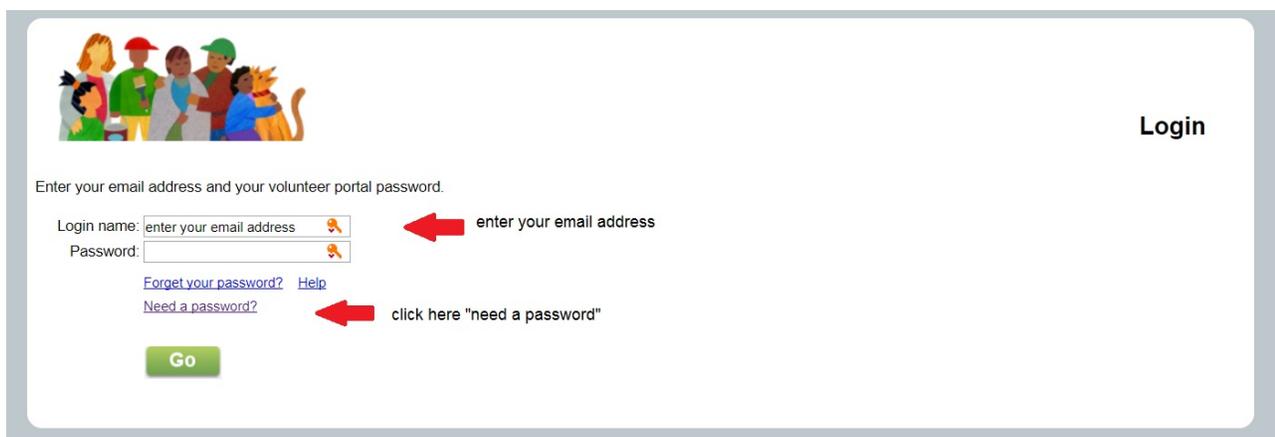


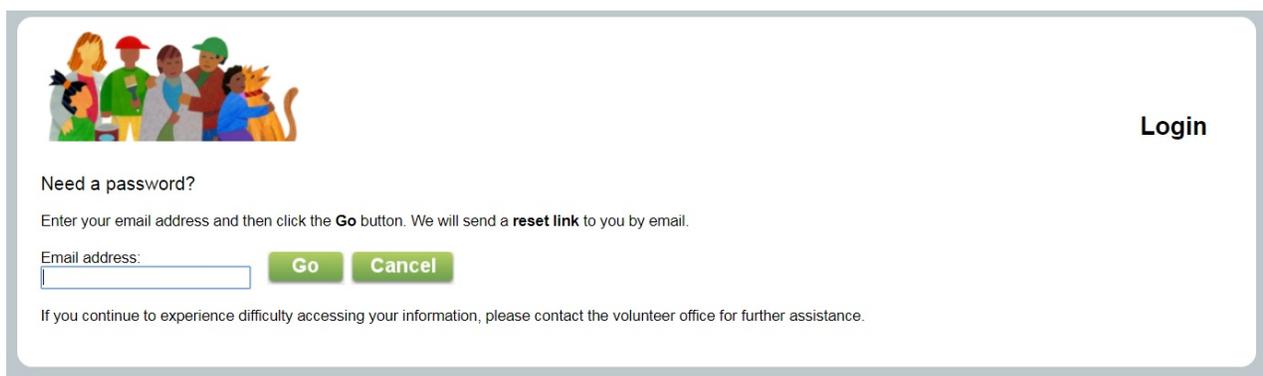
# Volgistics on-line hours posting instructions

1. Once you receive your email stating that your account has been set up, you'll need to set up a password.
2. To do that you must go to the arboretum website located at: [www.orangecountyarboretum.org](http://www.orangecountyarboretum.org) and in the menu bar click on "**Volunteer Portal**" and in the dropdown menu click where it say's "**Volunteer Login**" and enter your email address then click "**Need a password**". You may also use this screen to set up a new password if you cannot remember the original password that you had set up.



The screenshot shows the 'Login' page with a header image of volunteers and a 'Login' title. Below the header, it says 'Enter your email address and your volunteer portal password.' There are two input fields: 'Login name: enter your email address' and 'Password:'. A red arrow points to the 'Login name' field with the text 'enter your email address'. Below the password field, there are two links: 'Forget your password?' and 'Need a password?'. A red arrow points to the 'Need a password?' link with the text 'click here "need a password"'. At the bottom left is a green 'Go' button.

3. In the next screen, enter your email address where indicated and press **Go** and a link will be emailed to you which will allow you to set up your account password.



The screenshot shows the 'Need a password?' page with a header image of volunteers and a 'Login' title. Below the header, it says 'Need a password?' and 'Enter your email address and then click the Go button. We will send a reset link to you by email.' There is an 'Email address:' input field followed by green 'Go' and 'Cancel' buttons. At the bottom, it says 'If you continue to experience difficulty accessing your information, please contact the volunteer office for further assistance.'

