**KHSC Volunteer Guide for Accessing Volgistics Remotely**

To **log into Volgistics remotely**, click HERE.

- If you have never signed in remotely before or you have forgotten your password, click "**Password Reset**" to reset it. You will need to use the email address that you use to correspond with Volunteer Services (this is also the one you included as part of your application). If you need help with this, please contact the Volunteer Services office at 613-549-6666 x 2359 #1.

Homepage

When you first login to Volgistics, you will see the following homepage:
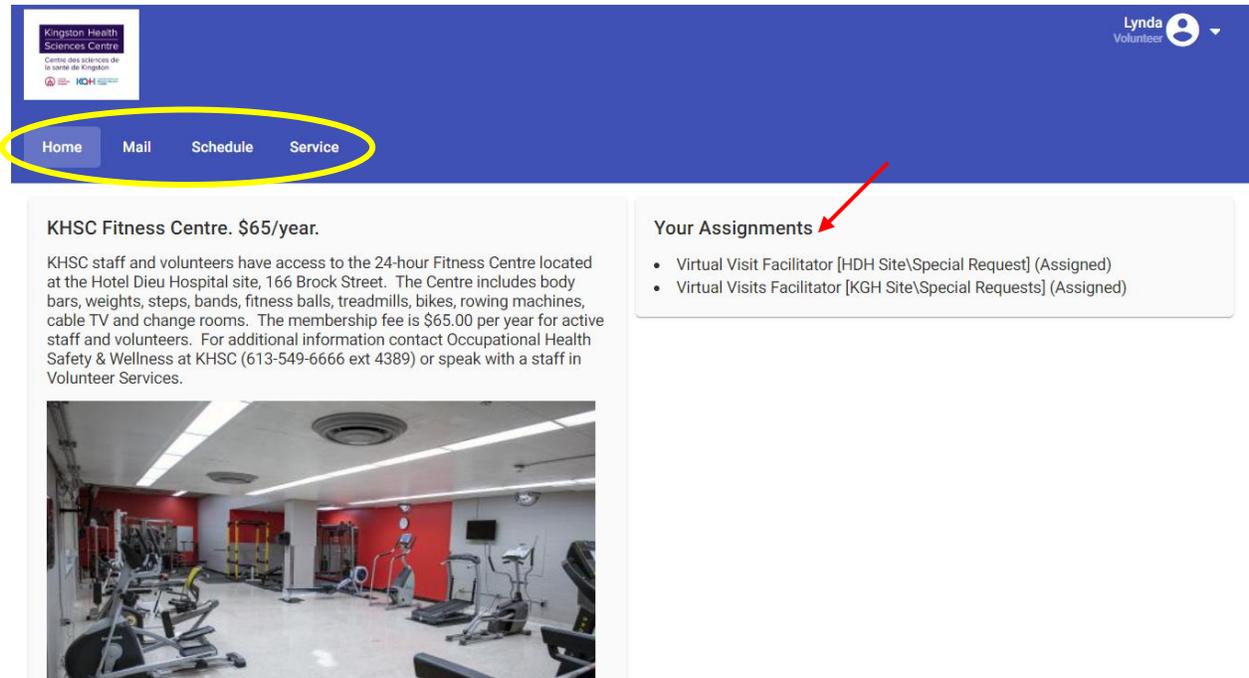
You will see the options at the top to view your **Mail**, **Schedule**, and **Service**. On the right-hand side, you will see all of your active volunteer **Assignments**.

Schedule

When you click on "Schedule" at the top, you will see a **green box** with "**__ Openings**" (red arrow) wherever there are open shifts. Any shifts you are currently scheduled for will show on the respective day (blue arrow).

Home	Mail	Schedule	Service

If you are not able to make a shift you are scheduled for, please click on the date you will be away and click the orange **"Remove"** button (as far in advance of the shift as possible). That shift will then appear for other volunteers who are trained in the role as a green **"Openings"** symbol. Those volunteers can then click on **"Openings"** and **"Schedule"** to pick up the shift(s).

If you have any difficulty doing this please ask any of the staff in Volunteer Services to assist you. Thank you!

Today < > 📅   January 2023   🖨 Filter   Month ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	**20** 4:30pm • Virtual Visits Facil... [2 Openings]	21 [2 Openings]
22	23	24	25	26	27	28

Adding a Shift

To add a shift, click on the green "**___ Openings**" button on whichever day you'd like. You'll be shown a list of open shifts for that day. Simply click "**Schedule**" to schedule yourself for that shift.

Today < > 📅   Saturday, 21 January 2023   🖨 Filter   Day ▾

Your Schedule

No scheduled events

Openings

🕐 10:30am - 1:30pm 👤 1 more needed	**Virtual Visits Facilitator** • KGH Site\Special Requests	**Schedule**
🕐 3:00pm - 6:00pm 👤 1 more needed	**Virtual Visits Facilitator** • KGH Site\Special Requests	**Schedule**

Are you sure you want to schedule here?

📅 Saturday, 21 January 2023
🕐 3:00pm - 6:00pm
Virtual Visits Facilitator • KGH Site\Special Requests
👤 1 more needed

Cancel   **Schedule Me**

Removing a Shift

To remove a shift you are scheduled for, click on the shift you'd like to remove:

Home	Mail	Schedule	Service

If you are not able to make a shift you are scheduled for, please click on the date you will be away and click the orange **"Remove"** button (as far in advance of the shift as possible). That shift will then appear for other volunteers who are trained in the role as a green **"Openings"** symbol. Those volunteers can then click on **"Openings"** and **"Schedule"** to pick up the shift(s).

