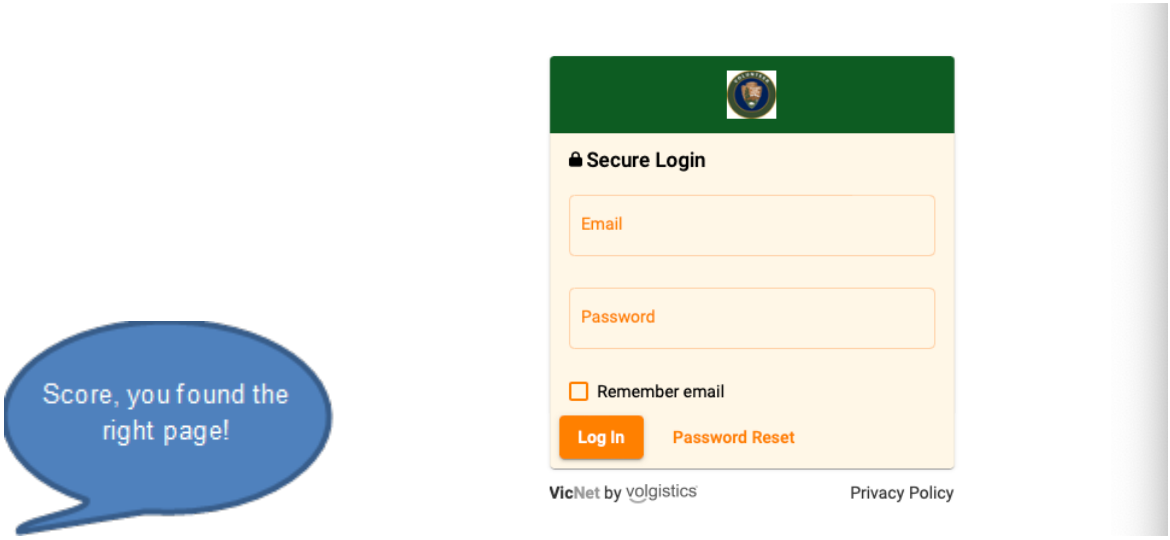
Volgistics Service Hours Tracking

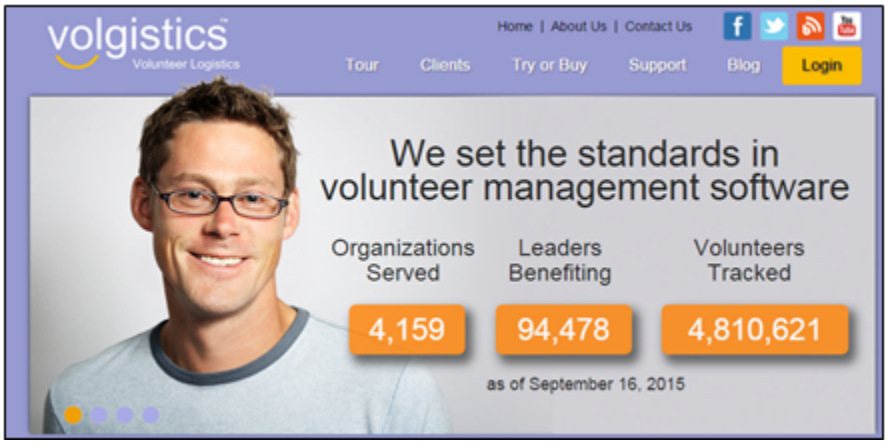
CVNP's VIP program utilizes *Volgistics* to empower volunteers to take charge of their service hours. Volunteers are responsible for tracking their service hours through their own personal profile via the internet. Volunteers can access their profiles by using the following link:

https://www.volgistics.com/vicnet/223246/login

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



If you simply type in www.Volgistics.com, you will arrive at the administrative login, it will look like this:



You **CANNOT** get to your profile from this login screen. You **MUST** use the VIP's distinct URL.

