

Volunteer Hours

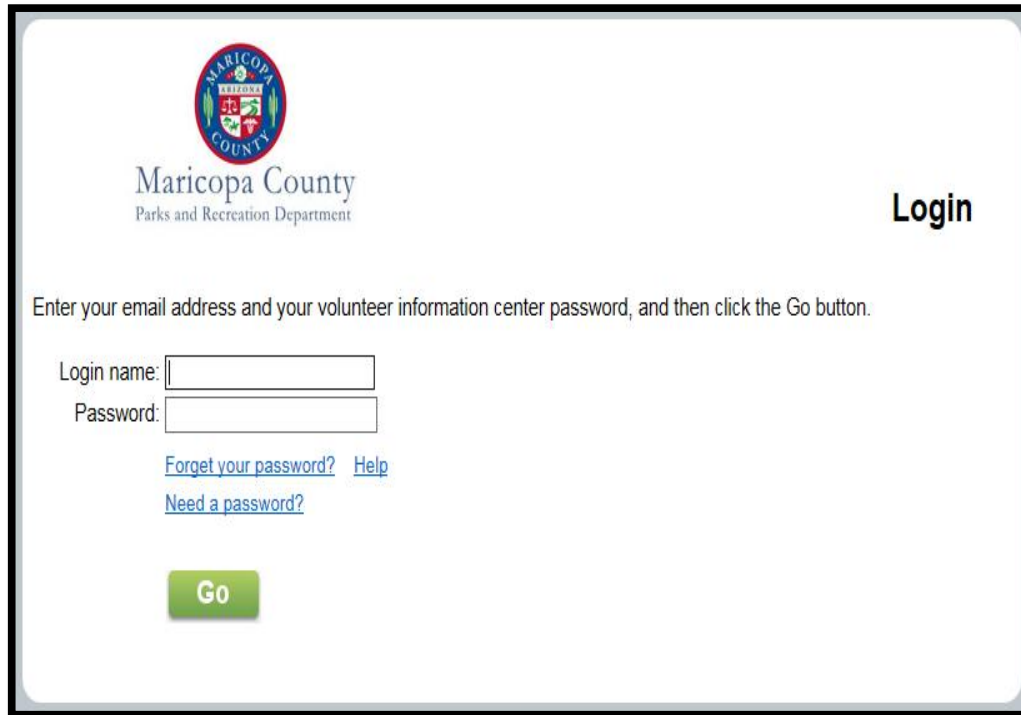
Maricopa County Parks and Recreation Department
Instructions for recording volunteer service hours in Volgistics

Overview

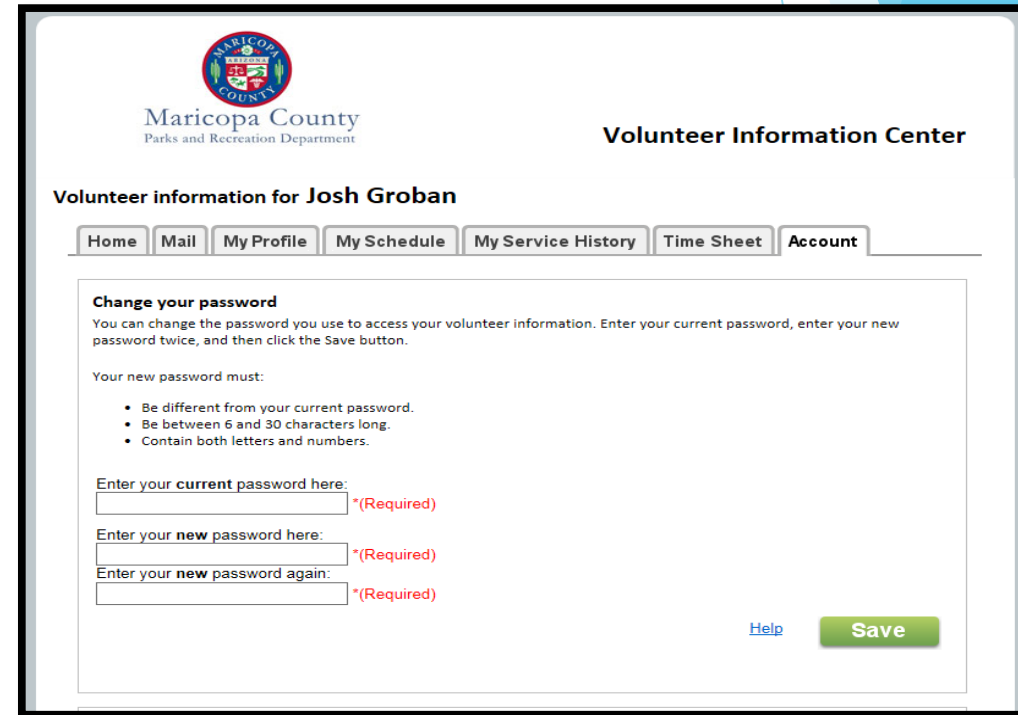
- ▶ The following presentation is intended to train Maricopa County Parks and Recreation Volunteers to record service hours electronically.
- ▶ The Volgistics Volunteer Logistics program is used to record and maintain volunteer service hours, contact information, availability, and more.
- ▶ Volunteers will be issued a log in name, password, and instructions to record and update hours from Volunteer Coordinator.

