

Volgistics – How to Sign Up for Events as a Volunteer

Go to www.heschatt.org and hover over Volunteer tab. Click on Current Volunteers and it will take you to this page:

Current Volunteers

Thank you for being such an important part of our work here at HES. If you have any questions about volunteering, please contact Jeanine Cloyd at (423) 624-5302 ext 228 or email volunteer@heschatt.org.

Log in to our Volgistics portal to sign up for shifts and more! [HERE](#)

Instructions on how to sign up for an event can be found [HERE](#)

Instructions on how to log hours can be found [HERE](#)

You will be taken to a login page. Enter your e-mail address and click Need a Password?

You will be sent a password reset email. (Let me know if you don't receive it)

Once you can log in, click on the My Profile tab and select all the interests you have as a volunteer at the shelter. This will allow all the events in which you're interested to show in the schedule discussed below.

Assignment Preference

The following volunteer assignments may currently be available. Use this list to rank your top three assignment choices.

- Assignment Preference:
- Adoption Followup
 - Assessments
 - Atlanta Humane Transport
 - Baking
 - Bed Building
 - Cat Cuddling/Socialization
 - Children's Groups
 - Cleaning/Dishes/Laundry
 - Community Vaccine Clinics
 - Dog Walking/Socialization
 - Dog Washing
 - Emergency Help
 - Enrichment
 - Errands
 - Fostering
 - Fundraising
 - Greeter
 - Groomingdales Transport
 - Handyman
 - Holiday Prep/Decorating
 - Home Work (Social Media, Computer, Etc.)
 - Miscellaneous
 - Office Help

After you've set your Assignment Preferences, click on the My Schedule tab (if you have not completed orientation, you will only see orientation dates and times but after orientation, you will see all events because you will be active in the database):

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

Instructions
Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.

HELP WANTED **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

Prev month **Next month** **July 2017**

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 11:00 a - 12:00 p Off-Site Event Buffalo Wild Wings	25	26	27	28	29 HELP WANTED

On the next page, you will be able to sign up for events and view your current scheduled activities. Here is how you do it:

You can choose to show all your assignments or just a one using the dropdown menu at the top of the calendar labeled "Show openings in"

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

Prev month Next month **July 2017**

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 11:00 a - 12:00 p Off-Site Event Buffalo Wild Wings	25	26	27	28	29 HELP WANTED
30 HELP WANTED	31					

Prev month Next month

After you've decided which openings you'd like to see, if help is needed in that assignment, you will see the orange HELP WANTED bubble on that date.



Click on the date you'd like to help and you will see information such as what's listed below. This page lists times we need volunteers, the number of volunteers still needed, and the event name. We will have the different shifts listed just as we did in the Doodle program. Please see below for an example.

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

Schedule for
Saturday, July 29, 2017

Schedule

Off-Site Event [Description](#)
10:30 a to 11:00 a Open
2 volunteers still needed
Note: Cabela's Setup
HELP WANTED
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

10:30 a to 1:30 p Open
4 volunteers still needed
Note: Cabela's - Dog Partner
HELP WANTED
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

10:30 a to 1:30 p Thomason, Vanessa Note: Cabela's - Dog Partner
1:30 p to 4:30 p Open
2 volunteers still needed
Note: Cabela's - Dog Partner
HELP WANTED
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

1:30 p to 4:30 p DiPasquale, Jazmyn Note: Cabela's - Dog Partner
1:30 p to 4:30 p Goins, Jean Note: Cabela's - Dog Partner
1:30 p to 4:30 p Martinez, Chonticha Note: Cabela's - Dog Partner

Workshop - Cat Enrichment [Description](#)
12:30 p to 1:30 p Open
12 volunteers still needed
HELP WANTED
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

To schedule yourself for an event, click the Schedule Me button on the right-hand side and you will be taken to a confirmation page. Choose if the selection is correct or not.

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

Sign-Up!
Schedule yourself for volunteer duty

You are signing-up to serve:
Date: Saturday, July 29, 2017
Assignment: Off-Site Event
Note: Cabela's Setup
From: 10:30 a
To: 11:00 a

Is this correct?
Yes **No**

Assignment Information
Assignment: Off-Site Event
Location: Humane Educational Society
HES

Exit

You'll be taken back to the calendar schedule where you'll be able to see what you've just signed up for. What's great about this system is that you will receive an email and/or text reminder two days prior to your scheduled event.

If you no longer wish to participate in the event, simply come back to the schedule and click Remove Me.

If there are any issues, I am here to help! volunteercoordinator@heschatt.org or you can come by and see me at 10am or 3pm daily except on Tuesdays and Wednesdays.