

# Volgistics User Guide

URI Master Gardener Program
Last Updated 2.28.19



### Features

Table of Contents	Page
Logging Into the MG Portal and Volgistics	3 - 4
Reset Your Password	4
MG Volunteer Dashboard:	5
My Profile Tab	6
My Schedule Tab	7
My Service History Tab	8
Timesheet Tab	9
Account Tab	10
Contact Info	11

## Logging Into the MG Portal & Volgistics

- Open any web browser and go to <u>uri.edu/mastergardener</u>
- 2. Scroll down the page and select this:



- 3. Enter the password **seeds** to enter the MG Portal.
- 4. Next, select the Volgistics Login button:



### Volgistics Login & Password Reset

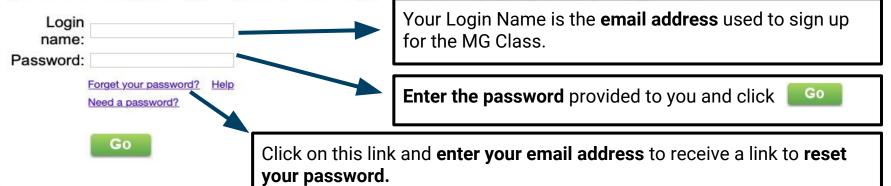


Login

Welcome to the URI Master Gardener Program Volunteer Information Center (VIC). After logging in, please bookmark (save to Favorites) this login page for future reference.

If you are unable to login to your Volgistics account, it is possible that we do not have a dues payment recorded for the current year. Contact Richard Suls at urimastergardener@gmail.com to verify the status of your Volgistics account.

If you need a correction, please copy and paste this address into your web browser: https://goo.gl/forms/mvpRM4OEyoPhiE783



### MGP Volunteer Dashboard



Volunteer information for Jill Anemone

Home My Profile My Schedule My Service History Time Sheet Account

Manage all of your Volunteer Activity here including:

- Updating your Volgistics profile
- Enter your volunteer or continuing ed hours
- Change your Volgistics password
- Register for continuing ed classes or meetings

MGP Volunteer Information Center

#### Instructions

You are currently on the HOME page of the URI Master Gardener Program's Volunteer Information Center. Other tabs you see here include MY PROFILE, where you can view and change your personal information, MY SCHEDULE which will be used to register for advanced education courses, MY SERVICE HISTORY, TIME SHEET which is where you will input your hours and ACCOUNT where you can change your password.

Need help with Volgistics?

Use the link (below) to submit a form to fix an incorrect entry in Volgistics.

Additional questions? Contact Richard Suls, Volgistics Coordinator Email: urimastergardener@gmail.com for support.

This dashboard also contains links to Check Your Schedule, Post Your Hours, MG Volunteer directory and other useful info!

#### Check your schedule

Post your hours

#### Lost your pin?

Please click here to visit our new internal website for the online pin replacement form.

### Assignment Descriptions

Click here to see a listing of our projects and their descriptions.

#### Need to Edit an Entry in Volgistics?

Click here to submit a request for a Volgistics team member to fix an incorrect entry in Volgistics.

> Volgistics User Guide

#### **Contact Directory**

This document provides contact information of active URI Master Gardener volunteers. Please use these emails for Master Gardener purposes only. The information is not intended for commercial use or mass emails. Need to send an email to a large group of MG's? Please do so using our newsletter, The Dirt. Contact Vanessa@uri.edu

Volunteer Directory

#### Leadership Directory

Find the correct contact to answer your question.

MGP Leadership Directory

#### Policy, Op. Guidelines, Renewal Form

Click here for the 2019 Volunteer renewal form, required of all active MGs in the years after they graduate from class. Should be completed by Feb 1 each year. See also the policy and operating guidelines.

Program Policy

Operating Guidelines Updated 03.28,2018

2019 Volunteer Renewal Form

### My Profile Tab



MGP Volunteer Information Center

#### Volunteer information for Jill Anemone

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Home	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.

If you find an error in a field which you cannot change yourself, contact Richard Suls at urimastergardener@gmail.com and we will help you correct your information.