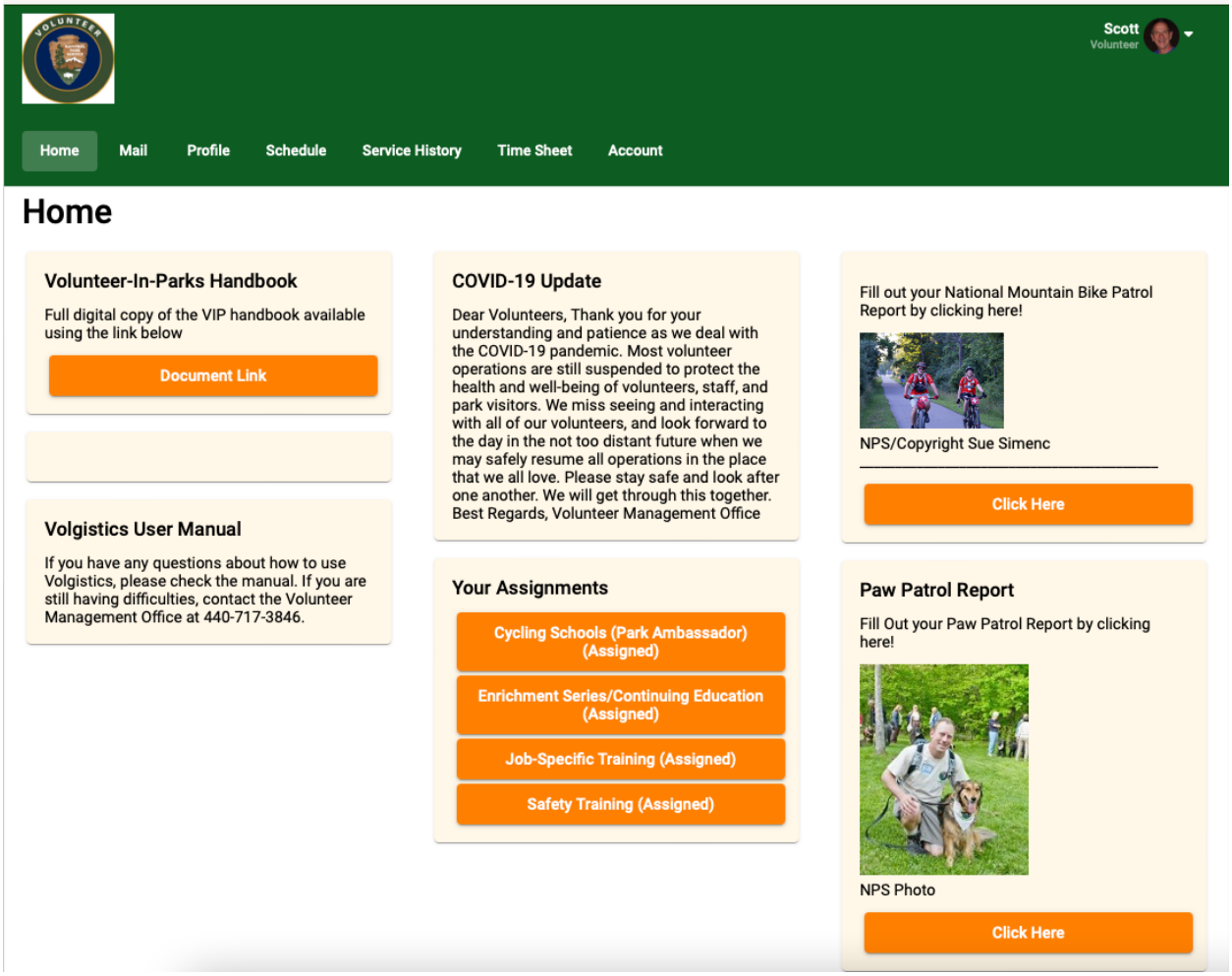
LOGIN NAME: is the email address you have previously written on your Volunteer Service Agreement. If you need to change your email address, you may do so from the profile tab.

PASSWORD: your initial password is 123456 and you will need to change your password to something personal the first time you log in.

If you have difficulties logging into or using the system, please contact the Volunteer Management Office at volunteer@forcvnp.org or by calling 440-717-3846.

