

## Volgistics Volunteer Management System: Steps to log on for the first time

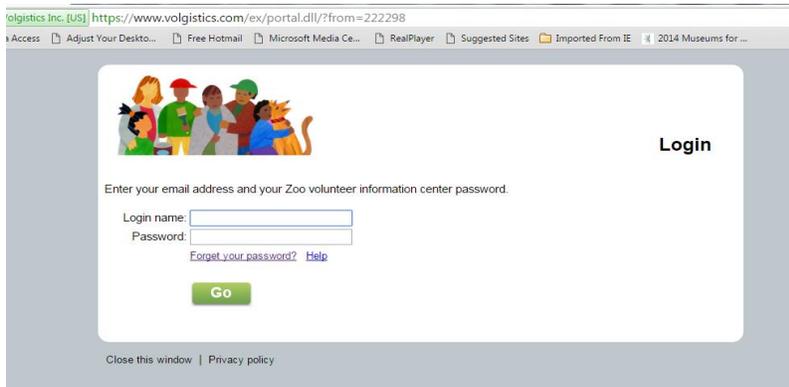
1. To login either click on this link:

<https://www.volgistics.com/ex/portal.dll/?from=222298> OR

Go to the Zoo website and click on education and then volunteers

<http://www.omahazoo.com/education/volunteer/>

**The following page will come up after clicking on the link**



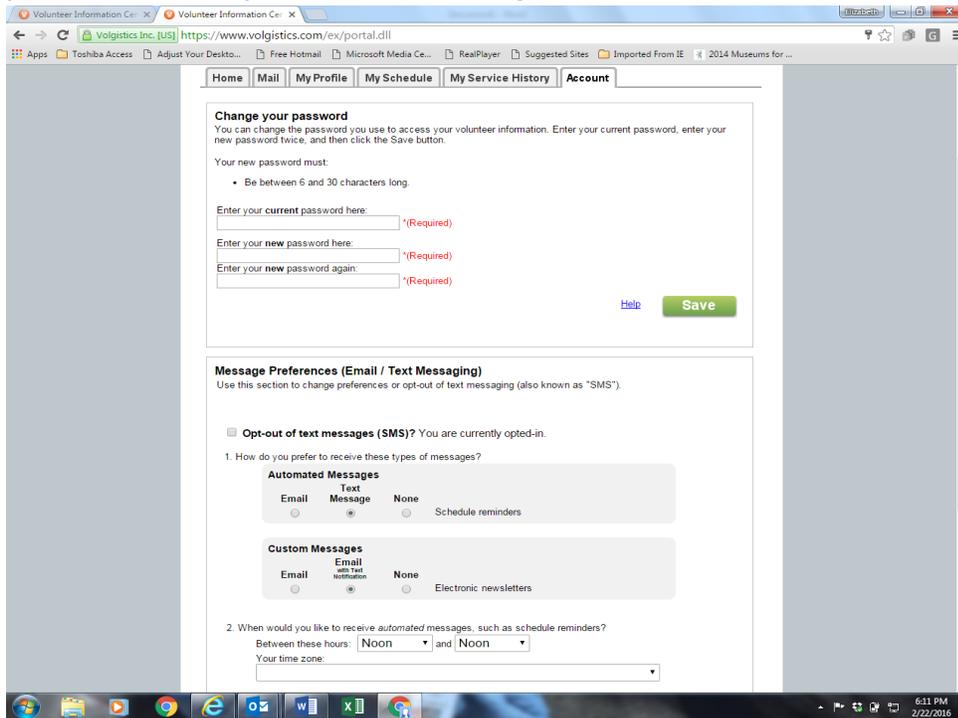
2. Enter your Login name. The email address in our records is your login name (if you have problems email Kathy Vires to get the email address in the system. You can always change it in your record)

3. Enter your temporary password: you should have received an email message from either Kathy Vires or Elizabeth Mulkerin with a temporary password. Please use this password for the first time. You will be asked to create your own password because the temporary password can only be used once.

4. Once you create a new password you will go to the Home Page: Zoo Volunteer Information Center. There are a series of tabs across the top. This is where you can manage your profile, check on hours served, schedule yourself to volunteer, and receive messages from the volunteer manager.

