VOLUNTEER’S GUIDE TO VOLGISTICS

First time logging in
Recording your volunteer hours
Signing up for shifts (Norrie’s & Garden Docents)
Updating your contact information

How to sign in & create or update password:

1. Go to our website by clicking on this link: arboretum.ucsc.edu
2. Click on Support Us - top right-hand corner
3. Click the yellow Volunteer Login button on the left side of page
Enter your **Login name** (Hint: It’s your **FULL email address**)

If you need a temporary password sent to you please email Katie at cscordes@ucsc.edu or click on "forgot password" to reset it yourself.

4. **FIRST TIME LOGIN**: Volgistics will automatically open up in the **Account** tab and ask you to create a new password. Type in the temporary password that Katie set up for you, then chose an easy-to-remember password and confirm it a second time.

5. Finish by clicking green **Save** button.
Recording your volunteer hours:

- Click on Time Sheet tab on top of screen
- Select MONTH of service (all entries default to the first of the month)
- Choose which ASSIGNMENT you served in (tell Katie if your assignment doesn’t show up or you need another added)
- Choose how many hours and half hours you served (round to 30 minutes)
- Click Continue

If entry is correct, click Yes

Your hours should appear under “Your recent service entries”
If you would like to log another day, click ANOTHER and repeat the above steps.

To view your hours, select My Service History tab. Click on the year to view your individual entries from that year.
If you make any mistakes while logging hours, or need an entry removed, email Katie at cscordes@ucsc.edu.

**Signing up for shifts (Norrie’s & Garden Docents)**

1. On the HOME tab, click on either MY SCHEDULE or SIGN-UP

2. Select your ASSIGNMENT in the blue box

3. Click on any HELP WANTED buttons and SCHEDULE ME if you would like to pick up that shift, or, CALENDAR VIEW to return to the monthly calendar.
Update yours or your emergency contact information

Once you are signed in, click the MY PROFILE tab

Thank you for volunteering and for recording your hours. It really helps to provide useful feedback about our volunteer program and to show the campus administration just how much positive impact each of you has on the well-being of the Arboretum.

If you need assistance or have any questions, please don’t hesitate to contact:
Katie cscordes@ucsc.edu or call 831-502-2300
or call the main office front desk 831-502-2998