Getting Started

- ▶ The Volunteer Coordinator will send you a “welcome email” that will include a link to the page, login (individual email address), and temporary password.
- ▶ Once you have opened the link, enter email address in Login Name box, and temporary password. Select GO.
- ▶ Enter temporary password again and then a new one you will remember.



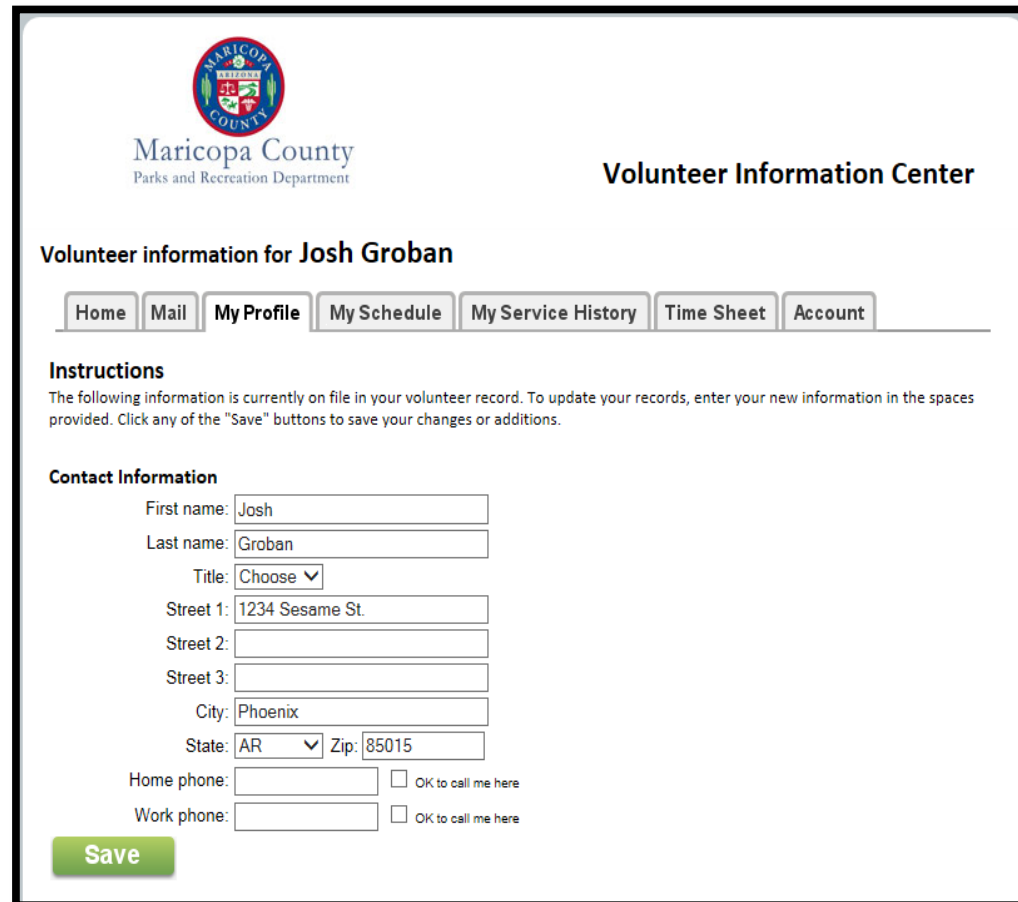
The screenshot shows the login page for the Maricopa County Parks and Recreation Department. At the top left is the Maricopa County logo. Below it, the text reads "Maricopa County Parks and Recreation Department". On the right side, the word "Login" is displayed in a large, bold font. Below the header, there is a instruction: "Enter your email address and your volunteer information center password, and then click the Go button." There are two input fields: "Login name:" and "Password:". Below these fields are three links: "Forget your password?", "Help", and "Need a password?". At the bottom center, there is a green "Go" button.



