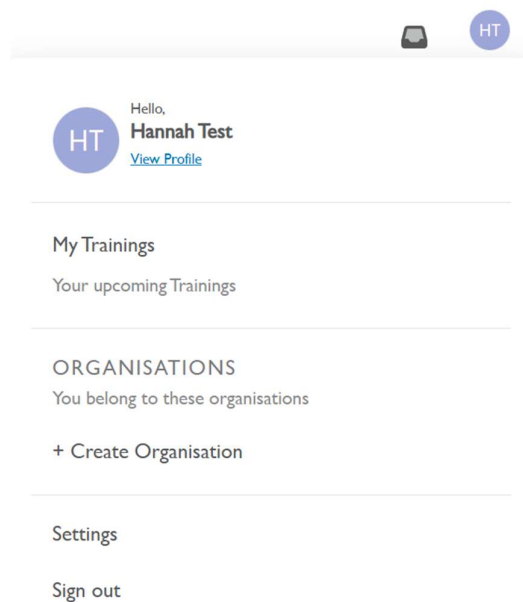# How to add training to your profile

To edit your profile click on the small circle in the top right corner of the site which displays your initials, or your profile picture if you have uploaded one. This opens a panel with various options. Under your name click **View Profile**.

There are two ways you can add training to your profile.

1. If you have already applied to a training on the site

You will see the training you have applied for under **Activity History**. Click the pencil icon next to the training that you want to update.
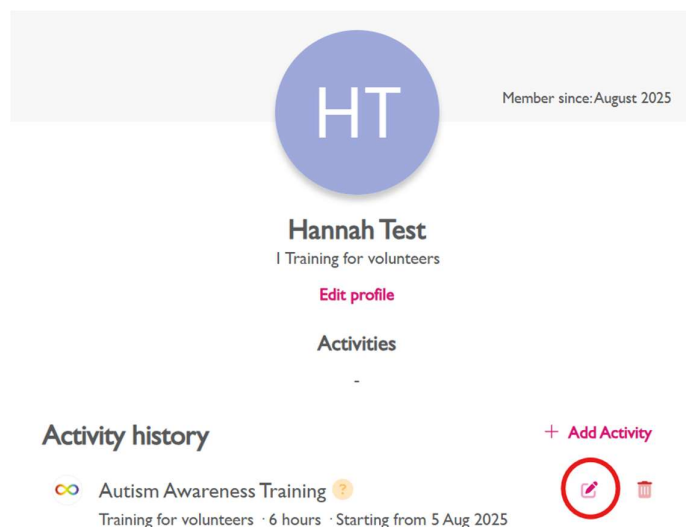
Information about the training will automatically be populated.

Click **Add dates** to input when you completed the training. You can also provide a summary of what you did in the training in the **Summarize what you did** box.

Scroll down to enter the number of hours you spent doing the training under **How much time did you spend doing this?**

If you received a certificate when you completed the training click **+ Upload a new file** to attach the file to your record.

Click **Submit** and your activity history will be updated.

2. To add a new activity

Click **+ Add Activity**

HT

Member since: August 2025

Hannah Test
| Training for volunteers

Edit profile

Activities

-

Activity history   **+ Add Activity**

In the box under **What activity did you do?** search for and select the name of the training.

Under **Which organisation does this relate to?** search for and select the name of the training provider if known.

Click **Add dates** to input when you completed the training. You can also provide a summary of what you did in the training in the **Summarize what you did** box.

Add your activities   ✕

What activity did you do? *

Search for an Training or name your volunteering activity

Which organisation does this relate to?

Search for an organisation

When did you do this?

Add dates

Summarize what you did

I completed modules about...

Scroll down to enter the number of hours you spent doing the training under **How much time did you spend doing this?**

If you received a certificate when you completed the training click **+ Upload a new file** to attach the file to your record.

Click **Submit** and your activity history will be updated.