers, 0/5 steps completed), 'Volunteer Onboarding' (Assigned by Singapore Disability Sports Council, 0/4 steps completed), and 'Achievements' (Next badge: Bronze). In the center, there is a section titled 'What are you looking to do today, Jessica?' with buttons for 'Reserve shifts', 'View schedule', and 'Claim hours' (which is highlighted with an orange box). Below this is a section for 'Upcoming shift' (Thursday, Oct 16, 01:00 PM - 05:00 PM, Packing and Moving, Logistical Support, Adhoc Events, Singapore Disability Sports Council). At the bottom, there is a 'My opportunities' section with a search bar and an 'Approved' button.

# Special Case : Claiming of Past Shifts



1

2

## CLAIM HOURS

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

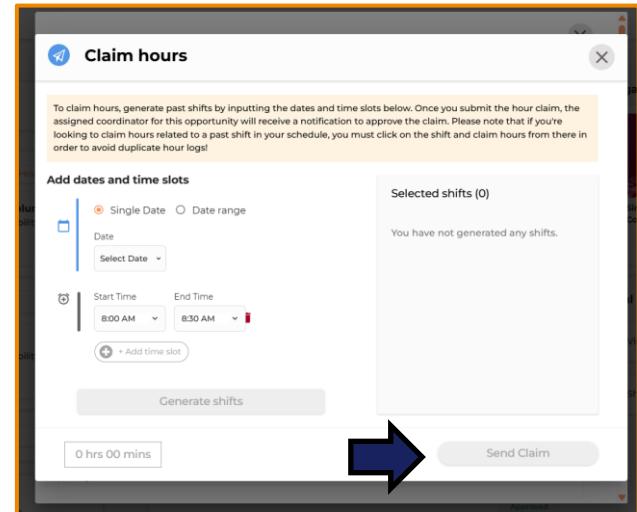
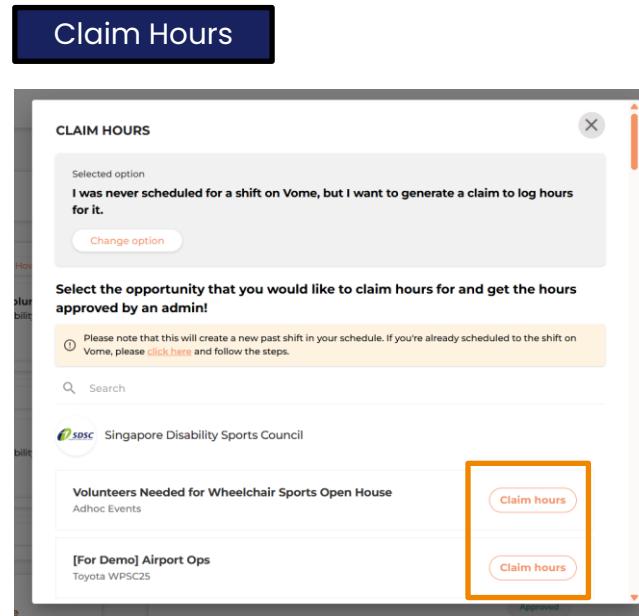
- I already have a past shift in my schedule and I want to claim hours for it.
- I was never scheduled for a shift on Vorme, but I want to generate a claim to log hours for it.

- 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.



# If you need assistance



Contact the SDSC Volunteer Team at [volunteer@sdsc.org.sg](mailto: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/1A2lFnpTWKePHuGsiOy7SPbRJV-KQUOJ7/view?usp=sharing>

The tutorial covers a recording from Pages 9 to 57.