



THE
UNIVERSITY
OF RHODE ISLAND
COOPERATIVE
EXTENSION

Volgistics User Guide

URI Master Gardener Program
Last Updated 2.28.19



Features

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Logging Into the MG Portal & Volgistics

1. Open any web browser and go to uri.edu/mastergardener
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>

Login name:

Password:

[Forget your password?](#) [Help](#)

[Need a password?](#)

Go

Your Login Name is the **email address** used to sign up for the MG Class.

Enter the **password** provided to you and click 

Click on this link and **enter your email address** to receive a link to **reset your password**.

MGP Volunteer Dashboard



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

Volunteer information for Jill Anemone

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

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](#)

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.

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](#)

[Post your hours](#)

Leadership Directory

Find the correct contact to answer your question.

[MGP Leadership Directory](#)

Lost your pin?

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

**Volgistics
User
Guide**

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](#)

**Assignment
Descriptions**

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

[Exit](#)

My Profile Tab



MGP Volunteer Information Center

Volunteer information for Jill Anemone

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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

First name:	<input type="text" value="Jill"/>	*
Last name:	<input type="text" value="Anemone"/>	*
Title:	<input type="text" value="Choose"/>	↓
Type:	<input type="text" value="BI"/>	
Street 1:	<input type="text" value="123 Apple Lane"/>	
Street 2:	<input type="text"/>	
City:	<input type="text" value="East Greenwich"/>	
State:	<input type="text" value="RI"/>	↓
Zip:	<input type="text" value="02818"/>	

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	To	
<input type="checkbox"/> Check to sign-up	March 9, 2019 (Saturday)	Continuing Education [CONTINUING EDUCATION] Project Plant Propagation - East Farm Building 75	10:00am	11:00am	
<input type="checkbox"/> Check to sign-up	March 9, 2019 (Saturday)	Continuing Education [CONTINUING EDUCATION] Soil Testing Kickoff Training - Pharmacy 170	1:00pm	3:00pm	
<input type="checkbox"/> Check to sign-up	March 11, 2019 (Monday)	Continuing Education [CONTINUING EDUCATION] Flower Pressing Workshop, Roger Williams Park Botanical Center	11:00am	12:30pm	
<input type="checkbox"/> Check to sign-up	March 15, 2019 (Friday)	Continuing Education [CONTINUING EDUCATION] FIELD TRIP: Lyman Estates, Waltham MA	10:30am	11:30am	
<input type="checkbox"/> Check to sign-up	March 16, 2019 (Saturday)	Continuing Education [CONTINUING EDUCATION] Project Site Safety, Bldg 75 East Farm; Project Leaders and Rangers	9:00am	11:00am	
<input type="checkbox"/> You are scheduled for	March 16, 2019 (Saturday)	Continuing Education [JRI Master Gardeners/CONTINUING EDUCATION] Project Site Safety, Bldg 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](#)
[January 2020](#)
[February 2020](#)
[March 2020](#)
[April 2020](#)
[May 2020](#)
[June 2020](#)
[July 2020](#)
[August 2020](#)
[September 2020](#)
[October 2020](#)
[November 2020](#)
[December 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 Check to sign-up 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.

[Continue](#)

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

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

Printable view

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.

Exit

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

Volunteer information for **Jill Anemone**

- Home
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- Account

Time Sheet

What was the **beginning** date of your service?

1. Enter **Beginning Date of Your Service** here.

What was the **ending** date of your service?

2. Enter **Ending Date of Your Service** here.

Which assignment did you serve in?

3. Select your assignment from the Dropdown menu. Service hours are indicated by **[VOLUNTEER HOURS]** and Education hours by **[CONTINUING EDUCATION]**

How many hours did you serve? hours, minutes

4. **[VOLUNTEER HOURS are entered here.]**

How many Continuing Education Hours? hours, minutes

5. **[CONTINUING EDUCATION are entered here.]**

How much Mileage Driven (optional)?

(OPTIONAL)

Continue

Click **Continue** button to save your hours. Follow the prompts to confirm your entry.

Account Tab



Use this Tab to **change your Volgistics Password.**

Volunteer information for Jill Anemone

- Home
- My Profile
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- Account

Change your password

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.

Your new password must:

- Be different from your current password.
- Be between 6 and 30 characters long.

Enter your **current** password here:
 *(Required)



Enter your **CURRENT** password here.

Enter your **new** password here:
 *(Required)



Enter your **NEW** password here.

Enter your **new** password again:
 *(Required)



Enter your **NEW** password again.

[Help](#)

Save

Click the **'SAVE'** button to update password.



Exit

Still Need Help...?

Email the Volgistics Manager at: **URIMASTERGARDENER@GMAIL.COM**