#### Contact Information



Use the "My Profile" tab to update your:

- Mailing Address
- Phone Numbers
- E-Mail Address
- Demographics
- Skills
- Experience

When you update any of the fields you **MUST** click **one** of the three buttons before exiting the screen

## My Schedule Tab

	Date	Assignment	From	То	
Check to sign-up	March 9, 2019 (Saturday)	Continuing Education [CONTINUING EDUCATION] Project Plant Propagation - East Farm Building 75	10:00am	11:00am	
Check to sign-up	March 9, 2019 (Saturday)	Continuing Education [CONTINUING EDUCATION] Soil Testing Kickoff Training - Pharmacy 170	1:00pm	3:00pm	
Check to sign-up	March 11, 2019 (Monday)	Continuing Education [CONTINUING EDUCATION] Flower Pressing Workshop, Roger Williams Park Botanical Center	11:00am	12:30pm	
Check to sign-up	March 15, 2019 (Friday)	Continuing Education [CONTINUING EDUCATION] FIELD TRIP: Lyman Estates, Waltham MA		11:30am	
Check to sign-up	March 16, 2019 (Saturday)	Continuing Education [CONTINUING EDUCATION] Project Site Safety, Bidg 75 East Farm; Project Leaders and Rangers	9:00am	11:00am	
You are scheduled for	March 16, 2019 (Saturday)	Continuing Education[URI Master Gardeners\CONTINUING EDUCATION] Project Site Safety, Bidg 75 East Farm; Project Leaders and Rangers	9:00am	11:00am	Remove me

April 2019
May 2019
June 2019
July 2019
August 2019
September 2019
October 2019
November 2019
December 2019
December 2019
January 2020
February 2020
March 2020
April 2020
May 2020
July 2020
July 2020
August 2020
September 2020
September 2020

Use the "My Schedule" tab to register for Continuing Ed Courses. If you are looking for a course that is **not displayed**, you are either not eligible or the class is full. To register for a specific Assignment:

- 1. Locate the Assignment and Date you wish to register for.
- 2. Click the check box next to the Assignment to register.
- 3. Don't forget to click the continue button to save your selection. Follow the prompts to confirm your selection.
- 4. Click the Remove me to cancel your registration and the Printable view button to view a printable schedule.

Click Continue to schedule yourself for the assignments and dates selected above

Printable view

Cancel

## My Service History Tab



Use this Tab to view your Volunteer or Education Hours entered into Volgistics.

MGP Volunteer Information Center

Volunteer information for Jill Anemone

Home My Profile My Schedule My Service History Time Sheet Account

#### Totals

Year-to-date hours: 0:00

Life hours: 71:00

#### Service by year

Click on a year to view your records for the year.

Year	Hours	Continuing Education Hours	Mileage Driven (optional)
2018	71:00	5:00	0
Life total:	71:00	5:00	0

Printable view

Click the **Year** to view your service detail.

#### Instructions

PLEASE NOTE that you need to click on the "year" in order to expand all of the information listed. THEN you need to click on the individual entry date to show specifically which assignment you worked. Click the "Printable view" button for a printable view of this information.

### Time Sheet Tab



Use this Tab to enter your Service and Education Hours earned. Round Hours to the Nearest Half-Hour.

MGP Volunteer Information Center

Select your assignment

menu. Service hours are

[VOLUNTEER HOURS]

and Education hours by

from the Dropdown

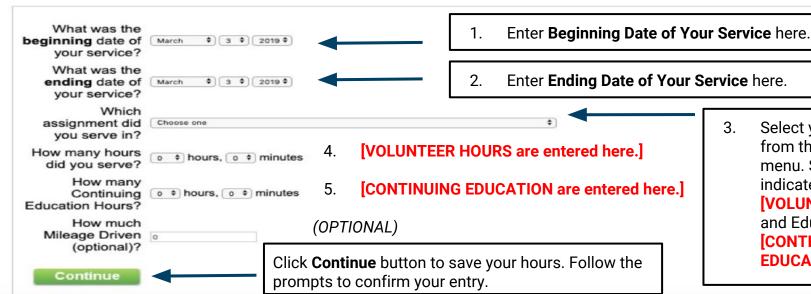
indicated by

**CONTINUING** 

**EDUCATION** 

### Home | My Profile | My Schedule | My Service History | Time Sheet | Account

### Time Sheet



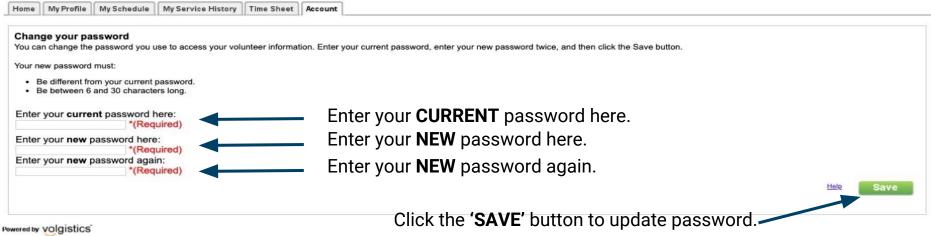
### Account Tab



Use this Tab to change your Volgistics Password.

**MGP Volunteer Information Center** 

### Volunteer information for Jill Anemone



## Still Need Help...?

Email the Volgistics Manager at: <a href="mailto:URIMASTERGARDENER@GMAIL.COM">URIMASTERGARDENER@GMAIL.COM</a>