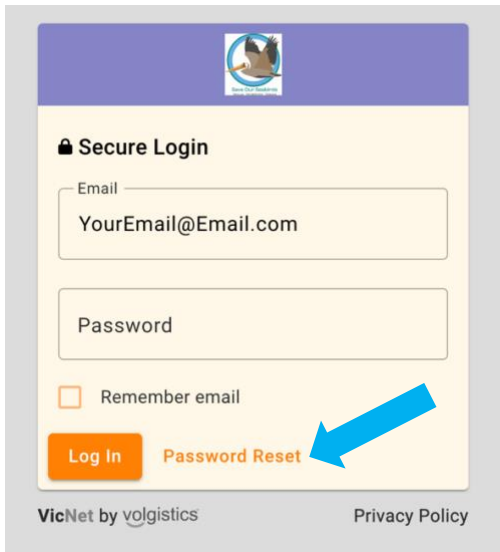


## Have you filled out a Volunteer Application on our new Volgistics platform?

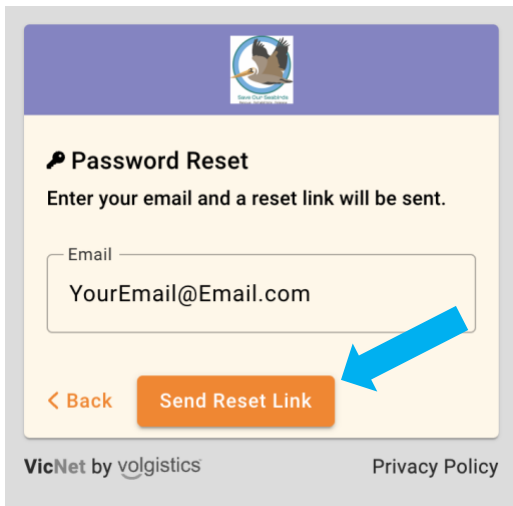
Even if you have been volunteering at Save Our Seabirds for some time now, filling out an application allows us to update our records and is the first step in setting up your profile on our new system.

### Setting Up Your Volunteer Account

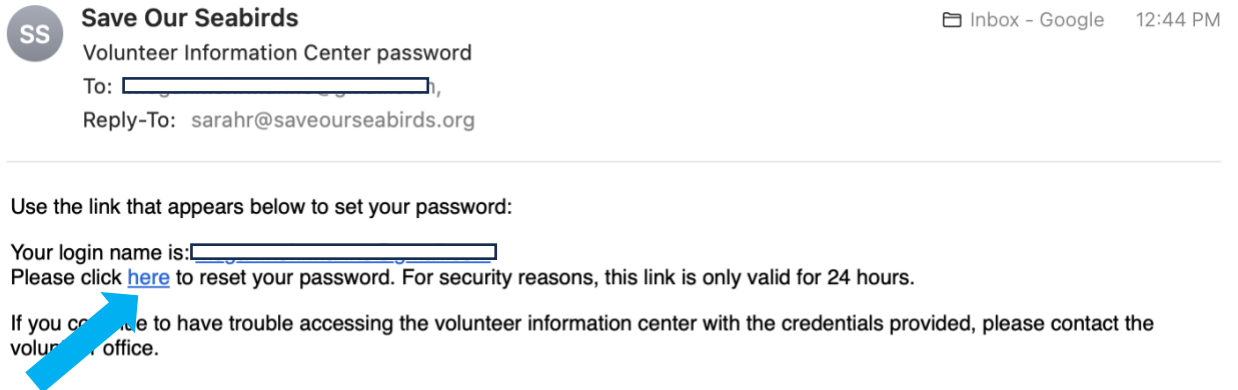
1. Follow this link to our volunteer page <https://www.saveourseabirds.org/volunteer>
2. Scroll to *Current Volunteers* and select the *Sign Up for Volunteer Shifts* button.
3. You will be redirected to a sign in page on the Volgistics platform. Enter your email and click *Password Reset*



