

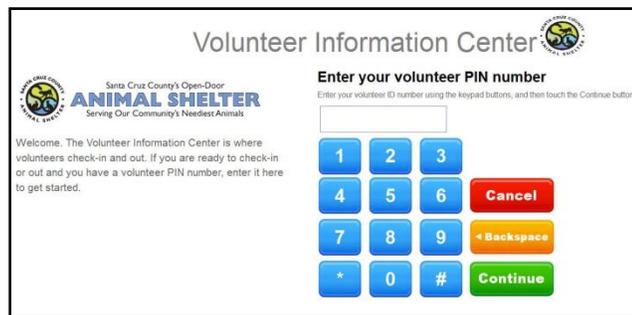
## VOLUNTEERING AND VOLGISTICS

Becoming a volunteer includes signing up for shifts and scheduling your volunteer hours. Volgistics is the database system that we use for all volunteers to track service, enable volunteers to schedule shifts, and post service time. Volunteers are encouraged to sign up for a two hour shift every week. You can also check the posted schedules to see where you're needed, if you have a chance to drop in for additional shifts.

Signing up for shifts is easy and there are two ways to do it. Through the touch-screen monitor at the shelter or through the SCCAS Web Site.

### 1. Entering Volgistics via the touch-screen at the shelter:

- Enter your PIN (password) using the keypad and press 'Continue'.



The screenshot shows the 'Volunteer Information Center' interface. On the left, there is a logo for 'SANTA CRUZ COUNTY ANIMAL SHELTER' with the tagline 'Serving Our Community's Neediest Animals'. Below the logo, a welcome message reads: 'Welcome. The Volunteer Information Center is where volunteers check-in and out. If you are ready to check-in or out and you have a volunteer PIN number, enter it here to get started.' On the right, the heading 'Enter your volunteer PIN number' is followed by a text input field and a keypad. The keypad includes buttons for digits 1-9, \*, 0, #, a red 'Cancel' button, a yellow '< Backspace' button, and a green 'Continue' button.

- Verify your identity and press 'Yes'.



The screenshot shows a verification prompt: 'Is this Your Name ?'. Below the prompt are two buttons: a green 'Yes' button and a red 'No' button.

Follow the prompts and go all the way through the 'OK' screen and back to the original volunteer sign in page.

**When logged in at the shelter, you will be able to schedule your shifts days or weeks in advance by going to 'View my schedule' button.**



The screenshot shows a user menu for 'Erin Conway'. The text reads: 'Erin Conway What would you like to do? If you are arriving now, touch the "Sign-in" button to check-in. Touch the "Sign-out" button if you are leaving now.' Below the text are four buttons: a green 'Sign-in' button, a green 'View my schedule' button, a green 'View my service' button, and a red 'Exit' button.

Check the posted schedule to see when help is needed and then schedule yourself. Ideally, scheduling a regular day and time of the week will be most beneficial for you and other volunteers.

## 2. Entering Volgistics via the Santa Cruz County Animal Shelter site:

Go to: [www.scanimalshelter.org](http://www.scanimalshelter.org)

- On the left side of the 'Welcome' page, under 'How You Can Help' click the 'Active Volunteers, Sign In' link.
- On the log-in page, enter your e-mail (where it says "Login name") and password. When you complete TLC training you become an active volunteer and you will receive an auto-generated email with a temporary password. It's suggested that you make your password the same as your PIN, which is typically your 7-digit phone number.

### Using Volgistics on your home computer:

When logged in via the Internet ([www.scanimalshelter.org](http://www.scanimalshelter.org)), the home page of the Volunteer Information Center (VIC) will appear. The VIC home page provides access to 3 key areas:

- Assignments "Your Assignments" list: volunteer tasks you have been trained in.
- Scheduling "My Schedule" tab or "Check Your Schedule" button: to check and/or change assigned shifts.
- Service Record "Time Sheet" tab or "Post your hours": Check and record service time.

Santa Cruz County's Open-Door  
**ANIMAL SHELTER**  
Serving Our Community's Neediest Animals

**Volunteer Information Center**

Volunteer information for Your name will appear here [Check/Change your schedule](#)

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

**Check your schedule** **News** [Enter shifts you forgot to log at the shelter](#)

Welcome to the Volunteer Information Center. This new online feature gives you an easy way to keep-in-touch with the volunteer program. You can check your schedule, post your volunteer service, receive messages, and much more: anytime, and from any Internet connected computer.

**Post your hours**

Check messages

Watch this space for more volunteer news!

**Your Assignments** [Tasks you are authorized for and may be scheduled](#)

- Dog Mentor [Santa Cruz/Shelter] (Assigned)
- Foster Care [Off-site and other/Misc. Off-site] (Assigned)
- Dog Exerciser [Santa Cruz/Shelter] (Assigned)
- Animal Transport [Off-site and other/Misc. Off-site] (Assigned)
- SPOTT [Off-site and other/Misc. Off-site] (Assigned)
- PetSmart [Off-site and other/Off-site Events] (Assigned)
- Special Event [Off-site and other/Off-site Events] (Assigned)
- On-site Special Event [Santa Cruz/Other] (Assigned)
- Shelter Training [Off-site and other/Other] (Assigned)
- Doggy Sleepover [Off-site and other/Misc. Off-site] (Assigned)
- Office Assistant [Santa Cruz/Other] (Assigned)

**Statistics**  
Overall  
Volunteers: 896  
Cumulative hours of service: 21,743:14  
(as of yesterday)

**Exit**

## Scheduling a shift:

Santa Cruz County's Open-Door  
**ANIMAL SHELTER**  
Serving Our Community's Neediest Animals

Volunteer Information Center

Volunteer information for **Your Name**

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

Instructions  
Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.