The screenshot shows the user profile page for Josh Groban in the Volunteer Information Center. At the top left is the Maricopa County logo, followed by "Maricopa County Parks and Recreation Department". On the top right, it says "Volunteer Information Center". Below the header, the user's name "Volunteer information for Josh Groban" is displayed. There is a navigation menu with buttons for "Home", "Mail", "My Profile", "My Schedule", "My Service History", "Time Sheet", and "Account". The "My Profile" button is highlighted. Below the navigation menu, there is a section titled "Change your password". The text reads: "You can change the password you use to access your volunteer information. Enter your current password, enter your new password twice, and then click the Save button." Below this text, there is a sub-section "Your new password must:" followed by a bulleted list of requirements: "Be different from your current password.", "Be between 6 and 30 characters long.", and "Contain both letters and numbers." There are three input fields: "Enter your current password here:" (with a red asterisk and "(Required)"), "Enter your new password here:" (with a red asterisk and "(Required)"), and "Enter your new password again:" (with a red asterisk and "(Required)"). At the bottom right, there is a "Help" link and a green "Save" button.

Update contact information

- ▶ Select MY PROFILE tab and make sure contact information is correct. Select SAVE.



The screenshot shows the Maricopa County Parks and Recreation Department's Volunteer Information Center. The page is titled "Volunteer information for Josh Groban" and features a navigation menu with tabs: Home, Mail, My Profile (selected), My Schedule, My Service History, Time Sheet, and Account. Below the navigation is an "Instructions" section stating that the information is current and users should update it as needed. The "Contact Information" section contains several input fields: First name (Josh), Last name (Groban), Title (Choose), Street 1 (1234 Sesame St.), Street 2, Street 3, City (Phoenix), State (AR), and Zip (85015). There are also checkboxes for "OK to call me here" for both home and work phone numbers. A green "Save" button is located at the bottom left of the form area.

Maricopa County
Parks and Recreation Department

Volunteer Information Center

Volunteer information for Josh Groban

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

Instructions
The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the "Save" buttons to save your changes or additions.

Contact Information

First name:

Last name:

Title:

Street 1:

Street 2:

Street 3:

City:

State: Zip:

Home phone: OK to call me here

Work phone: OK to call me here

Save

Recording Volunteer Hours

- ▶ Select TIME SHEET tab, select the date you worked, and enter the hours served. Select CONTINUE.

The screenshot shows the 'Volunteer Information Center' for Josh Groban. It features a navigation menu with tabs for Home, Mail, My Profile, My Schedule, My Service History, Time Sheet (selected), and Account. Below the navigation is an 'Instructions' section and a 'Time Sheet' section. The 'Time Sheet' section contains a calendar for July and August 2017 with radio buttons for selecting service dates. Below the calendar are input fields for hours and minutes, a 'Continue' button, and a section for 'Your recent service entries' which currently shows 'None'. An 'Exit' button is located at the bottom.

