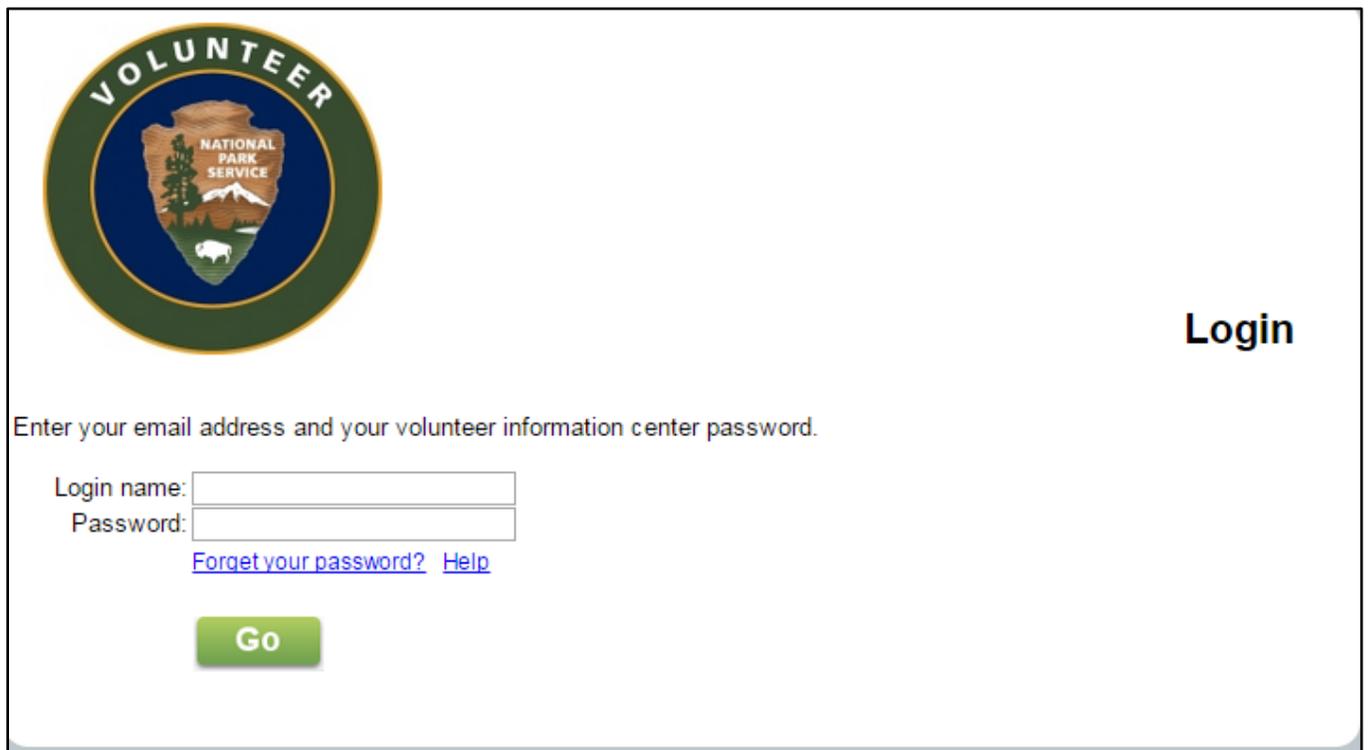


Volgistics & You: A User's Guide

The Cuyahoga Valley National Park's Volunteers-In-Parks program's distinct website is:

<https://www.volgistics.com/ex/portal.dll/?from=223246>

This URL should take you to a log in page that looks like this:



Enter your email address and your volunteer information center password.

Login name:

Password:

[Forget your password?](#) [Help](#)

Login:

USERNAME: is the email address you have previously supplied the park. If you need to change your email address, you may do so from the profile tab.

PASSWORD: your initial password will be set up by the Volunteer Management Office. You will need to change it at your first login. Hit GO.

When using Volgistics it's important to remember that you CANNOT use the browser back button when navigating through the program. It is also important to SAVE the changes you make to each page before navigating to another

Home Tab:

The first screen you will see will be your home screen. It will look similar too this:

The screenshot shows the Volunteer Information Center interface. At the top left is the National Park Service Volunteer logo. To the right is the title "Volunteer Information Center". Below this is the user's name "Volunteer information for Sara Curtis". A navigation bar contains tabs for "Home", "My Profile", "My Schedule", "My Service History", "Time Sheet", and "Account". The main content area is divided into several sections: "Check your schedule", "Post your hours", and "Text message opt-in" buttons; a "Statistics" box showing "Overall" with "Volunteers: 1" and "Cumulative hours of service: 86:00 (as of yesterday)"; a "Days of Service" announcement for Saturday, October 24th; a "News" section with a welcome message and a photo of a field; a "Your Assignments" section listing "Implementation Team (Assigned) More..." and "Park Ambassador (Assigned) More..."; and a "Thank You For All You Do!" message with a photo of a field.

