

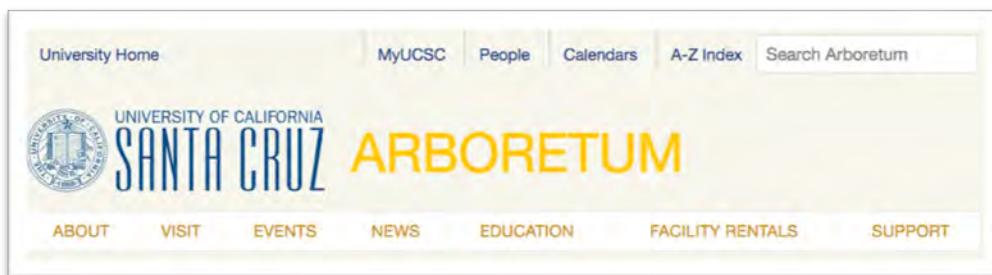
VOLUNTEER'S GUIDE TO VOLGISTICS

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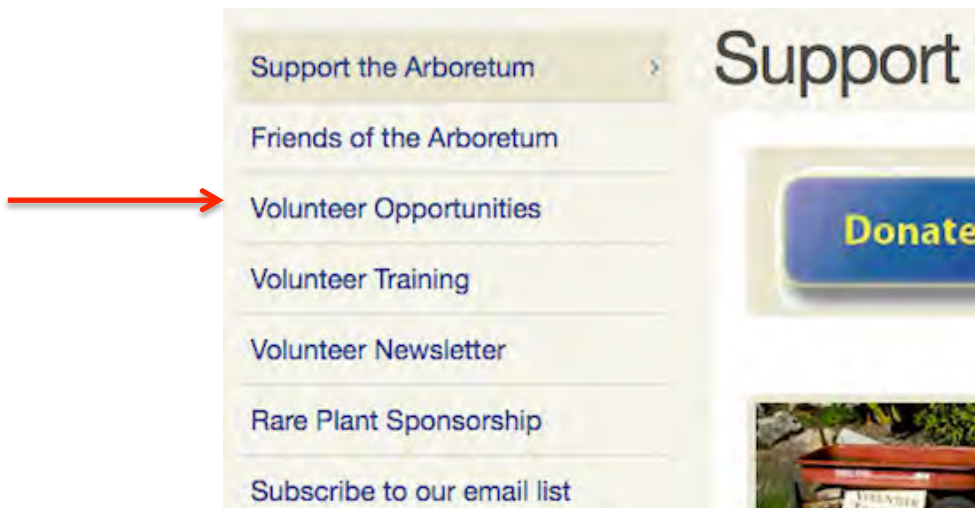
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How to sign in & create password:

1. Go to arboretum.ucsc.edu
2. Click **SUPPORT** in the top right



3. Click **Volunteer Opportunities** link on the left



4. Click the orange **Volunteer Login** button on the left

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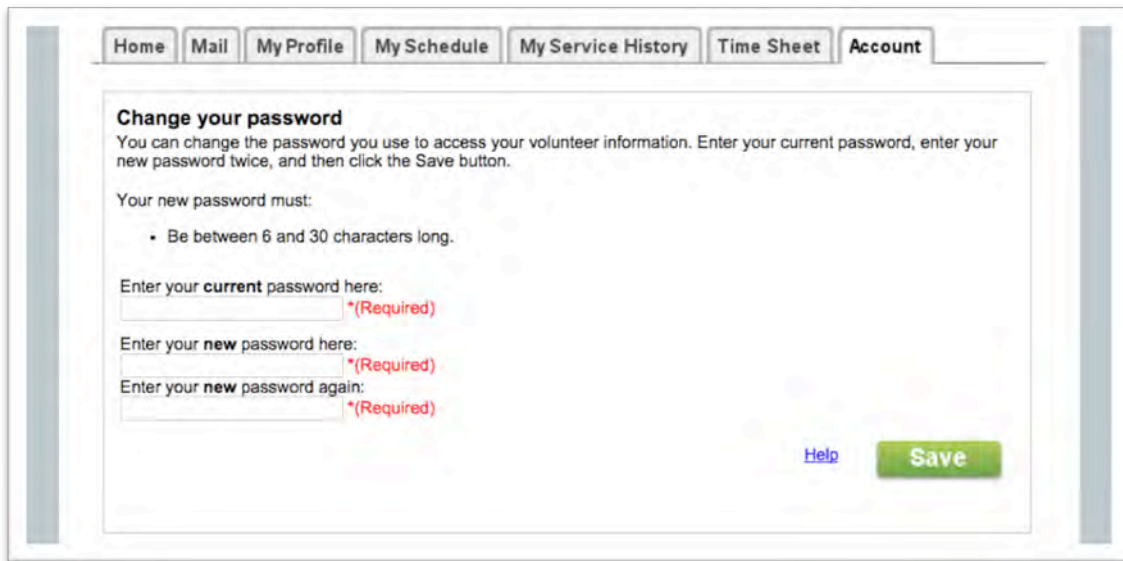


