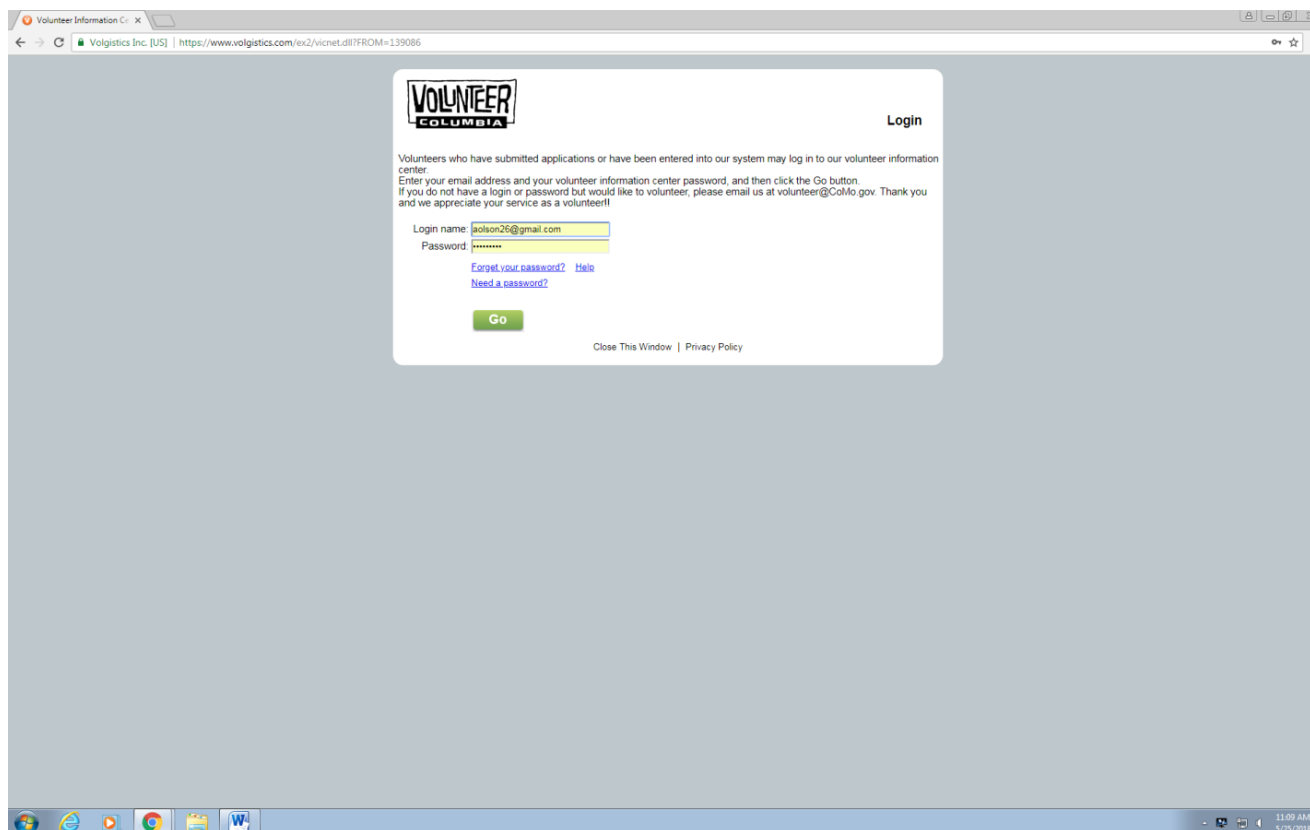


Volgistics-How to Self-Schedule for Events for Youth in Action

1. Go to www.CoMo.gov/volunteer and click the link labeled “Volunteer Information Center-Self-Schedule and Log Hours”.
2. Log in using your email address and password.
3. If you have forgotten your password, click the “Forget your password?” link and follow the steps to reset your password.



- Once you login, you will come to the main page for the Volunteer Information Center, click on the "Check your schedule" tab on the left hand side (see below).

The screenshot shows a web browser window with the URL <https://www.volgistics.com/ex2/vicnet.dll?FROM=139086>. The page is titled "Volunteer Information Center" and is personalized for "Amber Olson".

Navigation Menu: Home | Mail | My Profile | My Schedule | My Service History | Time Sheet | Account

Check your schedule (highlighted with a red arrow)

Post your hours

Check messages

Sign-up

Text message opt-in

Statistics

Overall	Volunteers: 1963
Cumulative hours of service:	150,231 (as of yesterday)

News

Welcome to the Volunteer Information Center. This 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.

Your Assignments

- Adopt A Trail [Parks & Recreation] (Assigned)
- Bike Safety Rodeo [Parks & Recreation] (Assigned)
- Cleanup Columbia [Community Development] (Assigned)
- Columbia Youth Track Meet (formerly Hershey Track Meet) [Parks & Recreation] (Assigned)
- CoMo Wild Yards [Office of Sustainability] (Assigned)
- Conservation Efforts / Land Management [Office of Sustainability] (Assigned)
- Convention & Visitors Bureau and CTA Activities [Convention & Visitors Bureau] (Assigned)
- Dodgeball Tourney [Parks & Recreation] (Assigned)
- EARTH DAY [Parks & Recreation] (Assigned)
- Family Fun Feasts [Parks & Recreation] (Assigned)
- Festivals and Events [Public Works] (Preference)
- Fire in the Sky [Parks & Recreation] (Assigned)
- Heritage Festival [Parks & Recreation] (Assigned)
- Heritage Weekend (Douglass) [Parks & Recreation] (Assigned)
- Kaleidoscope [Parks & Recreation] (Assigned)
- Park Patrol [Community Development] (Assigned)
- Parks & Rec Miscellaneous [Parks & Recreation] (Assigned)
- Sign Sweepers [Community Development] (Assigned)
- Special Events Assistant [Community Development] (Assigned)
- SPLAT! [Parks & Recreation] (Assigned)
- Stoneminder 7K [Parks & Recreation] (Preference)
- TreeKeepers [Parks & Recreation] (Assigned)
- Youth In Action [Community Development] (Assigned)

