

# Volgistics Service Hours Tracking

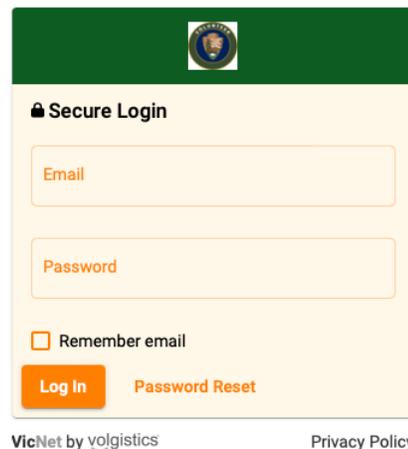
CVNP's VIP program utilizes *Volgistics* to empower volunteers to take charge of their service hours. Volunteers are responsible for tracking their service hours through their own personal profile via the internet. Volunteers can access their profiles by using the following link:

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

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

Score, you found the right page!

Oops, not what you wanted!



VicNet by volgistics

[Privacy Policy](#)

If you simply type in [www.Volgistics.com](http://www.Volgistics.com), you will arrive at the administrative login, it will look like this:



Organizations Served	Leaders Benefiting	Volunteers Tracked
4,159	94,478	4,810,621

as of September 16, 2015

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](mailto: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:

**Home**

Home Mail Profile Schedule Service History Time Sheet Account

**Volunteer-In-Parks Handbook**  
Full digital copy of the VIP handbook available using the link below  
[Document Link](#)

**COVID-19 Update**  
Dear Volunteers, Thank you for your understanding and patience as we deal with the COVID-19 pandemic. Most volunteer operations are still suspended to protect the health and well-being of volunteers, staff, and park visitors. We miss seeing and interacting with all of our volunteers, and look forward to the day in the not too distant future when we may safely resume all operations in the place that we all love. Please stay safe and look after one another. We will get through this together. Best Regards, Volunteer Management Office

**Your Assignments**

- [Cycling Schools \(Park Ambassador\) \(Assigned\)](#)
- [Enrichment Series/Continuing Education \(Assigned\)](#)
- [Job-Specific Training \(Assigned\)](#)
- [Safety Training \(Assigned\)](#)

Fill out your National Mountain Bike Patrol Report by clicking here!  
  
NPS/Copyright Sue Simenc  
[Click Here](#)

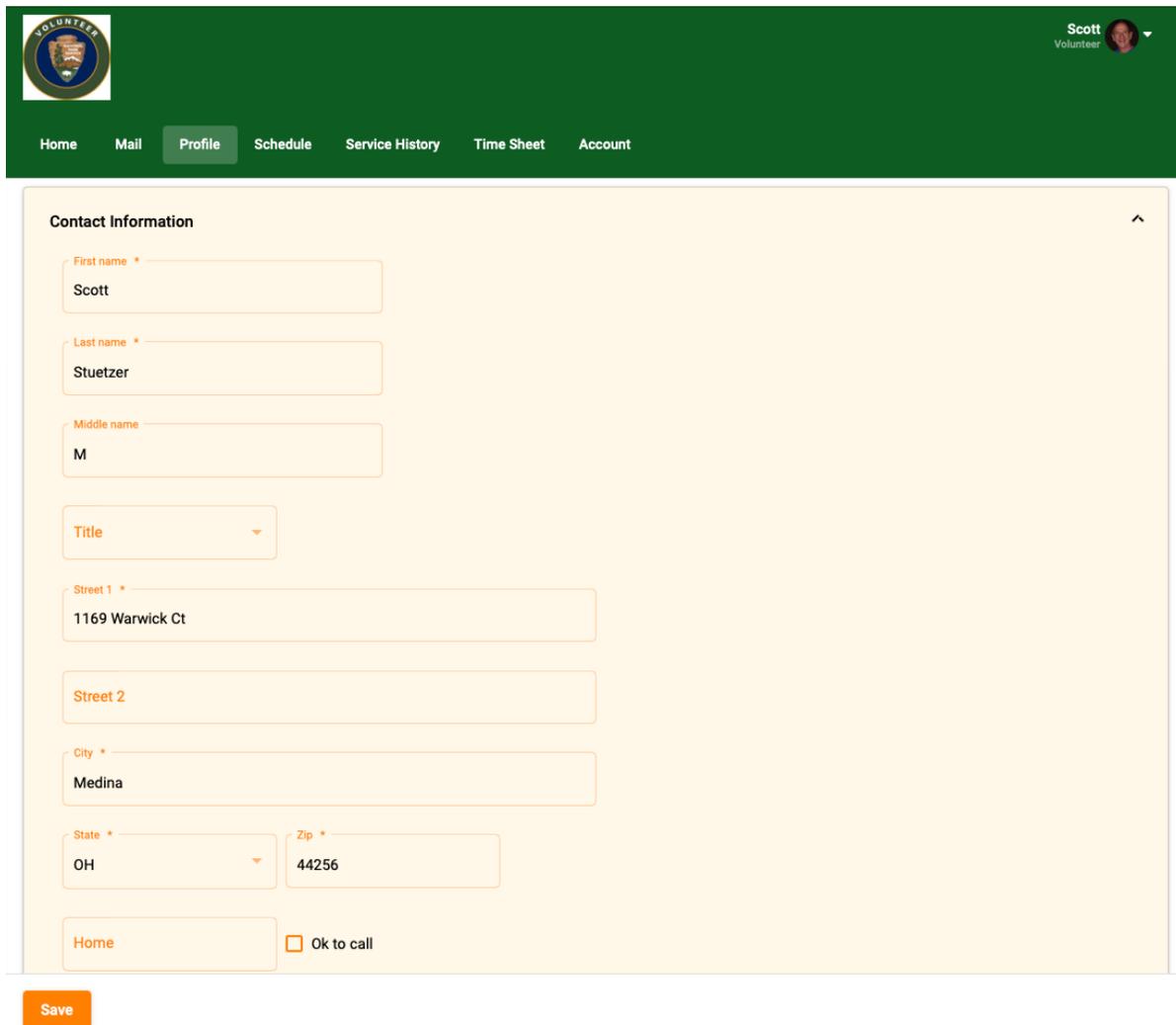
**Paw Patrol Report**  
Fill Out your Paw Patrol Report by clicking here!  
  