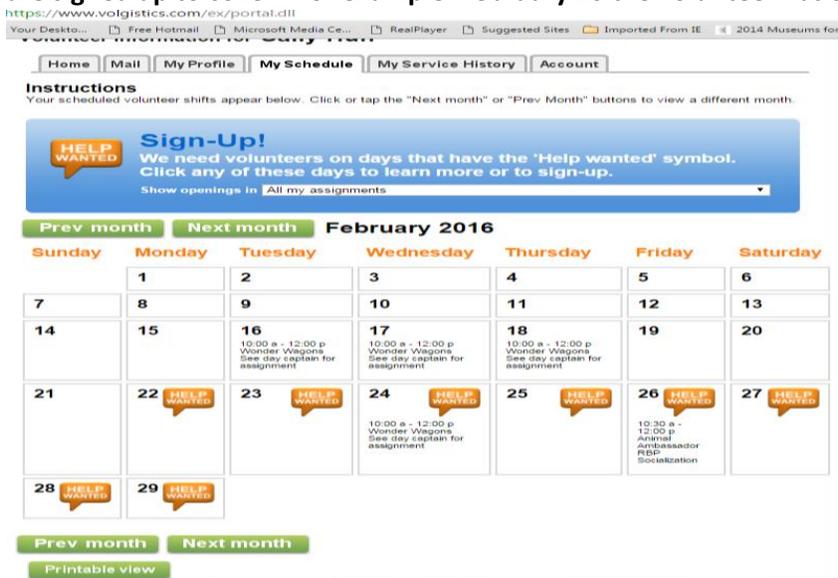


5. Click on the Account Tab and you will see the following screen. This is where you can change your password and how you will receive messages.



6. The system will send you reminders 48 hours before you are scheduled to volunteer. It is important you decide what time of the day you would like to receive these messages and how (text or email). If you do not select a specific time or method you will receive notices at midnight.

7. How do you sign up to volunteer? Click on the "My Schedule" tab. The following screen will come up. You will see "help wanted signs" on the days we need help. You will also see the programs you are signed up to cover. For example: February 16 the volunteer has signed up for a wonder wagon.



8. When you click on a date you want to volunteer the following screen comes up. This screen lists all of the activities you have been trained to help out with. For example: This volunteer is qualified to handle animals. Volunteers who are not trained to work animals will not see these activities.

9. Click on “Schedule me” if you would like to sign up to volunteer. **Please read the description and notes. They may have special instructions.**

Home | Mail | My Profile | **My Schedule** | My Service History | Account

Schedule for  
**Wednesday, March 9, 2016**

**Schedule**

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**Animal Ambassador** [Description](#)  
 10:30 a to 12:00 p Open  
 5 volunteers still needed  
 Note: RBP Socialization  
 Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

**HELP WANTED**

11:30 a to 12:30 p Open  
 2 volunteers still needed  
 Note: WKP IAP  
 Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

**HELP WANTED**

1:30 p to 2:30 p Open  
 2 volunteers still needed  
 Note: WKP IAP  
 Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

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**Aquarium Touch Tank** [Description](#)  
 10:00 a to 12:00 p Open  
 2 volunteers still needed  
 Note: Aquarium Touch Tank  
 Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

**HELP WANTED**

12:00 p to 2:00 p Open  
 2 volunteers still needed  
 Note: Aquarium Touch Tank  
 Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

**HELP WANTED**

2:00 p to 4:00 p Open  
 2 volunteers still needed

10. Click on the button “Yes” if the assignment is correct.

 **Zoo Volunteer Information Center**

Volunteer information for **Sally Huff**

Home | Mail | My Profile | **My Schedule** | My Service History | Account

**Sign-Up!**  
 Schedule yourself for volunteer duty

**You are signing-up to serve:**  
 Date: Wednesday, March 9, 2016  
 Assignment: Aquarium Touch Tank [Volunteer Services]  
 Note: Aquarium Touch Tank  
 From: 10:00 a  
 To: 12:00 p

Is this correct?

**Assignment Information**  
 Assignment: Aquarium Touch Tank  
 Location: Omaha's Henry Doorly Zoo and Aquarium  
 Volunteer Services

Times needed:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning:							
Afternoon:							
Evening:							
All Day:	X	X	X	X	X	X	X

11. Once you successfully sign up you will see the following screen. This screen confirms you have signed up. At this point in time you will receive a message 48 hours before service as a reminder.