5. Enter your Login name (Hint: It's your email address) and the password sent to you.

If you need a password sent to you please email maconnol@ucsc.edu

A screenshot of the "Volunteer Hours" login page. The page title is "Volunteer Hours". On the left sidebar, there are two buttons: "Login Help" (orange with a yellow border) and "Volunteer Opportunities" (blue with a yellow border). The main content area contains the following text: "Arboretum volunteers, please login to enter your volunteer hours. You can also easily update your contact information and check your calendar for available shifts and updates." Below this text is a login form with the instruction: "Enter your email address and your Volgistics password, and then click the Go button." The form has two input fields: "Login name: your email address" and "Password:". Below the password field are two links: "Forget your password?" and "Help". At the bottom of the form is a green "Go" button.

6. Once in Volgistics, click the **Account** tab to create a new password p. 3



The screenshot shows a web interface with a navigation bar at the top containing tabs for Home, Mail, My Profile, My Schedule, My Service History, Time Sheet, and Account. The 'Account' tab is selected. Below the navigation bar is a form titled 'Change your password'. The form contains the following text and fields:

Change your password
You can change the password you use to access your volunteer information. Enter your current password, enter your new password twice, and then click the Save button.

Your new password must:

- Be between 6 and 30 characters long.

Enter your **current** password here:
 *(Required)

Enter your **new** password here:
 *(Required)

Enter your **new** password again:
 *(Required)

At the bottom right of the form, there is a blue [Help](#) link and a green **Save** button.

7. Finish by clicking green **Save** button

How to update your information:

1. Once you are signed in, click the **My Profile** tab
2. Update your contact information, emergency contact, skills & interests

The screenshot shows a web interface for updating a volunteer's profile. At the top, there is a navigation bar with tabs: Home, Mail, My Profile (selected), My Schedule, My Service History, Time Sheet, and Account. Below the navigation bar, there is an "Instructions" section with the text: "The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the 'Save' buttons to save your changes or additions."

The form is divided into three main sections:

- Contact Information:** This section includes input fields for First name, Last name, Title (a dropdown menu with "Choose" selected), Street 1, Street 2, Street 3, City, State (a dropdown menu with "Choose" selected), and Zip. There are also checkboxes for "OK to call me here" next to Home phone and Work phone fields. A green "Save" button is located below this section.
- Demographics:** This section includes dropdown menus for Date of birth (Month, Day, Year), Gender, and Education. A green "Save" button is located below this section.
- Skills & Experience:** This section asks "In which of these areas do you feel you have moderate to excellent skill? Check all that apply." and lists skills with checkboxes: Art & Design, Can bend and lift up to 25 lbs (checked), and Carpentry.

How to sign up for shifts and events:

1. Once you are signed in, click the **Sign-up** tab on the left



2. To show openings for a specific position, click the drop down menu in the blue box and select position.
(Only positions you are assigned to will be shown. If you would like to be assigned to an additional position, please contact Maura or Katie.)



3. Look for an orange **HELP WANTED** sign and click it

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Home Mail My Profile **My Schedule** My Service History Time Sheet Account

Instructions
Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.

Sign-Up!
We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.
Show openings in

Prev month Next month **December 2015**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 HELP WANTED	5 HELP WANTED
6 HELP WANTED	7 HELP WANTED	8 HELP WANTED	9 HELP WANTED	10 HELP WANTED	11 HELP WANTED	12 HELP WANTED
13 HELP WANTED	14 HELP WANTED	15 HELP WANTED	16 HELP WANTED	17 HELP WANTED	18 HELP WANTED	19 HELP WANTED
20 HELP WANTED	21 HELP WANTED	22 HELP WANTED	23 HELP WANTED	24 HELP WANTED	25 Christmas	26 HELP WANTED
27 HELP WANTED	28 HELP WANTED	29 HELP WANTED	30 HELP WANTED	31 HELP WANTED		

Prev month Next month

Printable view

Exit

4. Click the green **Schedule me** button to pick up a shift

Home Mail My Profile **My Schedule** My Service History Time Sheet Account

Schedule for
Saturday, December 19, 2015

Schedule

Lane Horticultural Library [Description](#)
12:00 p to 3:00 p Open

HELP WANTED Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

5. Click **Yes** if the information is correct, and **Continue** to go back to your schedule p. 7

The screenshot shows a web interface with a navigation bar at the top containing links for Home, Mail, My Profile, My Schedule, My Service History, Time Sheet, and Account. The main heading is "Sign-Up!" with the subtext "Schedule yourself for volunteer duty". Below this, a box titled "You are signing-up to serve:" contains the following details: Date: Saturday, December 19, 2015; Assignment: Lane Horticultural Library; From: 12:00 p; To: 3:00 p. Below the details is the question "Is this correct?" with two green buttons labeled "Yes" and "No".