NPS Photo  
[Click Here](#)

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 your 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.



The screenshot shows the 'Profile' tab in the Volgistics application. The top navigation bar is green and contains the following tabs: Home, Mail, Profile (selected), Schedule, Service History, Time Sheet, and Account. The user's name 'Scott' and the role 'Volunteer' are displayed in the top right corner. The main content area is titled 'Contact Information' and contains the following fields:

- First name \*: Scott
- Last name \*: Stuetzer
- Middle name: M
- Title: (dropdown menu)
- Street 1 \*: 1169 Warwick Ct
- Street 2: (empty)
- City \*: Medina
- State \*: OH
- Zip \*: 44256
- Home: (checkbox)
- Ok to call: (checkbox)

A 'Save' button is located at the bottom left of the form.

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

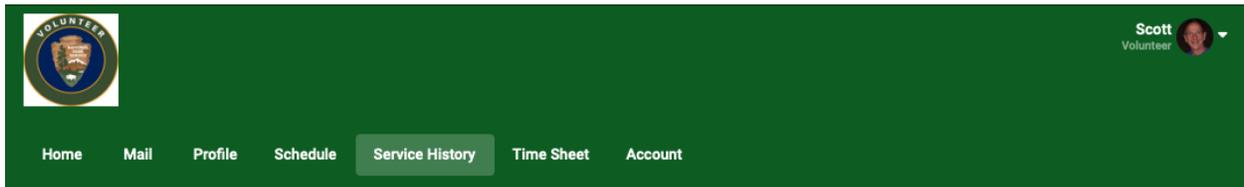
The time sheet tab is where you will enter the time for your volunteer service. Clicking this tab opens a screen that will prompt you for the date, the assignment you participated in, your total amount of volunteer service hours, your mileage (if you choose to track it), and your visitor contacts (if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

Date	Assignment	Hours	Miles of Trail (TRAIL PROJECTS ONLY)	Visitor Contacts	Mileage (For Personal Use Only)
Oct 20, 2021	Cycling Schools (Park Ambassador) [National Park Service\Interpretation, Education, & Visitor Services (IE&VS)]	9.33	0	0	50

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.



