

## Volunteer Self Scheduling software cheat sheet

To make scheduling easier for you we have a new portal on our web site which you can use to view and update your schedule.

- a. The link can be found our Web Site [www.skipfood.org](http://www.skipfood.org).
- b. Click 'Volunteer' on our home page and a drop down menu will appear.
- c. Select Check/Update My Schedule
  - i. This will direct you to the Volgistics sign in page.

Helpful Hint: You can bookmark this login page in your browser for ease of use.

### Volgistics Volunteer Management system instructions:

On the login page enter your email address and password. If this is the first time signing onto the system a temporary password has been given to you. The system will force you to change it.

The Volunteer Information Center will be displayed after successfully logging in.

1. The main page has a section for NEWS. From time to time there may be announcements made here.
2. **To view and update your profile:**
  - a. Click on the Profile tab.
  - b. Please update your phone number if it has changed.
  - c. Street address, assignment preference, emergency contact info and photo are optional.
  - d. Please Add a T-shirt size for future use. It is located under Demographics on the page.
  - e. Make sure you hit the SAVE button when finished
3. **To change Password:**
  - a. Click on the Account tab and enter your current password as well as your new password and confirm your current password by entering it again.
  - b. Remember to hit the SAVE button when finished.
4. **To update Message preferences:**
  - a. Click on the Account tab and follow instructions.
  - b. **PLEASE DO NOT set SKIP general information emails and Schedule reminder emails to NONE.**
    - i. A monthly reminder will be sent to remind you to review the upcoming month's schedule and make any changes necessary.
    - ii. A reminder will be sent to those scheduled to work the upcoming day.
  - c. If you do not wish to receive On Call requests you can set that option to NONE.
    - i. These messages will be sent when we still need volunteers to fill positions. There is no need to respond to them. Simply log on to the

system and assign yourself to the open positions if they haven't already been filled.

d. Remember to hit the SAVE button when finished.

5. **To Review your schedule and self-schedule:**

- a. Click on the Schedule tab
- b. Use the drop down box on the right side and select MONTH. This will display the current month if it isn't already showing.
- c. Use the '<' and '>' symbols on the display to skip forward or back a month.
- d. Your scheduled shifts will appear on the days you work.
- e. If we have open shifts on a particular day there will be a green box on the day with the number of openings.

**f. To delete yourself from a day:**

- i. Click on the date you can't work. This will provide you with a 'day' view instead of a 'monthly' view.
- ii. Look at the list of volunteers. Click on 'You' and a box will appear with your shift. Hit the REMOVE ME button if you want to remove yourself. Follow the remaining instructions.
- iii. **The system will not let you remove yourself from a shift if the shift is less than 24 hours away. You must send an email to [volunteer@skipfood.org](mailto:volunteer@skipfood.org) if you want to be removed from a shift less than 24 hours out.**

**g. To add yourself to a shift for a particular day:**

- h. From the monthly view. Click on the day you would like to work. This will provide you with a 'day' view instead of a 'monthly' view.
- i. You will see a list of volunteers who are currently signed up to work that day and the shift they are on. Click on any position that is OPEN that you would like to work. A box will appear with the info for that shift. Hit the SCHEDULE ME button in the box if you want to work. Follow the remaining instructions.