4. Once you have set up your account password, to log into your account just go to the arboretum website located at: [www.orangecountyarboretum.org](http://www.orangecountyarboretum.org) and in the menu bar click on "**Volunteer Portal**" and in the dropdown menu click where it say's "**Volunteer Login**" and **enter your email address and password.**

- Once you have logged into your account at Volgistics to post your volunteer hours click on the **Home** tab if not already open and then click on **“Post Your Hours”**

**Volunteer information for John Doe**

Home Mail My Profile My Service History Time Sheet Account

**Post your hours**

**Check messages**

**Text message opt-in**

**Statistics**  
Overall  
Volunteers: 47  
Cumulative hours of service: 97  
(as of yesterday)

**Exit**

**News**  
Welcome to the Volunteer Portal. This new online feature gives you an easy way to keep-in-touch with the volunteer program. You can post your volunteer service, receive messages, and much more: anytime, and from any device.  
Watch this space for more volunteer news!

- In this next screen, click on the date for which you are posting time for, then click on the down arrow in the hours and minutes box and click on the correct amount of hours and minutes that you volunteered and would like to record and then click on **“Continue”**

Home Mail My Profile My Service History Time Sheet Account

**Instructions**  
To post your hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

**Time Sheet**

What was the date of your service? **October 2017**

S	M	T	W	T	F	S
			10	11	12	13
	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				

**September 2017**

M	T	W	T	F	S
		1	2	3	4
6	7	8	9		

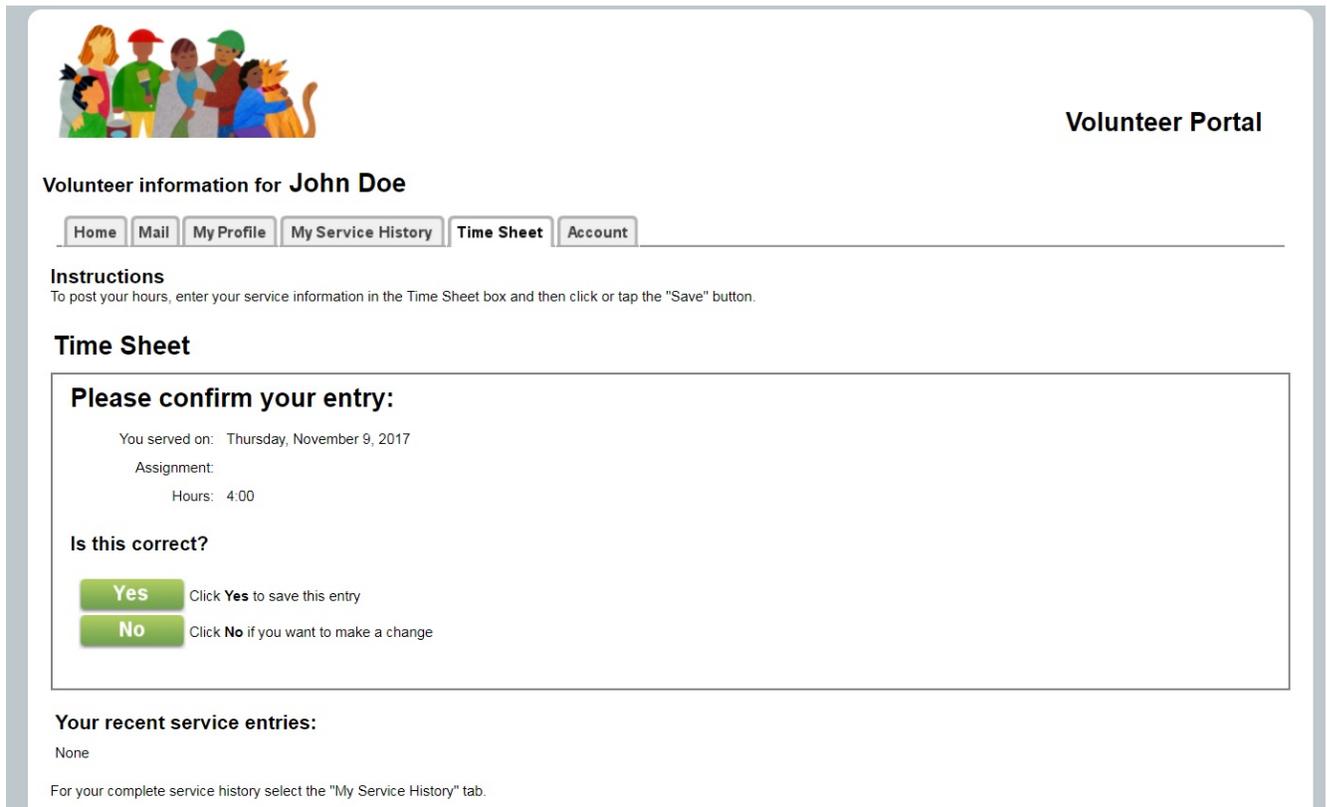
How many hours did you serve? 4 hours, 0 minutes

**Continue**

click on the date you want to record your volunteer hours for

then click on the down arrow in the hours and minutes boxes and click on the correct amount of hours volunteered

7. The next screen will ask you to Confirm that the information that you entered is correct? If the information is correct click on “Yes” if the information is not correct click on “No” to correct your information.