### Totals

Start Date: May 27, 2008  
YTD Hours: 116.83  
Total Hours: 1,782.33

### Service by Year

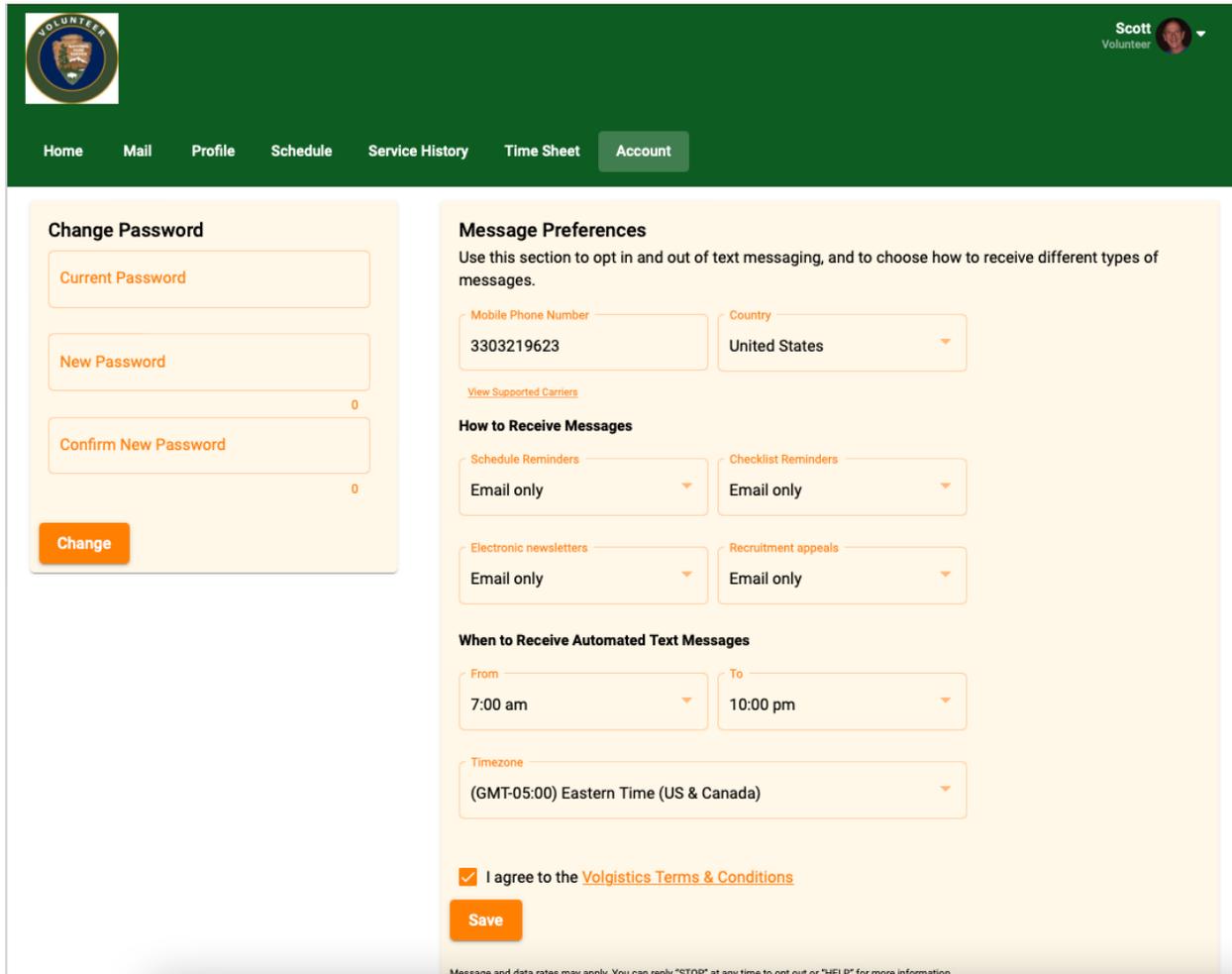
[Print](#) [Export](#) [Expand All](#)

2021	116.83 hours served	▼
2020	61.08 hours served	▼
2019	290.33 hours served	▼
2018	315.00 hours served	▼
2017	221.33 hours served	▼
2016	231.75 hours served	▼
2015	177.50 hours served	▼
2014	102.00 hours served	▼
2013	93.00 hours served	▼
2012	33.75 hours served	▼
2011	52.50 hours served	▼

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:



The screenshot shows the 'Account' tab in a web application. The top navigation bar includes 'Home', 'Mail', 'Profile', 'Schedule', 'Service History', 'Time Sheet', and 'Account'. The user's name 'Scott Volunteer' is visible in the top right corner. The main content area is divided into two sections: 'Change Password' and 'Message Preferences'.

**Change Password**

Current Password

New Password

Confirm New Password

Change

**Message Preferences**

Use this section to opt in and out of text messaging, and to choose how to receive different types of messages.

Mobile Phone Number: 3303219623

Country: United States

[View Supported Carriers](#)

**How to Receive Messages**

Schedule Reminders: Email only

Checklist Reminders: Email only

Electronic newsletters: Email only

Recruitment appeals: Email only

**When to Receive Automated Text Messages**

From: 7:00 am

To: 10:00 pm

Timezone: (GMT-05:00) Eastern Time (US & Canada)

I agree to the [Volgistics Terms & Conditions](#)

Save

Message and data rates may apply. You can reply "STOP" at any time to opt out or "HELP" for more information.

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.

**For additional support, please contact the Volunteer Management Office, at [volunteer@forcvnp.org](mailto:volunteer@forcvnp.org), or 440-717-3846.**