Home Tab:

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

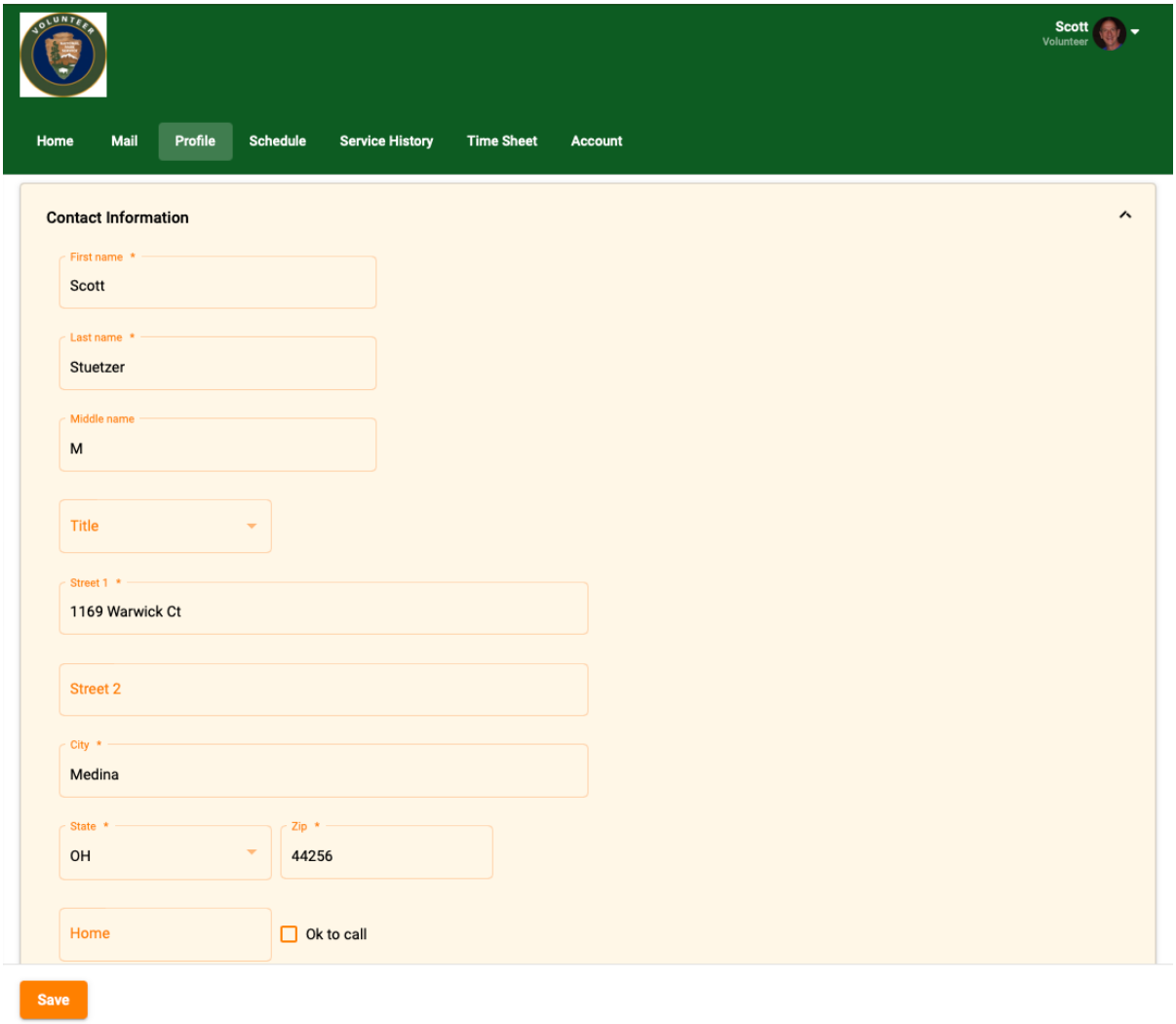


The home screen contains information about what is going on in the park, your assignments, upcoming Days of Service information, Forms for volunteer programs, and the current Volunteers-In-Parks handbook.

