

USING VOLGISTICS!

GUIDE TO THE ONLINE VOLUNTEER INFORMATION CENTER

- VIC = Volunteer Information Center
- **You can use Volgistics to...**
 - **See your volunteer schedule as a calendar that can be printed.**
 - **Receive messages**
 - **See open assignments**
 - **Sign up for volunteer openings**
 - **Log your service hours**
 - **View service records**
 - **Update contact information and availability**

There are 7 tabs in the Volunteer Information Center that lead you around the site. These tabs make it easy for you to quickly find what you are looking for when you log on to Volgistics.

• **The first tab is the “Home” tab. It takes you to the Home Page and is the default tab that opens when you log on. It displays any Volunteer News as well as listing the assignments for which you are cleared to be scheduled.**

• 3 buttons: Check Your Schedule; Post Your Hours; Check Messages

- **Check Your Schedule:** This is the button you click when you want to sign up for open volunteer positions. The screen is a calendar view with the assignments you have volunteered for. There will be an orange “help wanted” sign on days that still have openings. You can click on these “help wanted” signs to schedule yourself for open positions. Clicking on any day will display the volunteer schedule for that day. You will be able to see the time and title of the assignment as well as the other volunteers scheduled for the day. The “job description” link provides a detailed description of the position for which you are scheduled. If you cannot fulfill a volunteer commitment or you made a mistake when scheduling, there is a “Remove Me” button. If the scheduled event is 7 days away or less, you will not be able to remove yourself. In this instance, please call me (706-828-3867) so I can remove you and find another volunteer. This button is the same as the “My Schedule” tab.
- **Post Your Hours:** This button takes you to the page where you log your volunteer hours. Just fill in the drop boxes for the date, time period, and assignment. It’s very simple and makes sure that you get credit for the hours you have volunteered. This button is the same as the “Time Sheet” tab.
- **Check Messages:** This button takes you to the “Mail” tab, where you will find any messages that have been sent to you through Volgistics. You can only

read these reminders and memos; there is no way to reply. If you do need to respond, simply call or e-mail me as normal.

- **“Mail” tab:** This is where you will find messages sent through Volgistics.
- **“My Profile” tab:** This is where you can change personal information about yourself, such as address, birth date, availability, emergency contact, and employer. Most of the information on this tab is optional and can only be seen by you and the Education Department.
- **“My Schedule” tab:** This will take you to the same page as the “Check your schedule” button on the Home page. It allows you to select volunteer days and see the ones you have already committed to in an easy-to-read calendar with a printable option.
- **“My Service History” tab:** This tab will display the hours you have logged via the “Post Your Hours” button on the home page or the “Time Sheet” tab. It displays year-to-date hours, hours for previous years listed separately, and cumulative lifetime hours that have been entered electronically.
- **“Time Sheet” tab:** Here you can enter your volunteer hours as well as see your recent service entries.
- **“Account” tab:** This is where you can change your password.