

## How to Log In and Schedule Yourself in Volgistics

Please note that currently only some volunteer assignments are scheduled using Volgistics. Volunteers must be assigned and set up as a user in Volgistics before they are able to login and schedule themselves for a volunteer shift.

### To login to Volgistics follow these steps (This can also be done on mobile devices):

1. Go to <http://metroparkstoledo.com/volunteer> to go directly to the volunteer page of Metroparks website. Otherwise, go to [metroparkstoledo.com](http://metroparkstoledo.com), hover over 'get involved', drag the cursor down into the blue box, and click on 'volunteer'.
2. Scroll down past the photographs to 'Related Links' (in teal blue on the right side of the page).
3. **Click on 'Volunteer Sign In (Volgistics)'**
4. Your **Login Name** is the **email you submitted on your volunteer application**.
5. If this is your first time to log in, or if you forgot your password, click 'forgot your password'. Follow the prompts on the screen in order to receive an email with a temporary password (check your junk/spam folder).
6. After checking your email to get your temporary password, log in to Volgistics as described above, and use your temporary password in the 'password' section. You will be directed to reset your password, and can pick a password of your choice.
7. Remember your password as you will need it every time you log in.

### To sign up for a volunteer shift in Volgistics follow these steps:

1. Once you are logged in click 'Sign-Up'.
2. In the blue box, use the drop down menu to select the assignment(s) that you want to show openings for.
3. Scroll down to see the calendar, which will display 'Help Wanted' icons where open time slots are still available for your selected assignments.
4. Click the 'Help Wanted' icon for the date you want to volunteer on.
5. Scroll down to see all of the open shifts.
6. Click 'Schedule Me' for the shift you would like to volunteer for.
7. Click 'Yes' to confirm your shift.
8. Click 'continue' to go back to the monthly calendar or click 'exit' to logoff of Volgistics.

Questions? Contact Lori Fenton at 419-407-9846 or [lori.fenton@metroparkstoledo.com](mailto:lori.fenton@metroparkstoledo.com)