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

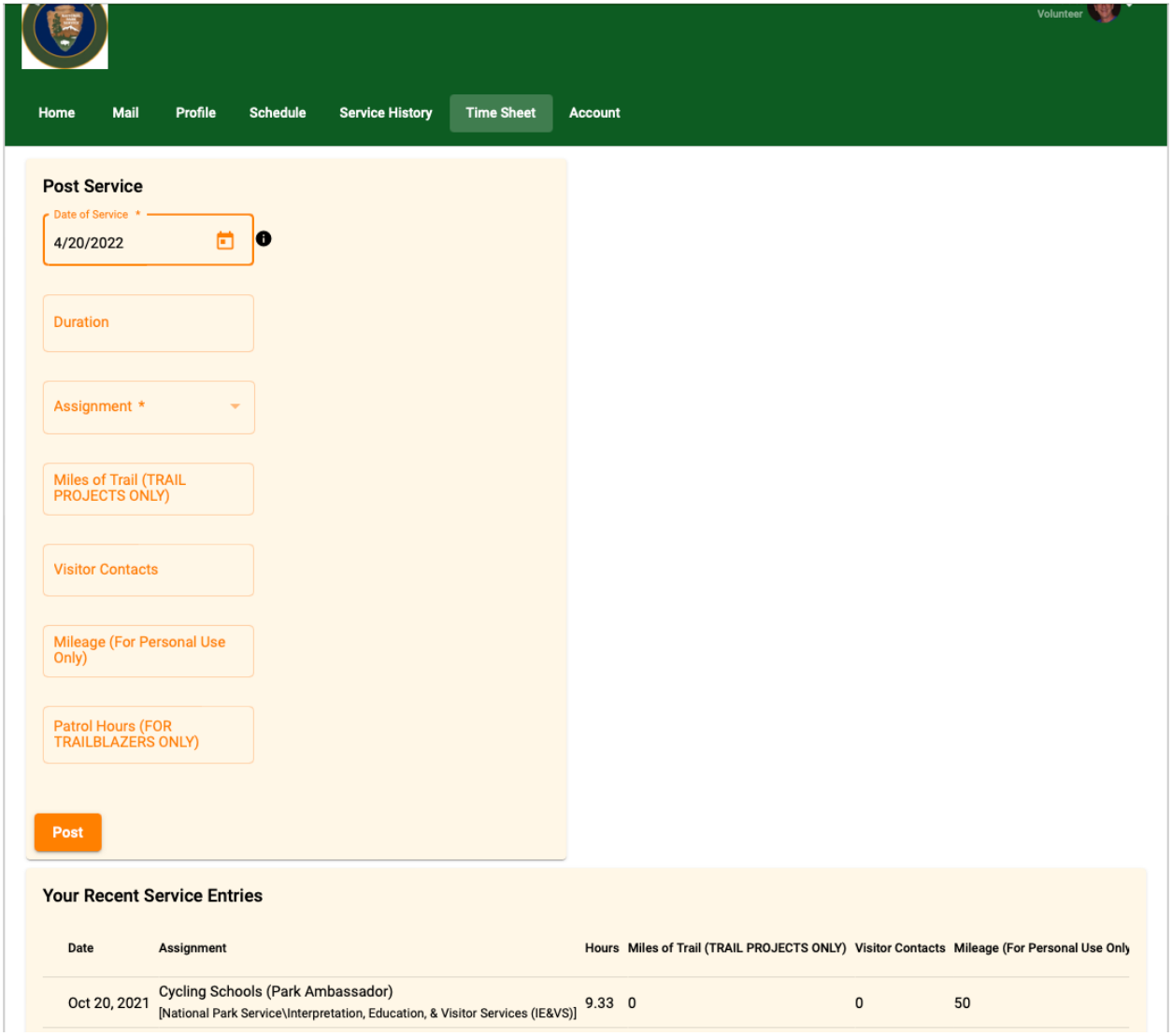
The Profile tab contains all your personal information**. The Volunteer Management Office will use the information from your Volunteer Service Agreement to create your profile tab. It's important to verify your profile tab and emergency contact information for accuracy when first logging onto Volgistics.** 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.