Exit

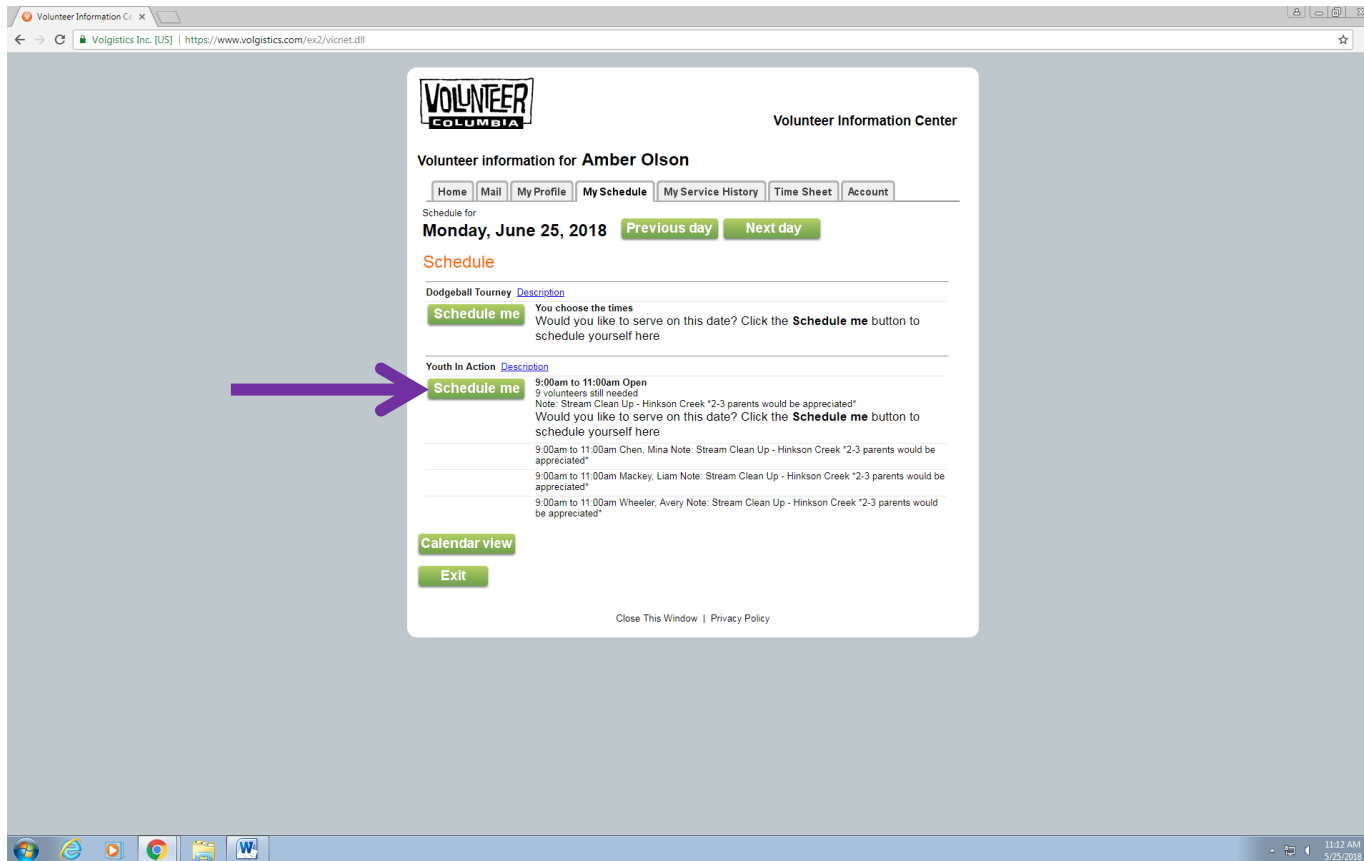
Close This Window | Privacy Policy

5. In the blue “Sign-Up!” box, click on the drop down menu to only show openings in Youth In Action. Once you do this, you will see only the volunteer projects scheduled for Youth in Action for the summer.

The screenshot shows a web browser window with the URL <https://www.volgistics.com/ex2/vicnet.dll>. The page is titled "Volunteer Information Center" and is for user "Amber Olson". It features a navigation menu with "Home", "Mail", "My Profile", "My Schedule", "My Service History", "Time Sheet", and "Account". Below this is an "Instructions" section. The main content area has a blue "Sign-Up!" banner with a "HELP WANTED" icon and a dropdown menu currently set to "Youth In Action". A red arrow points to this dropdown menu. Below the banner is a calendar for June 2018. The calendar shows dates from 1 to 30. Several dates have an orange "HELP WANTED" icon: 2, 4, 7, 11, 12, 16, 18, 20, 21, 22, 25, 28, and 30. A blue arrow points to the "HELP WANTED" icon on June 28th. At the bottom of the calendar are buttons for "Prev month", "Next month", "Printable view", and "Exit". The Windows taskbar at the bottom shows the date and time as 11:10 AM on 5/25/2018.

6. Click on the orange “HELP WANTED” to view the event information and to proceed with signing up.

7. Once you choose the volunteer opportunity, you will be directed to the next screen (see below) to sign up for the event. Click on the “Schedule me” tab and follow the steps to confirm and complete the signup process.



8. Any issues with logging in or scheduling for an event, email Amber Olson at Amber.Olson@CoMo.gov.