**Zoo Volunteer Information Center**

Volunteer information for **Sally Huff**

Home | Mail | My Profile | **My Schedule** | My Service History | Account

**Sign-Up!**  
Schedule yourself for volunteer duty

**Thank you!**  
You are signed-up to serve:

Date: Wednesday, March 9, 2016  
Assignment: Aquarium Touch Tank [Volunteer Services]  
Note: Aquarium Touch Tank  
From: 10:00 a  
To: 12:00 p

[Continue](#)

**Assignment Information**

Assignment: Aquarium Touch Tank  
Location: Omaha's Henry Doorly Zoo and Aquarium  
Volunteer Services

Times needed:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning:							
Afternoon:							
Evening:							
All Day:	X	X	X	X	X	X	X

[Exit](#)

12. You can remove an assignment from your schedule three days before the activity occurs. To remove yourself from an assignment click on the date and you will see the following screen

**Zoo Volunteer Information Center**

Volunteer information for **Sally Huff**

Home | Mail | My Profile | **My Schedule** | My Service History | Account

Schedule for  
**Friday, February 26, 2016**

**You are scheduled**

10:30 a to 12:00 p  
**Animal Ambassador** [Description](#)  
RBP Socialization

Can't serve on this date? Click the **Remove me** button to remove yourself from these times [Remove me](#)

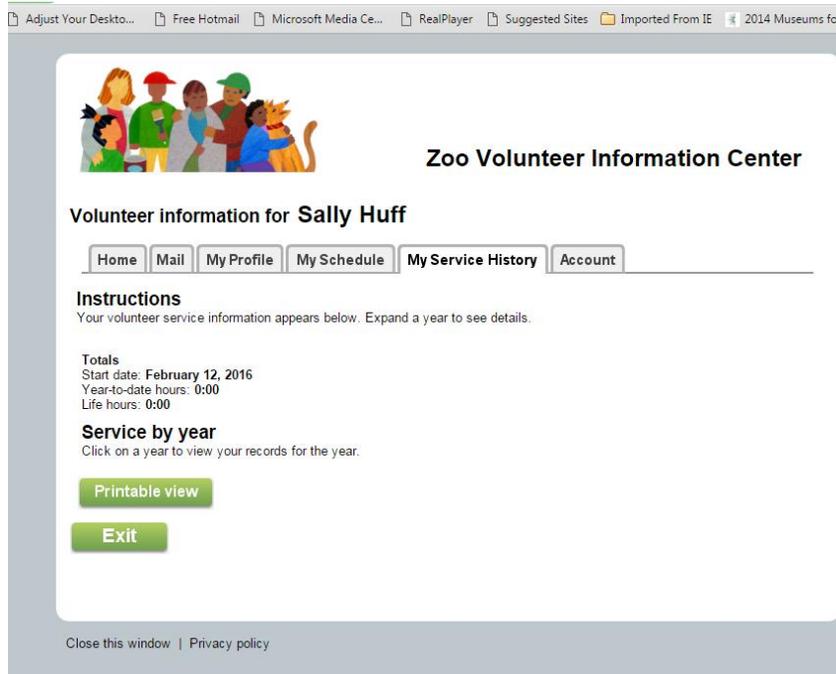
**Schedule**

**Animal Ambassador** [Description](#)  
10:30 a to 12:00 p Open  
4 volunteers still needed  
Note: RBP Socialization

**HELP WANTED**  
You cannot currently schedule yourself here because you are already scheduled at a conflicting time  
10:30 a to 12:00 p Huff, Sally Note: RBP Socialization  
11:30 a to 12:30 p Open

Click on "Remove me" and you will be taken off the assignment. As soon as you remove yourself from an assignment a message will be sent to the volunteer manager (Kathy Vires) and assigned coordinator.

13. How do you track your service hours? Click on “My Service History” tab and you find your life service hours and your year to date service hours. You can print these hours at any time to be used for proof of volunteering service, taxes, or for your enjoyment. **Please note: if you do not clock out of the system it automatically gives you 2 hours of service. There is no way for us to go back in the system and change clock out time. Please be careful to clock in and out.**



The screenshot shows a web browser window displaying the 'Zoo Volunteer Information Center' for user 'Sally Huff'. The browser's address bar shows several tabs, including 'Adjust Your Desktop...', 'Free Hotmail', 'Microsoft Media Ce...', 'RealPlayer', 'Suggested Sites', 'Imported From IE', and '2014 Museums for'. The page features a header with a cartoon illustration of diverse people and animals, and the title 'Zoo Volunteer Information Center'. Below the header, the user's name 'Sally Huff' is displayed. A navigation menu includes buttons for 'Home', 'Mail', 'My Profile', 'My Schedule', 'My Service History', and 'Account'. The 'My Service History' button is highlighted. The main content area is titled 'Instructions' and states: 'Your volunteer service information appears below. Expand a year to see details.' Below this, the 'Totals' section shows: 'Start date: February 12, 2016', 'Year-to-date hours: 0:00', and 'Life hours: 0:00'. The 'Service by year' section includes the instruction: 'Click on a year to view your records for the year.' At the bottom of the main content area, there are two green buttons: 'Printable view' and 'Exit'. The footer of the page contains the text 'Close this window | Privacy policy'.