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8	9	10	11	12	13	14
15	16	17	18	19	**20** 4:30pm · Virtual Visits Facili 2 Openings	21 2 Openings
22	23	24	25	26	27	28

Then, click the orange "Remove" button and follow the on-screen prompt to confirm your selection:

Your Schedule

🕐 4:30pm - 6:30pm 👤 You	Virtual Visits Facilitator · KGH Site\Special Requests	Remove

trained in the role as a green **"Openings"** symbol. Those volunteers can

Are you sure you want to be removed?

📅 Friday, 20 January 2023
🕐 4:30pm - 6:30pm
👤 You
Virtual Visits Facilitator · KGH Site\Special Requests

No	Yes

Other Schedule Features

- If you volunteer in multiple roles, you may want to view the shift openings for a specific role. To do this, click the "**Filter**" button (red arrow) and then follow the on-screen prompts to select which role you'd like to filter by. Click "Apply" to update the calendar to show only that role.

- If you want to navigate to a different month, click the "**<**" or "**>**" buttons (blue arrow). Or, you can click the calendar icon (green arrow) to skip ahead to a specific month.
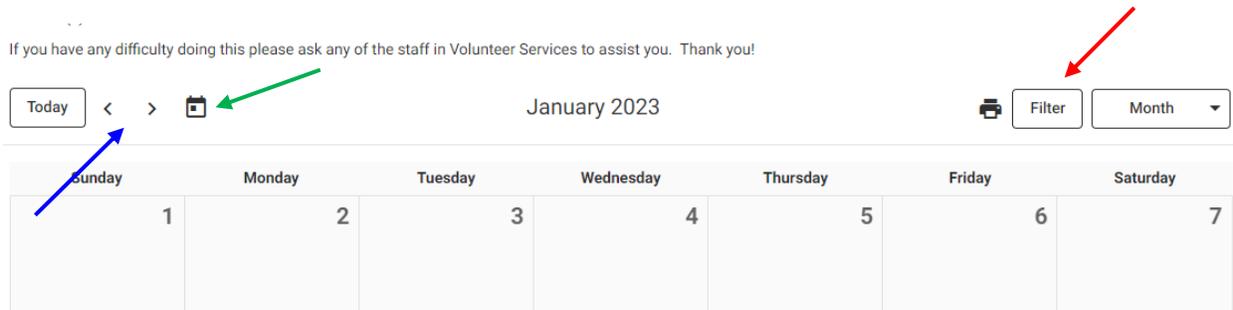
Service

If you click on the "Service" tab at the top, you can see your **Total Service** to date and your **Service by Year**. If you'd like to see more details about your service in a given year, click on that year to expand the entries.
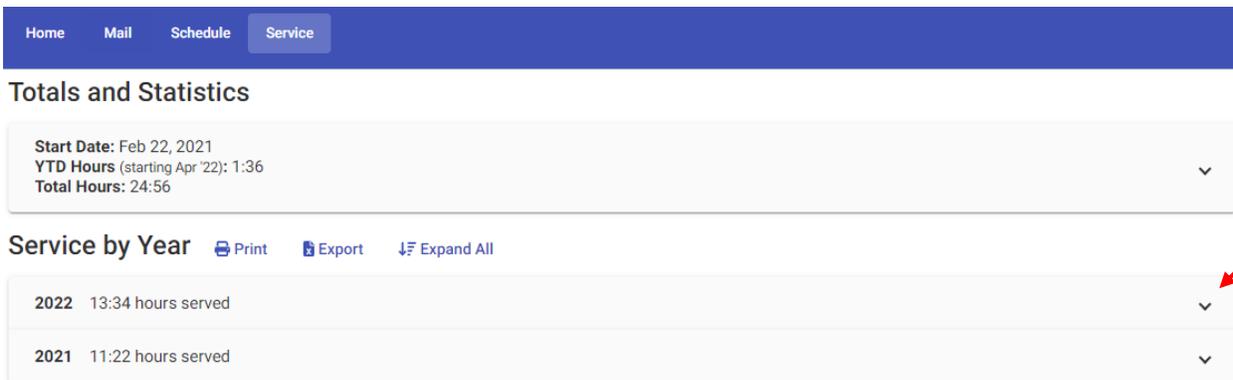
Once you've expanded a given year, you also have the option to "**Print Year**" (which will generate a PDF you can print) or "**Export Year**" (which will generate an Excel spreadsheet).

Logging Hours Remotely

If you are a volunteer who can log hours remotely, you will access this feature under the "Service" tab. If your volunteer account has this capability, you will see a **Post Service** option at the top of this page:

Select the date you volunteered by clicking on the small calendar icon, then type in the number of hours you served (hours and minutes). Finally, click the "Assignment" drop-down menu to indicate the role that you volunteered in. Click "Post" and then follow the prompt and click "Yes" to confirm your selection. The hours will then be added to your Volgistics account.

Profile and Account Settings

If you would like to update your Volgistics **Profile** information (e.g., name, address, phone number, email address, etc.) or your **Account** settings (e.g., communication preferences or password), click on the icon with your name in the upper right corner of the screen. Select "Profile" or "Account" from the drop-down menu and then follow the on-screen prompts.
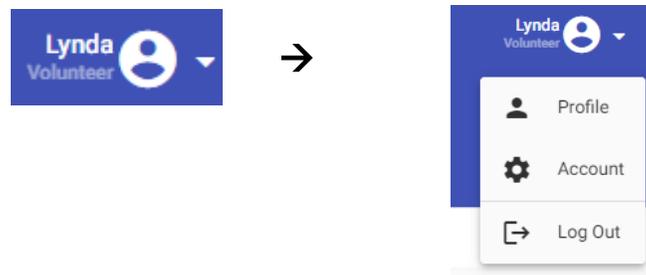
If you require additional help navigating Volgistics remotely, please contact the Volunteer Services office at

613-549-6666 x 2359 #1 and we will be happy to assist! ☺

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