**Volunteer Portal**

**Volunteer information for John Doe**

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**Instructions**  
To post your hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

**Time Sheet**

**Please confirm your entry:**

You served on: Thursday, November 9, 2017  
Assignment:  
Hours: 4:00

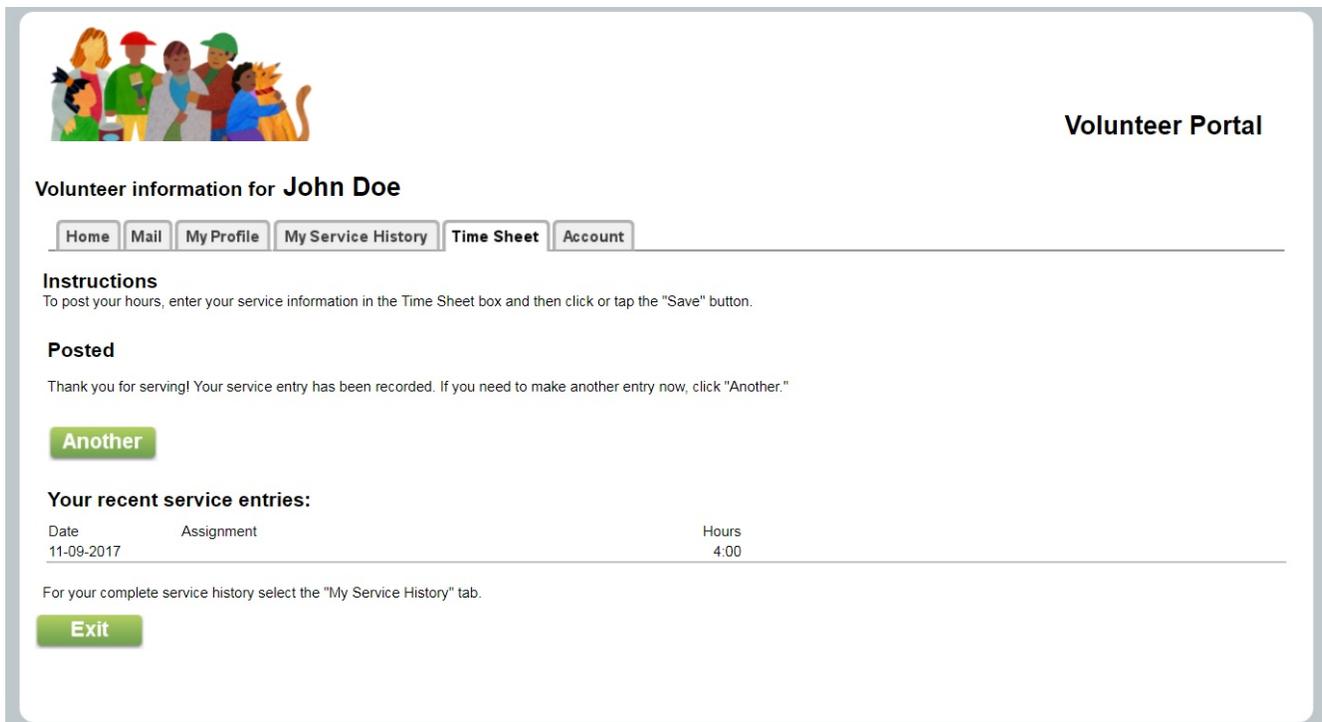
**Is this correct?**

**Yes** Click **Yes** to save this entry  
**No** Click **No** if you want to make a change

**Your recent service entries:**  
None

For your complete service history select the "My Service History" tab.

8. If the information was correct and you clicked “Yes” to save your information, you will then see this screen which confirms that your volunteer hours have been recorded.



**Volunteer Portal**

**Volunteer information for John Doe**

[Home](#) [Mail](#) [My Profile](#) [My Service History](#) [Time Sheet](#) [Account](#)

**Instructions**  
To post your hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

**Posted**  
Thank you for serving! Your service entry has been recorded. If you need to make another entry now, click "Another."

**Another**

**Your recent service entries:**

Date	Assignment	Hours
11-09-2017		4:00

For your complete service history select the "My Service History" tab.

**Exit**

9. You may then exit the program by clicking on “**Exit**” or if you have additional hours to record you can then click on “**Another**” to record additional time volunteered.

10. While logged into your account you can click on any of the tabs to check your Profile, your Service History etc. by clicking on the tabs on the page. And to exit the program click on “**Exit**”

**Volunteer Portal**

Volunteer information for **John Doe**

Home Mail My Profile My Service History Time Sheet Account

**Instructions**  
To post your hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

**Posted**  
Thank you for serving! Your service entry has been recorded. If you need to make another entry now, click "Another."

**Another**

**Your recent service entries:**

Date	Assignment	Hours
11-09-2017		4:00

For your complete service history select the "My Service History" tab.

**Exit** ← Click Exit to get out of the program.