

# VOLUNTEER'S GUIDE TO VOLGISTICS

## Contents:

- Sign in and create password p. 1
- Log in your hours p. 3
- Update your information p. 6
- Contact information p. 6

## How to sign in & create password:

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

Visit About Gift Shop News&Events Education Rentals Support Us

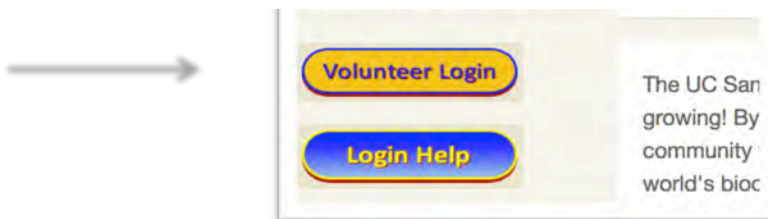
Support the Garden

Friends of the Arboretum

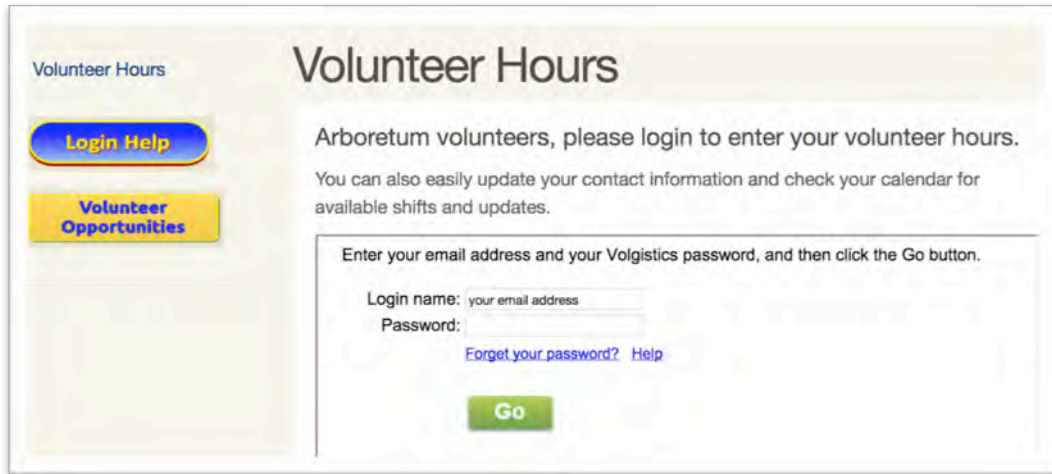
Home / Support

Support the Garden

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

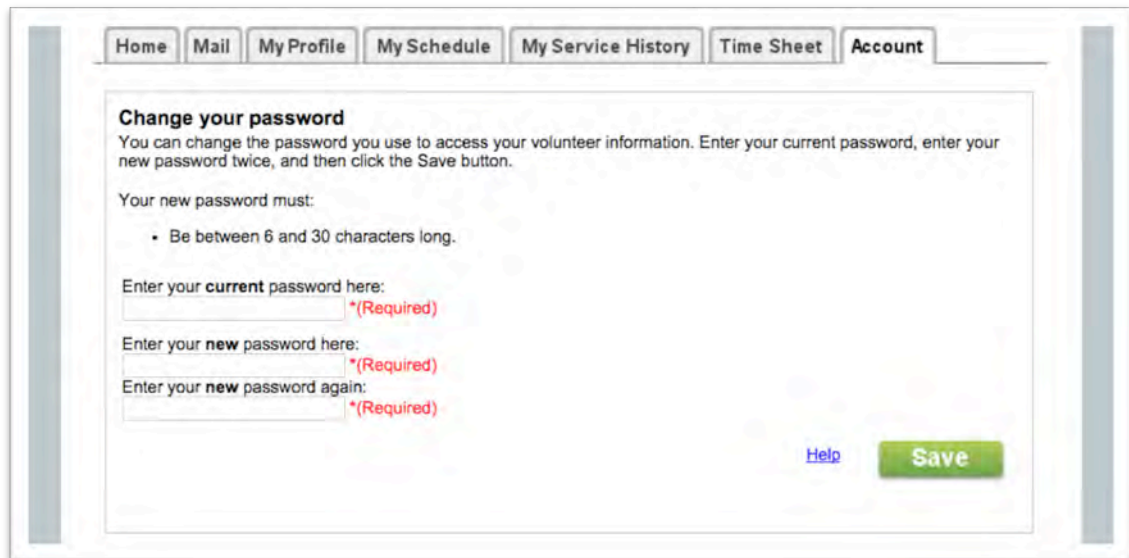


4. Enter your Login name (Hint: It's your email address) and the temp password should have been sent to you.  
If you need a password sent to you please email [cscordes@ucsc.edu](mailto:cscordes@ucsc.edu)



The screenshot shows a web page titled "Volunteer Hours". On the left side, there are two buttons: "Login Help" and "Volunteer Opportunities". The main content area has a heading "Volunteer Hours" and a sub-heading "Arboretum volunteers, please login to enter your volunteer hours." Below this, there is a text box that says "You can also easily update your contact information and check your calendar for available shifts and updates." A larger text box contains the instruction "Enter your email address and your Volgistics password, and then click the Go button." Below this instruction are two input fields: "Login name: your email address" and "Password:". There are also two links: "Forget your password?" and "Help". At the bottom of the form is a green "Go" button.

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



The screenshot shows a web page with a navigation bar at the top containing tabs: "Home", "Mail", "My Profile", "My Schedule", "My Service History", "Time Sheet", and "Account". The "Account" tab is selected. The main content area is titled "Change your password" and contains the following text: "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." Below this, there is a section titled "Your new password must:" with a bullet point: "• Be between 6 and 30 characters long." There are three input fields: "Enter your current password here:" with a red asterisk and "(Required)" below it; "Enter your new password here:" with a red asterisk and "(Required)" below it; and "Enter your new password again:" with a red asterisk and "(Required)" below it. At the bottom right of the form, there is a "Help" link and a green "Save" button.

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

# 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	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**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**

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

**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**.

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

**Instructions**  
Click the "Printable view" button for a printable view of this information.

**Totals**  
Year-to-date hours: 11:00  
Life hours: 11:00

**Service by year**  
Click on a year to view your records for the year.

Year	Hours	Tours Given	Visitors
2015	11:00	2	0
<b>Life total:</b>	<b>11:00</b>	<b>2</b>	<b>0</b>

Printable view

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

## 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 profile information. 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 followed by three main sections: 'Contact Information', 'Demographics', and 'Skills & Experience'. Each section contains various input fields and checkboxes, with a green 'Save' button at the end of each section.

**Instructions**  
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.

**Contact Information**

First name:   
Last name:   
Title: Choose ▾  
Street 1:   
Street 2:   
Street 3:   
City:   
State: Choose ▾ Zip:   
Home phone:   OK to call me here  
Work phone:   OK to call me here

**Save**

**Demographics**  
You may optionally provide the following information. It is used only to help us get a better idea of the demographic make-up of our volunteers.

Date of birth: Month ▾ Day ▾ Year ▾ (year optional)  
Gender: Choose ▾  
Education: Choose ▾

**Save**

**Skills & Experience**  
In which of these areas do you feel you have moderate to excellent skill? Check all that apply.

Skills:  Art & Design  Can bend and lift up to 25 lbs  Carpentry

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

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or the main office front desk 502-2998