4. Click *Send Reset Link*



5. You should receive an email with instructions to create/reset your password.

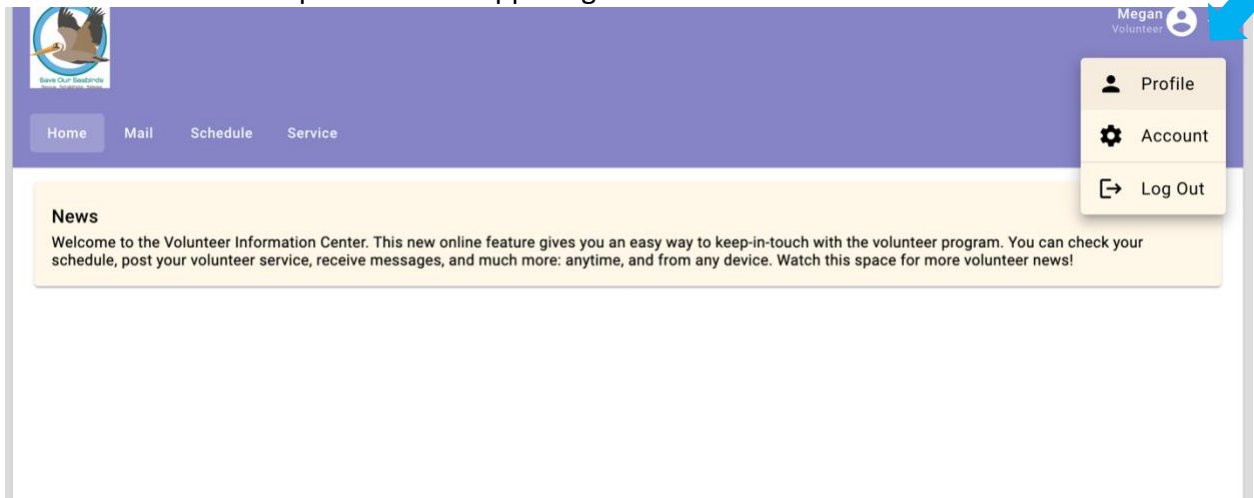


6. Click the link to reset your password and enter your new password as prompted.

The screenshot shows a 'Password Reset' form. At the top is the 'Save Our Seabirds' logo. The heading is 'Password Reset' with a key icon. Below it, it says 'Welcome, Megan Mohrmann.' and 'Please enter your new password'. There are two password input fields: 'New Password\*' and 'Confirm New Password\*'. Both fields have a strength indicator '8' and an eye icon to toggle visibility. Below the fields is a 'Requirements' section with three checked items: '8 to 30 characters long', 'Mixture of letters and numbers', and 'Lowercase and uppercase letters'. At the bottom is an orange 'Change' button. A blue arrow points to the 'Change' button. The footer includes 'VicNet by volgistics' and a 'Privacy Policy' link.

7. Select *Change*.

8. You are now on your volunteer portal. It should look like this...  
Click Profile on the dropdown in the upper right-hand corner.



9. Your information has been transferred from your application to your profile. Please double check your information and save any changes.

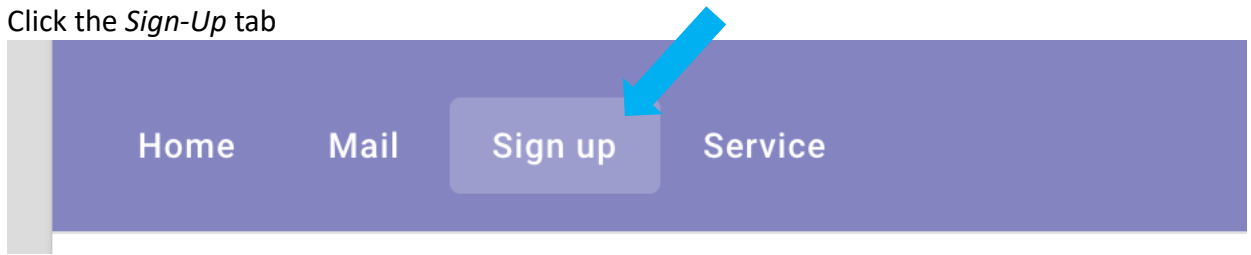
### Profile

Contact Information	▼
Demographics	▼
Skills & Experience	▼
Availability	▼
Assignment Preference	▼
Emergency Contact	▼
Employer	▼
Photo	▼
Web page	▼

