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).

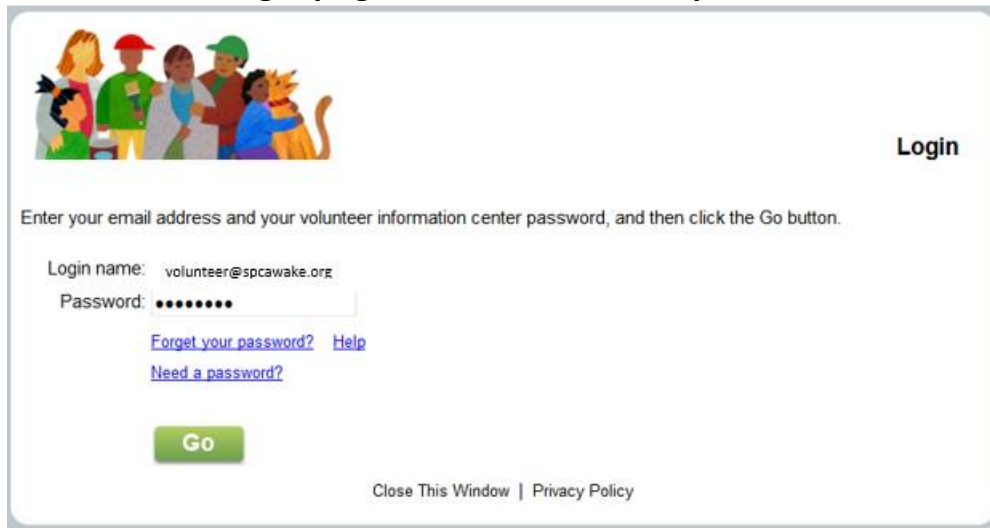## Volunteer Team Assignments Required Training(s)

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*

Login

Enter your email address and your volunteer information center password, and then click the Go button.
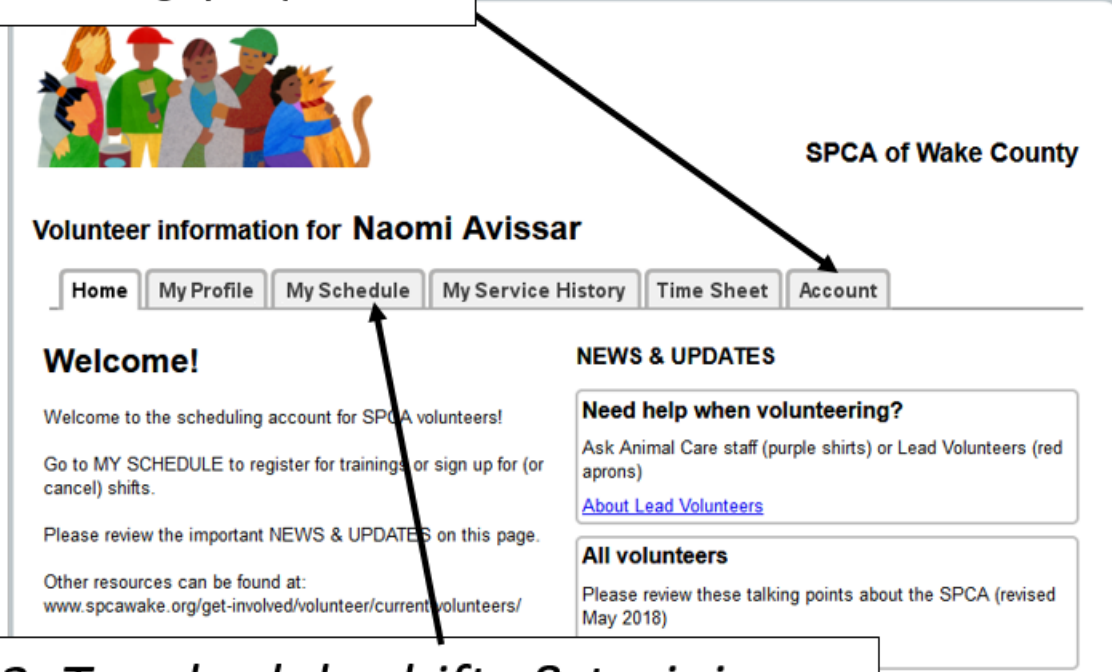
Login name: volunteer@spcawake.org
Password: ●●●●●●●

Forget your password? Help
Need a password?

Go

Close This Window | Privacy Policy

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2. To change your password:

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/currentvolunteers/

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

- 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.

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

HELP WANTED

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 HELP WANTED	30 HELP WANTED	31 HELP WANTED		

Prev month **Next month**
Printable view
Exit

Schedule a Shift or Training Session

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

Volunteer information for Volunteer

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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:

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)