

Volgistics accounts

What is Volgistics?

Volgistics is our Self-Scheduling Volunteer Management Software here you can schedule yourself for trainings and shifts. *The Volunteer Director will be unable to schedule each individual volunteer for training sessions or classes, if you are having trouble viewing the open shadow training sessions or in-person training, your account may not be coded, please only reach out to the Director if this is occurring, otherwise, please utilize this tool to schedule your training sessions and classes.

- ★ Once your Application and DocuSign Waiver have been processed, you'll receive a link to set up your account (good for 24 hours).

Volunteer Team Assignments Required Training(s)

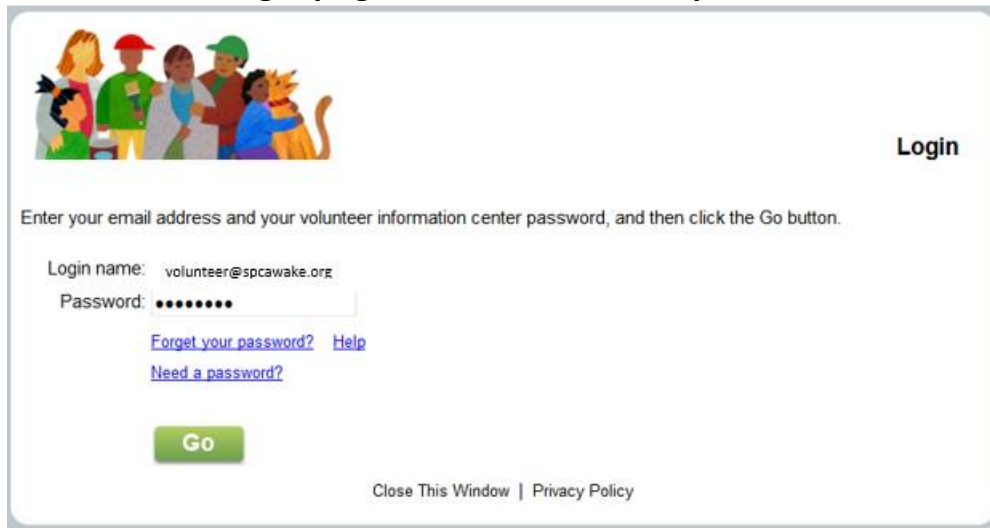
1. Whether the Volunteer Team Assignment requires one-step training or two-step training (See the Volunteer Team Assignment Document for more information), once you have completed the requirements for that assignment, your account will be updated to reflect that you have completed the training(s).
 - ★ *If your assignment requires 2-step training, once you have completed the training and submitted the survey, your account will be updated and you will be able to view the Shadow Training Sessions available!
 - 🐾 Once you have completed the training requirements, your account will be updated which will allow you to start signing up for shifts!

Cancelling a Training Class or Shadow Training Session or a Scheduled Shift:

- 🐾 Please cancel your training class, shadow training session or schedule shift using Volgistics soon as you know you can't make it, so others can fill in. For same-day cancellations, please call:
 - 🐾 **Admission Center** (919)-410-5230
 - 🐾 **Adoption Center** 919-749-4629

Volgistics instructions

1. Follow link to Login page, then select Desktop site



The login page features a header with a group of diverse people and a cat. The title "Login" is in the top right. Below the header, a message says "Enter your email address and your volunteer information center password, and then click the Go button." There are two input fields: "Login name:" with the text "volunteer@spcawake.org" and "Password:" with masked characters. Below these are two links: "Forget your password?" and "Need a password?". A green "Go" button is at the bottom. At the very bottom, there are links for "Close This Window" and "Privacy Policy".

Login

Enter your email address and your volunteer information center password, and then click the Go button.

Login name: volunteer@spcawake.org

Password:

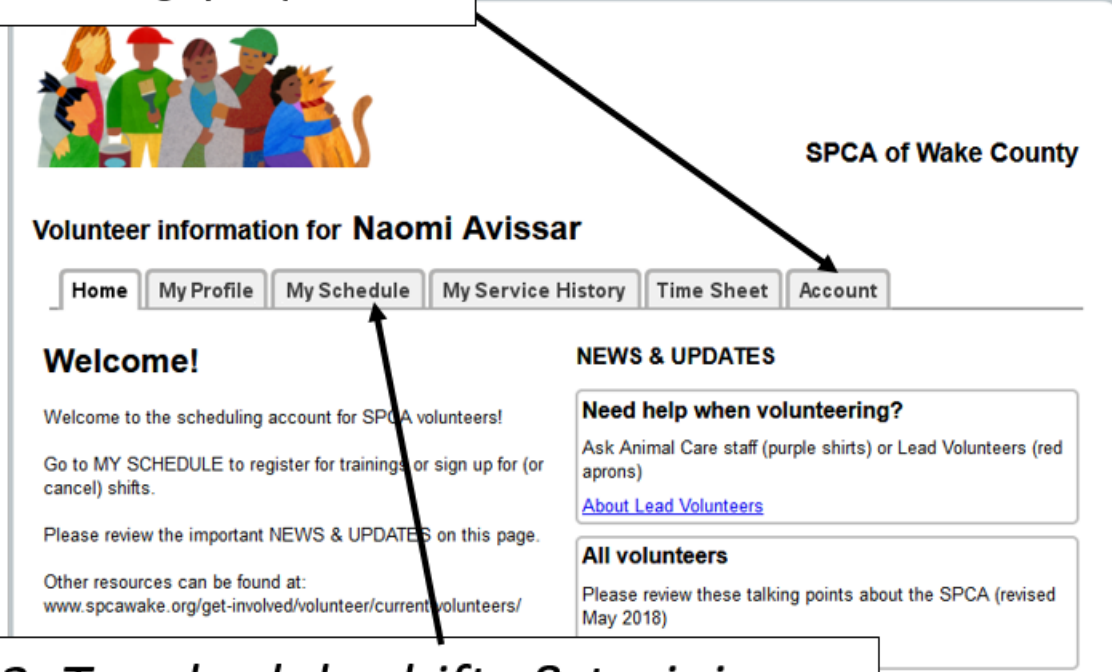
[Forget your password?](#) [Help](#)

[Need a password?](#)

Go

[Close This Window](#) | [Privacy Policy](#)

2. To change your password:



The dashboard for "Naomi Avissar" has a header with the SPCA of Wake County logo. Below the header is a navigation bar with tabs: Home, My Profile, My Schedule, My Service History, Time Sheet, and Account. The "My Schedule" tab is highlighted. The main content area is divided into two columns. The left column has a "Welcome!" section with a message about the scheduling account and instructions to go to MY SCHEDULE. The right column has a "NEWS & UPDATES" section with two sub-sections: "Need help when volunteering?" and "All volunteers".

SPCA of Wake County

Volunteer information for **Naomi Avissar**

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

Welcome!

Welcome to the scheduling account for SPCA volunteers!

Go to MY SCHEDULE to register for trainings or sign up for (or cancel) shifts.

Please review the important NEWS & UPDATES on this page.

Other resources can be found at:
www.spcawake.org/get-involved/volunteer/current-volunteers/

NEWS & UPDATES

Need help when volunteering?

Ask Animal Care staff (purple shirts) or Lead Volunteers (red aprons)

[About Lead Volunteers](#)

All volunteers

Please review these talking points about the SPCA (revised May 2018)

3. To schedule shifts & trainings

View openings




SPCA of Wake County

Volunteer information for **Volunteer**

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




Instructions

- Select "DESKTOP SITE" when logging in (more options than mobile site)
- Your scheduled shifts appear on the calendar below
- Select a task or training from the dropdown menu below, then pick a date where you see "Help Wanted"
- Click "Prev Month" or "Next Month" to view another month

**Sign Up!**
We need volunteers on days showing 'Help wanted'... Click date to learn more or sign-up.
Show openings in

All my assignments

[Prev month](#) [Next month](#) **May 2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29 	30 	31 		

[Prev month](#) [Next month](#)

[Printable view](#)

[Exit](#)

- To see open shifts for a **specific task or training**, go to the drop down menu and select that task or training. The calendar below will show dates with openings.

- To see **all openings** for a date, click on the Help Wanted button.

Schedule a Shift or Training Session

- Click on a day and select a task with a **"Schedule me"** button.
- Then confirm on the next screen.



SPCA of Wake County

Volunteer information for **Volunteer**

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

Schedule for

Wednesday, May 30, 2018

[Previous day](#)

[Next day](#)

Schedule

Cat & Kitten Matchmaker 11am-1pm [Description](#)

Schedule me

11:00am to 1:00pm Open
1 volunteer still needed

Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

Click and confirm

How to Cancel a shift or training:

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
Schedule yourself for volunteer duty

August 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 9:00 a - 11:00 a Cat Butlers Start time is flexible, as early as 7am. Need to finish by Open to Public	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Prev month

Next month

Printable view

Exit

Schedule for

Wednesday, August 10, 2011

You are scheduled

11:00 a to 1:00 p

Cat Matchmaker 11am-1pm [Job description](#)

Can't serve this date? Click the **Remove me** button to remove yourself from these times

Remove me

1. Select "**Desktop site**" when you log in.
2. Under **My Schedule tab**, go to the date you want to cancel.
3. Click on the shift's **text** on your calendar.
4. Then click "**Remove Me**"



Important scheduling notes

1. Assignments with required training:

- You can't see openings for these until you complete training(s).

2. Puppy tasks:

- Call (919) 749-4629 one hour before your shift to check if we have puppies

Checking in

1. Sign in & out on laptop (VicTouch) in Volunteer check-in area
2. Put on a name tag (Adoption Center only)