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

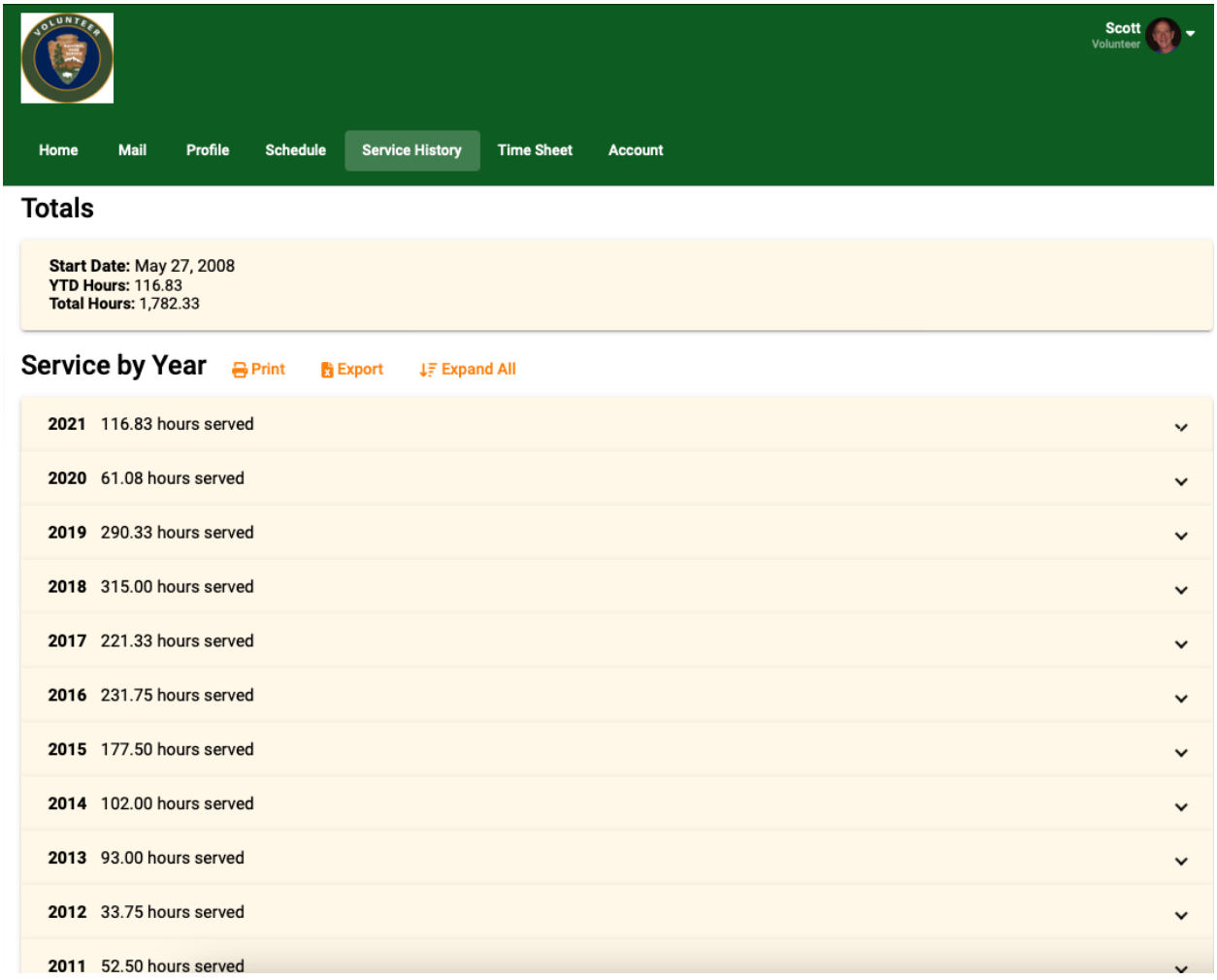
The time sheet tab is where you will enter the time for your volunteer service. Clicking this tab opens a screen that will prompt you for the date, the assignment you participated in, your total amount of volunteer service hours, your mileage (if you choose to track it), and your visitor contacts (if you are required to track them).



