

# Using Volgistics VIC (Volunteer Information Center)

<https://www.volgistics.com/ex/portal.dll/?from=183231>

FOBCAS is using Volgistics to track volunteer hours. Type in the web address above and save it as a bookmark/favorite on your web browser. There is also a “**Manage your volunteer hours**” link on the FriendsOfBCAS.org website: <http://www.friendsofbcas.org/ways-help/volunteer-hours>

Your email address is the Login name. Click Forgot your password if you don't know it.



**Login**

Enter your email address and your volunteer information center password, and then click the Go button.  
If you need assistance with this website, please contact [JohnnyFreeman@FriendsOfBCAS.org](mailto:JohnnyFreeman@FriendsOfBCAS.org)

Login name:

Password:

[Forgot your password?](#) [Help](#)  
[Need a password?](#)

If you share an email address with another volunteer or you are also a coordinator and you use the same password, you will get an option menu asking which record you would like to access.

**Which record?**

Your login name and password provide access to multiple records. Choose which record you want to login to.

Choose one:

- Johnny Freeman (volunteer)
- Johnny Freeman (coordinator)

This is the Home page that displays after you log in. The buttons and tabs are explained on the next page.



**Friends of the Burlington County Animal Shelter** **Friends of BCAS; Volunteer Info Center**

**Volunteer information for Johnny Freeman**

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

**News**

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.

Watch this space for more volunteer news!

**Your Assignments**

At Home Projects [Volunteer Services] (Assigned)

**Walking a Dog at BCAS**

Learn the proper way to remove a dog from it's kennel.



Get Ready To Take Me For A Walk!!!

Feel free to contact me with any questions: [JohnnyFreeman@FriendsOfBCAS.org](mailto:JohnnyFreeman@FriendsOfBCAS.org)

## You can use Volgistics to...

- ✓ **See your volunteer schedule as a calendar that can be printed.**
- ✓ **Receive messages**
- ✓ **See open assignments**
- ✓ **Sign up for volunteer openings**
- ✓ **Log your service hours**
- ✓ **View service records**
- ✓ **Update contact information and availability**

There are 7 tabs in the Volunteer Information Center that lead you around the site. These tabs make it easy for you to quickly find what you are looking for when you log on to Volgistics.

- ❖ **“Home” tab.** This is the default page that opens when you log on. It displays any Volunteer News as well as listing your assignments.
  - **Post Your Hours:** This button is the same as the **“Time Sheet”** tab, where you log your volunteer hours. Click the date you volunteered, select the assignment from the drop box, the hours & minutes and click the continue button. You will be asked to confirm your entry on the next screen.
  - **Check Messages:** This button is the same as the **“Mail”** tab, where you will find any messages that have been sent to you through Volgistics. You may have also received the same message by email. You can only read these reminders and memos; there is no way to reply but there may be an email on the message, to contact if you need to or email [FriendsofBCAS.org@gmail.com](mailto:FriendsofBCAS.org@gmail.com).
  - **Sign-up:** This button is the same as the **“My Schedule”** tab, where can sign up for open volunteer positions. The screen is a calendar view with the assignments you have volunteered for. There will be an orange “help wanted” sign on days that still have openings. You can click on these “help wanted” signs to schedule yourself for open positions. Clicking on any day will display the volunteer schedule for that day. You will be able to see the time and title of the assignment as well as the other volunteers scheduled for the day. The “job description” link provides a detailed description of the position for which you are scheduled. If you cannot fulfill a volunteer commitment or you made a mistake when scheduling, there is a “Remove Me” button.
- ❖ **“Mail”:** Same as the **“Check Messages”** button.
- ❖ **“My Profile”:** This is where you can change personal information about yourself, such as address, phone numbers, email address, birth date, assignment preferences, availability, emergency contact, and employer. Most of the information on this tab is optional.
- ❖ **“My Schedule”:** This will take you to the same page as the **“Sign-up”** button.
- ❖ **“My Service History”:** This tab will display the hours you have logged via the **“Post Your Hours”** button on the home page or the **“Time Sheet”** tab. It displays year-to-date hours, hours for previous years listed separately, and cumulative lifetime hours.
- ❖ **“Time Sheet”:** Same as the **“Post your hours”** button.
- ❖ **“Account” tab:** This is where you can change your password, opt-in to text messaging and change your email preferences.

# Coordinators

The screenshot shows the website interface for Johnny Freeman, a coordinator. At the top left is the logo for Friends of the Burlington County Animal Shelter. To the right is the title 'Friends of BCAS: Volunteer Info Center'. Below the title is the heading 'Coordinator information for Johnny Freeman'. A navigation bar contains five tabs: Home, Mail, Volunteers, My Schedule, and Account. On the left side, there are three buttons: 'Check messages', 'Text message opt-in', and 'Statistics Overall'. The main content area features a 'News' section with a welcome message and a 'Walking a Dog at BCAS' sidebar with an image of a dog and the text 'Get Ready To Take Me For A'.

## Coordinators can use Volgistics to...

- ✓ **See volunteers that signed up for your opening as a calendar that can be printed.**
- ✓ **Receive messages**
- ✓ **See open assignments**
- ✓ **Sign volunteers up for openings**
- ✓ **View assigned volunteer info**

There are 5 tabs in the Volunteer Information Center, for coordinators, that lead you around the site. These tabs make it easy for you to quickly find what you are looking for when you log on to Volgistics.

- ❖ **“Home” tab.** This is the default page that opens when you log on. It displays any Volunteer News as well as listing your assignments.
  - **Check Messages:** This button is the same as the **“Mail”** tab, where you will find any messages that have been sent to you through Volgistics. You may have also received the same message by email. You can only read these reminders and memos; there is no way to reply but there may be an email on the message, to contact if you need to or email [FriendsofBCAS.org@gmail.com](mailto:FriendsofBCAS.org@gmail.com).
  - **Text message opt-in:** This button is the same as the **“Account”** tab
- ❖ **“Mail”:** Same as the **“Check Messages”** button.
- ❖ **“Volunteers”:** This is a list of volunteers who either have interest in your assignment or have signed up for an opening. You will be able to see their contact info. If you want to send out an email to everyone on the list, contact [JohnnyFreeman@FriendsOfBCAS.org](mailto:JohnnyFreeman@FriendsOfBCAS.org).
- ❖ **“My Schedule”:** This tab is a monthly calendar view showing all assignments. You will be able to see assignment openings and volunteers that have signed up. You can also assign volunteers who have contacted you directly. To add an event, email the details (what, when, where, how many needed & time slots) to [JohnnyFreeman@FriendsOfBCAS.org](mailto:JohnnyFreeman@FriendsOfBCAS.org).
- ❖ **“Account” tab:** This is where you can change your password, opt-in to text messaging and change your email preferences.