The home screen contains information about what is going on in the park, your assignments, upcoming Days of Service information, Forms for volunteer programs, and the current Volunteers-In-Parks handbook.

The home screen also contains all the additional tabs you will be using to update your profile, schedule yourself, and submit you volunteer hours.

Profile Tab

The Profile tab contains all your personal information. **The Volunteer Management Office will use the information from your Volunteer Service Agreement to create your profile tab. It's important to verify your profile tab and emergency contact information for accuracy when first logging onto Volgistics.** The profile tab is broken out to different sections, with a SAVE button under each. You only need to hit SAVE after you have completed entering ALL of your information, you do NOT need to hit save after each individual section.

Volunteer information for Sara Curtis

[Home](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

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: *

Middle name: *

Title: ▼

Street 1: *

Street 2:

City: *

State: ▼ * Zip: *

Home phone: OK to call me here

Cell phone: OK to call me here

Email address:

Spouse's name:

What kinds of email would you like to receive?

- Electronic newsletters
- Recruitment appeals
- Schedule reminders
- Checklist reminders

Demographics

Please 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: ▼ ▼ ▼ (year optional)

Age range: ▼ *

Gender: ▼

Ethnicity: ▼

Race: ▼

I am a Veteran:

I have a disability or special need:

Also, please note that directly under your contact information, there's a selection for what types of emails you can receive from Volgistics. You may opt in and out at your discretion, however, please remember that if you opt out of schedule and checklist reminders, you will be responsible for keeping track of your volunteer and training schedule.

Time Sheet Tab

The time sheet tab is where you will enter the time for your volunteer service. Clicking this tab opens a screen that will prompt you for the date, the assignment you participated in, your total amount of volunteer service hours (INCLUDING DRIVE TIME), your mileage (if you choose to track it), and your visitor contacts (if you are required to track them). Remember hours need to be recorded by the quarter hour, such as, 1.25, 1.50, 1.75, 2. If need be, please round to the closest quarter hour. For example, if you volunteered for 3 hours and 40 minutes, you would round up and record it as 3.50.

Volunteer information for Sara Curtis

[Home](#) [My Profile](#) [My Schedule](#) [My Service History](#) **[Time Sheet](#)** [Account](#)

Instructions

To post your hours, enter your service information in the Time Sheet box, enter you total volunteer service hours, INCLUDING your round trip drive time. When you have entered all your information, select continue. Please Review your hours carefully and select yes to post your hours.

Time Sheet

What was the date of your service?

Which assignment did you serve in?

How many hours did you serve? hours, minutes

How much Mileage?

How many Visitor Contacts?

Your recent service entries:

Date	Assignment	Hours	Mileage	Visitor Contacts
09-24-2015	Implementation Team	2.00	0	0
09-22-2015	Implementation Team	2.00	0	0
09-09-2015	Park Ambassador	13.00	0	0
09-09-2015	Implementation Team	12.00	0	0
09-09-2015	Implementation Team	5.00	0	0

For your complete service history select the "My Service History" tab.

Once you have entered all the information you need to record, click the continue button. Please look

over your entry carefully as if it contains a mistake and you submit it, you CANNOT edit it yourself, you will need to contact your supervisor or the Volunteer Management Office.

My Schedule Tab

This tab is where you will sign up for volunteer activities, if your supervisor decides to utilize this feature. Clicking on this tab will bring you to Calendar with the current opportunities in your volunteer program.

Instructions
Your scheduled volunteer shifts appear below. Click or tap the "Next month" or "Prev Month" buttons to view a different month.

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

Schedule yourself for volunteer duty

Prev month
Next month
September 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 1:30 p - 3:30 p Park Ambassador Savacoal Savacoal	8	9	10	11	12
13	14	15	16	17 1:15 p - 3:15 p Implementation Team Savacoal	18 1:15 p - 3:15 p Implementation Team Savacoal	19
20	21	22 2:00 a - 2:45 a Implementation Team Boston store 3:00 a - 4:15 a Implementation Team Savacoal 12:00 a - 1:15 a Implementation Team Savacoal	23 	24 1:15 p - 3:15 p Implementation Team Savacoal	25 	26
27	28	29	30			

Prev month
Next month

Printable view

Available opportunities will appear with an orange 'help wanted' bubble on the specific date. Click on the date that you are interested in volunteering on.