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 Service History Tab

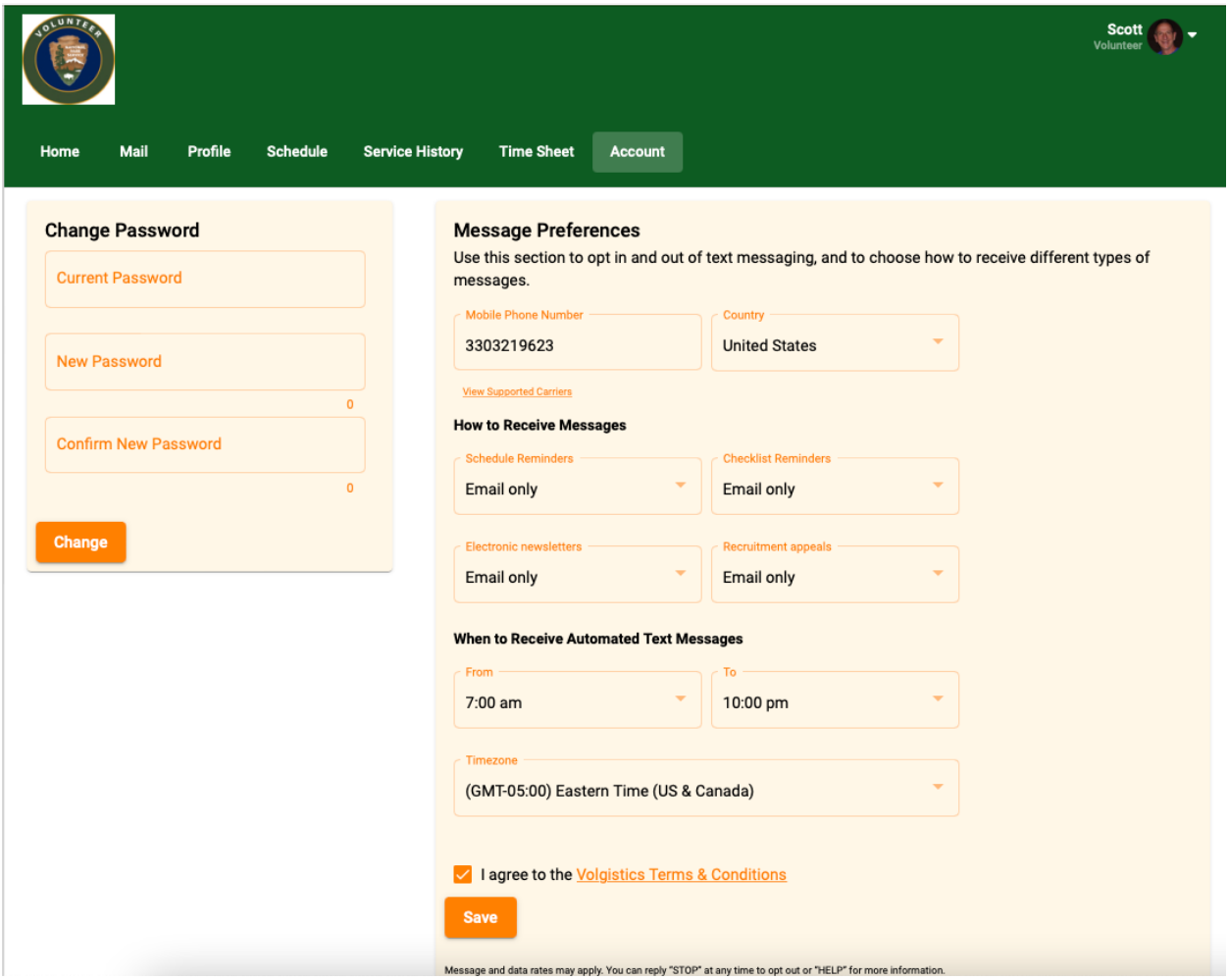
The service tab is where you can look up your previous volunteer service. When you click on this tab, it will direct you to a page where you can see your year-to-date hours and your lifetime hours.



To expand out and see what dates you participated in volunteer service, you click on the down arrow to the left of the individual year you would like to view.

Account Tab

Your account tab is where you can manage your password:



And manage your options for receiving email and text messages. Please not 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.

For addition support, please contact the Volunteer Management Office, at volunteer@forcvnp.org**, or 440-717-3846.**