**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: **All my assignments**  
Schedule yourself for volunteer duty.

Prev month | Next month | **January 2012**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 7:00 a - 9:00 a Dog Exerciser 7:00 a - 9:00 a Dog Helper	2	3	4 7:00 a - 9:00 a Dog Exerciser 7:00 a - 9:00 a Dog Helper	5	6	7 7:00 a - 9:00 a Dog Exerciser 7:00 a - 9:00 a Dog Helper
8 7:00 a - 9:00 a Dog Exerciser 7:00 a - 9:00 a Dog Helper	9	10	11 7:00 a - 9:00 a Dog Exerciser 7:00 a - 9:00 a Dog Helper	12	13	14 7:00 a - 9:00 a Dog Exerciser 7:00 a - 9:00 a Dog Helper
15 7:00 a - 9:00 a Dog Exerciser 7:00 a - 9:00 a	16	17	18 7:00 a - 9:00 a Dog Exerciser 7:00 a - 9:00 a	19 <b>HELP WANTED</b>	20 <b>HELP WANTED</b>	21 <b>HELP WANTED</b> 7:00 a - 9:00 a Dog Exerciser

You can easily schedule a shift by clicking the button **'Check your schedule'** or the tab **'My Schedule'** (green arrows above). This brings up your monthly schedule, and you can make changes or additions.

If you are trained for more than 1 assignment, you can choose the assignment that you're scheduling for. For example, Dog TLC or Cat TLC.

Santa Cruz County's Open-Door  
**ANIMAL SHELTER**  
Serving Our Community's Neediest Animals

Volunteer Information Center

Volunteer information for **Your Name**

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

Schedule for  
**Thursday, February 2, 2012**

**Schedule**

**Cat TLC** [Job description](#)  
9:00 a to 11:00 a Lasher, Roz  
9:00 a to 11:00 a Matusich, Caryl  
12:00 p to 2:00 p Fanden, Michael  
11:00 a to 1:00 p Williams, Julie  
3:00 p to 5:00 p Gudger, Erin  
3:00 p to 5:00 p Scott, Karen

**Dog Exerciser** [Job description](#)

**7:00 a to 9:00 a Open** 3 volunteers still needed  
Would you like to serve this date? Click the Schedule me button to schedule yourself here. **Schedule me**  
7:00 a to 9:00 a Eleazarraz, Candy  
7:00 a to 9:00 a Tucker, Gabriel

**9:00 a to 11:00 a Open** 2 volunteers still needed  
Would you like to serve this date? Click the Schedule me button to schedule yourself here. **Schedule me**  
9:00 a to 11:00 a Rembert, Paul  
9:00 a to 11:00 a Smith, Gillan  
9:00 a to 11:00 a Williams, Charlotte

**11:00 a to 1:00 p Open** 5 volunteers still needed  
Would you like to serve this date? Click the Schedule me button to schedule yourself here. **Schedule me**

**1:00 p to 3:00 p Open** 3 volunteers still needed  
Would you like to serve this date? Click the Schedule me button to schedule yourself here. **Schedule me**  
1:00 p to 3:00 p Helmer, Kathy  
1:00 p to 3:00 p Piccola, David

The calendar shows the shifts you are currently scheduled for, and days where shifts have not been fully staffed – Help Wanted. Clicking on a **'Help Wanted'** balloon will show the schedule for the day and you may add yourself to a specific shift by clicking the **'Schedule me'** button next to the shift.

*You may need to scroll right to see the 'Schedule Me' button.*

Santa Cruz County's Open-Door  
**ANIMAL SHELTER**  
Serving Our Community's Neediest Animals

Volunteer Information Center

Volunteer information for **Your Name**

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

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

**You are signing-up to serve:**  
Date: Thursday, February 2, 2012  
Assignment: Dog Exerciser  
From: 7:00 a  
To: 9:00 a

**Is this correct?**

**Yes** **No**

Clicking the **'Schedule me'** button next to a shift will bring up the verification screen for confirmation.

## Deleting a committed shift:



The screenshot shows the 'Volunteer Information Center' for Santa Cruz County's Open-Door Animal Shelter. The page is for a user named 'Your Name'. It features a navigation menu with 'My Schedule' selected. The main content area shows the schedule for Wednesday, February 1, 2012, with the status 'You are scheduled'. Two shifts are listed: '7:00 a to 9:00 a Dog Exerciser' and '7:00 a to 9:00 a Dog Mentor'. Each shift has a 'Remove me' button and a note: 'Can't serve this date? Click the Remove me button to remove yourself from these times'.

From the **My Schedule Tab**, click in the day on the where you have a shift you would like to remove. Click the **'Remove me'** button next to the shift you want to remove.

There are a number of reasons why it's important to log in and out for your shifts. Scheduling your shifts in advance allows other volunteers to see where our greatest needs are when they schedule their shifts. As an active volunteer, you'll want to know when you're needed and when there is plenty of coverage. Scheduling your shifts shows a commitment to your volunteering and also that you are considerate of other volunteers and their time.

Second, in case of an emergency, it's important for us to know who is on site for evacuation purposes.

And last, many grants take into account volunteer hours, but only if they are recorded. This means that not only does your time directly benefit the animals in our care, if it's tracked, it may result in more money to help the Shelter better serve the animals and the community!

Thank you for time and commitment to the animals at the shelter. Our volunteers are critical to this agency and what we're able to provide to our community. We appreciate all you do.

The Volunteer Program Coordinator can help with any questions you may have about scheduling and using Volgistics. Please feel free to contact her at [ASA149@santacruzcounty.us](mailto:ASA149@santacruzcounty.us).