If you are not interested in the volunteer opportunity for that day, simply hit the CALENDAR VIEW button to return to the main schedule page. If you would like to sign up to volunteer for the opportunity, simply click SCHEDULE ME.

The confirmation screen will review what volunteer opportunity you are signing up for, the date and the time. If you decide NOT to sign up, simply click no to return to the schedule. If the assignment is correct, then click yes to continue. Clicking yes will then direct you to a confirmation page, and at this point you have signed up for the volunteer opportunity.

If you have signed up for a volunteer opportunity, and can no longer attend, you may remove yourself from the schedule for up to 2 weeks prior to the event, by clicking on the REMOVE ME button. If you need to cancel with less than 2 weeks until the event, you will need to contact your supervisor directly.

My Service History Tab

The service tab is where you can look up your previous volunteer service. When you click on this tab, it will direct you to a page where you can see your year-to-date hours and your lifetime hours.



Volunteer Information Center

Volunteer information for Sara Curtis

[Home](#)[My Profile](#)[My Schedule](#)[My Service History](#)[Time Sheet](#)[Account](#)

Instructions

Your volunteer service information appears below. Expand a year to see details.

Totals

Start date: **September 3, 2015**

Year-to-date hours: **92.00**

Life hours: **92.00**

Service by year

Click on a year to view your records for the year.

Year	Hours	Mileage	Visitor Contacts
2015	92.00	0	0
Life total:	92.00	0	0

[Printable view](#)[Exit](#)

To expand out and see what dates you participated in volunteer service, you click on the individual year you would like to view (2015,2014, etc.) Clicking the year will bring you to a screen like this:



Volunteer Information Center

Volunteer information for Sara Curtis

[Home](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

My 2015 Service Records

Click on any date to view the service record for that date.

Date	Hours	Mileage	Visitor Contacts
09-24-2015	2.00	0	0
09-22-2015	2.00	0	0
09-09-2015	5.00	0	0
09-09-2015	12.00	0	0
09-09-2015	5.00	0	0
09-09-2015	13.00	0	0
09-07-2015	2.00	0	0
09-05-2015	15.00	0	0
04-09-2015	18.00	0	0
01-09-2015	18.00	0	0
2015 total:	92.00	0	0

[Back](#)

Printable view

Exit

By selecting a specific date, it will bring you to a screen displaying the assignment, hours, mileage, and visitor contacts related to that particular service.

Account Tab

Your account tab is where you can manage your password:



Volunteer Information Center

Volunteer information for Sara Curtis

[Home](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

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)

[Help](#)

And manage your options for receiving email and text messages. Please note that if you choose to receive text reminders, texting rates based on your phone plan may apply. In addition, if you choose text schedule and checklist reminders, you will not receive the email reminders.

Message Preferences (Email / Text Messaging)

Use this section to opt-in and opt-out of text messaging (also known as "SMS"). You can change preferences for how you would like to receive messages, whether as emails, text messages, or none.

1. Please Enter Your Mobile Device Number:

Volgistics Volunteer Alerts sends reminders, alerts, and custom messages from System Operators and Coordinators using text messaging (SMS). Please tell us where we can send messages:

Enter a mobile phone number

This is a required field.

Your country

Supported Carriers: AT&T, Sprint, Nextel, Boost, Verizon Wireless, U.S. Cellular®, T-Mobile®, Cellular One Dobson, Cincinnati Bell, Alltel, Virgin Mobile USA, Cellular South, Unicef, Centennial and Ntelos.

2. How do you prefer to receive these types of messages?

Automated Messages

- | Email | Text Message | None | |
|-----------------------|-----------------------|----------------------------------|---------------------|
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | Schedule reminders |
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | Checklist reminders |

Custom Messages

- | Email | Email with Text Notification | None | |
|-----------------------|------------------------------|----------------------------------|------------------------|
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | Electronic newsletters |
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | Recruitment appeals |

3. When would you like to receive *automated* messages, such as schedule reminders?

Between these hours: and

Your time zone:

4. I agree to the Terms and Conditions.

[Click to view the full Terms & Conditions and Privacy Policy.](#)

For additional support, please contact the Volunteer Management Office, at volunteer@forcvnp.org, or 330-657-2299.