Contents:

• Sign in and create password p. 1
• Update your information p. 4
• Sign up for shifts p. 5
• Log in your hours p. 8
• Contact information p. 10

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.

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

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
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

4. Click the green **Schedule me** button to pick up a shift
5. Click **Yes** if the information is correct, and **Continue** to go back to your schedule.

6. Click the **My Schedule** tab at any time to see what shifts you are signed up for.
7. To remove yourself from a shift, click the shift on your schedule and 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.

**How to log your hours:**

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

![Calendar and assignment selection](image1.png)

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

![Time sheet confirmation](image2.png)

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.

![Service entry confirmation](image3.png)
5. 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**.

![Printable view](image)

6. 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](mailto:maconnol@ucsc.edu) 502-2305
Katie [cscordes@ucsc.edu](mailto:cscordes@ucsc.edu) 502-2300
Or the main office front desk 502-2998