

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



ARBORETUM & BOTANIC GARDEN

Visit About Gift Shop News&Events Education Rentals **Support Us**

3. Click the yellow **Volunteer Login** button on the left side of page



Support the Garden

Friends of the Arboretum

Volunteer

Donate

Dedicate a Garden Feature

Contact Us

Volunteer Login

Login Help

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.

Enter your email address and your Volgistics password, and then click the Go button.

Login name:

Password:

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

[Need a password?](#)

Go

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.

Arboretum ~ Volunteer Portal

Volunteer information for Katie Cordes

Home Mail 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 different from your current password.
- 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](#) **Save**

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

Volunteer information for **Katie Cordes**

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

In which month did you serve?

Which assignment did you serve in?

How many hours did you serve? hours, minutes

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.

Your recent service entries:

Date	Assignment	Hours
09-01-2019	Norrie's Garden Shop	3:00
09-01-2019	Garden Docent	6:00
09-01-2019	Garden Docent	2:00
08-31-2019	Garden Docent	2:00

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

Exit

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

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

Check your schedule


Post your hours

Sign-up

NEW! Logging volunteer hours is EASIER!
Welcome! Thank you for logging your hours! And thank you for signing up to help at Norrie's, as a Garden Docent or at the Lane Library using our Volgistics online calendars.

NEW!! Starting Monday, Sept. 16, you can enter your volunteer hours by the month instead of by the day. You can log your hours as one lump sum for one or multiple assignments. You can add more hours to each month or each assignment if you forget.

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.









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
February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 	4 	5 	6	7 	1  8 

Schedule me
10:00am to 1:00pm Open

Update yours or your emergency contact information

Once you are signed in, click the MY PROFILE tab

Home
Mail
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

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