Maricopa County
Parks and Recreation Department

Volunteer Information Center

Volunteer information for **Josh Groban**

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

Instructions
To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

Time Sheet

What was the date of your service? July 2017

S	M	T	W	T	F	S
		11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10		

How many hours did you serve? 0 hours, 0 minutes

Continue

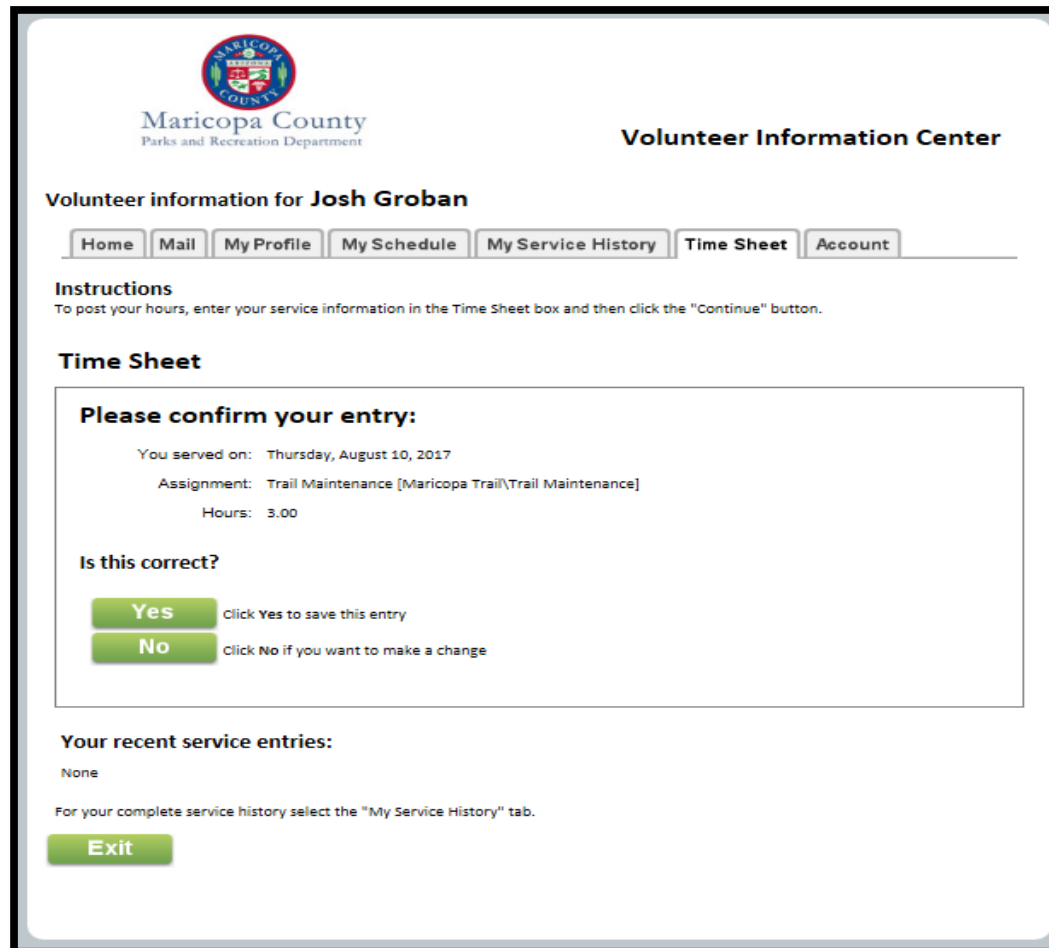
Your recent service entries:
None


For your complete service history select the "My Service History" tab.

Exit

Recording Volunteer Hours

- ▶ Next, confirm your entry by selecting YES to save or NO if you need to make changes.




Maricopa County
Parks and Recreation Department

Volunteer Information Center

Volunteer information for **Josh Groban**

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

Instructions
To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

Time Sheet

Please confirm your entry:

You served on: Thursday, August 10, 2017
Assignment: Trail Maintenance [Maricopa Trail\Trail Maintenance]
Hours: 3.00

Is this correct?

Click Yes to save this entry
 Click No if you want to make a change

Your recent service entries:
None

For your complete service history select the "My Service History" tab.

- ▶ You will then see this message:



- ▶ All volunteer service hours need to be entered on a weekly basis, and completed NO LATER THAN the 3rd day of the following month.

Questions

- ▶ If you have any questions regarding entering volunteer hours, please contact the Volunteer Coordinator at richardk@mail.Maricopa.gov or 928-501-9212.