Assignment Information

Assignment: Lane Horticultural Library
Location: UC Santa Cruz Arboretum
Duties: Volunteers are needed Wednesday through Sunday to staff the Jean and Bill Lane Horticultural Library. Be available to answer general questions about the Library and the Arboretum, help re-shelve books, sort newly donated journals, work on the organization of special collections (i.e. photos and slides), archives and more. We will train you.
Contact: Maura Connolly
maconnol@ucsc.edu
Katie Cordes
cscordes@ucsc.edu
Meet & Greet

Exit

6. Click the **My Schedule** tab at any time to see what shifts you are signed up for

The screenshot shows a calendar for December 2015. At the top, there are buttons for "Prev month", "Next month", and the current month "December 2015". The days of the week are listed at the top: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. The calendar grid shows dates from 1 to 26. Each date has a "HELP WANTED" button. A red arrow points to the "HELP WANTED" button for December 19th, which has a tooltip that reads "12:00 p - 3:00 p Lane Horticultural Library".

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 HELP WANTED	5 HELP WANTED
6 HELP WANTED	7 HELP WANTED	8 HELP WANTED	9 HELP WANTED	10 HELP WANTED	11 HELP WANTED	12 HELP WANTED
13 HELP WANTED	14 HELP WANTED	15 HELP WANTED	16 HELP WANTED	17 HELP WANTED	18 HELP WANTED	19 HELP WANTED 12:00 p - 3:00 p Lane Horticultural Library
20 HELP	21 HELP	22 HELP	23 HELP	24 HELP	25	26 HELP

7. To remove yourself from a shift, click the shift on your schedule and p. 8
click **Remove me**.

You cannot remove yourself less than 48 hours before your shift. If you must cancel within 48 hours, please contact your volunteer group lead, Maura, or Katie.

Home Mail My Profile My Schedule My Service History Time Sheet Account

Schedule for
Saturday, December 19, 2015

You are scheduled

12:00 p to 3:00 p
Lane Horticultural Library [Description](#)

Can't serve on this date? Click the **Remove me** button to remove yourself from these times

Remove me

Schedule

Lane Horticultural Library [Description](#)
12:00 p to 3:00 p Connolly, Maura

How to log your hours:

1. Click on **Time Sheet** tab



Home Mail My Profile My Schedule My Service History **Time Sheet** Account

Instructions
To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

Time Sheet

What was the date of your service?

November 2015

S	M	T	W	T	F	S
		9	10	11	12	13
		15	16	17	18	19
		22	23	24	25	26
		29	30			

December 2015

S	M	T	W	T	F	S
			1	2	3	4
		6	7	8	9	

Which assignment did you serve in? Choose one:

How many hours did you serve? hours, minutes

Continue

2. Select day of service. Choose which assignment you served in. Choose how many hours and minutes you served. Click **Continue**.

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December 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9			

Which assignment did you serve in? Choose one

How many hours did you serve? 0 hours, 0 minutes

Continue

3. If entry is correct, click **Yes**

Time Sheet

Please confirm your entry:

You served on: Sunday, November 22, 2015
Assignment: Special Events
Hours: 1:00

Is this correct?

Yes Click **Yes** to save this entry

No Click **No** if you want to make a change

4. Your hours should appear under “Your recent service entries:” If you would like to log another day, click **Another** and repeat steps 2-6.

Posted

Thank you for serving! Your service entry has been recorded. If you need to make another entry now, click "Another."

Another

Your recent service entries:

Date	Assignment	Hours
11-22-2015	Special Events	10:00
11-22-2015	Special Events	1:00

- To view your hours, select **My Service History** tab. Click on the year to view your individual entries from that year.
If you are going to print your hours, first click **Printable view**.



The screenshot shows a web interface with a navigation bar at the top containing tabs: Home, Mail, My Profile, My Schedule, My Service History (selected), Time Sheet, and Account. Below the navigation bar, there is an 'Instructions' section with the text: 'Click the "Printable view" button for a printable view of this information.' This is followed by a 'Totals' section showing 'Year-to-date hours: 11:00' and 'Life hours: 11:00'. The main section is titled 'Service by year' with the instruction 'Click on a year to view your records for the year.' Below this is a table with the following data:

Year	Hours	Tours Given	Visitors
2015	11:00	2	0
Life total:	11:00	2	0

At the bottom of the interface, there is a green button labeled 'Printable view'.

- If you make any mistakes while logging hours, or need an entry removed, just let Maura or Katie know!

If you need assistance or have any questions, please don't hesitate to contact:

Maura maconnol@ucsc.edu 502-2305

Katie cscordes@ucsc.edu 502-2300

Or the main office front desk 502-2998