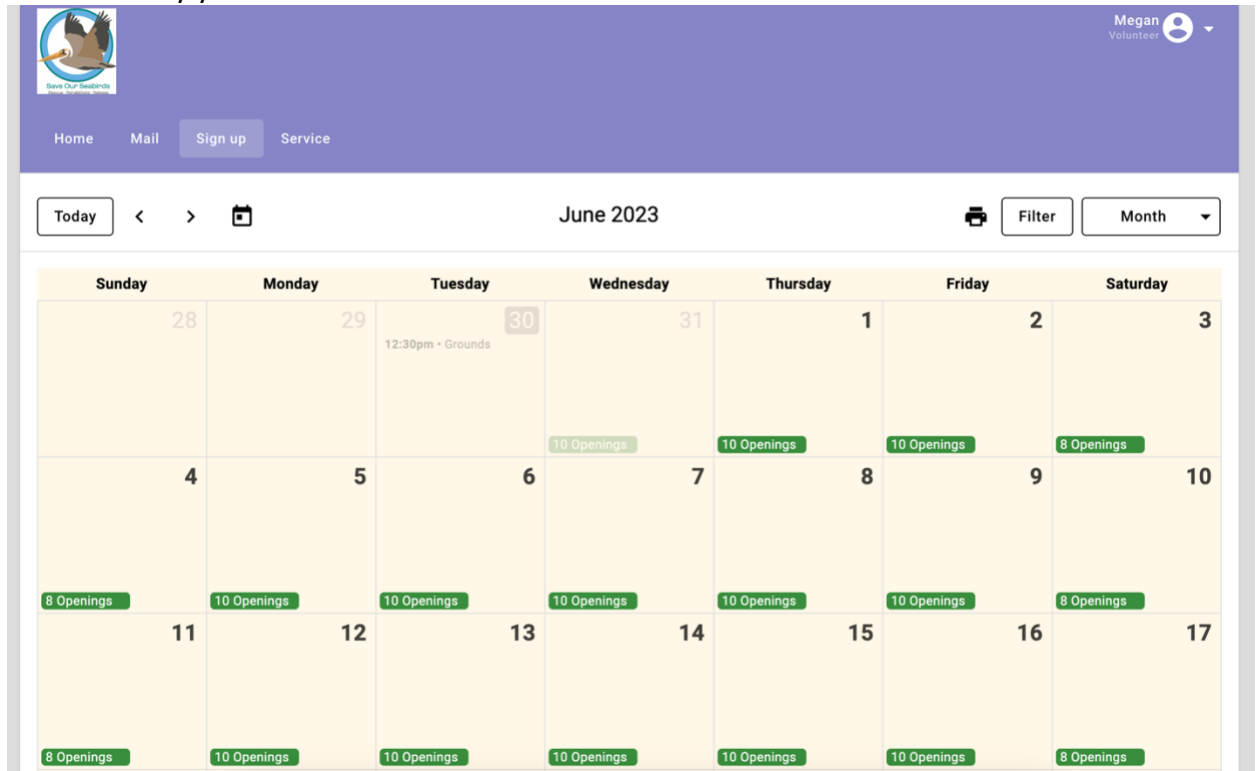
Save

## Signing Up for Volunteer Shifts

10. Click the *Sign-Up* tab



11. Select the day you would like to volunteer.



12. Click *Schedule* next to your desired volunteer assignment, leave a note if necessary, and click *Schedule Me*

The screenshot shows a web application for volunteer scheduling. At the top, there's a navigation bar with 'Home', 'Mail', 'Sign up', and 'Service'. A user profile 'Megan Volunteer' is in the top right. Below the navigation bar, there's a calendar view for 'Today'. A modal dialog is open in the center with the title 'Are you sure you want to schedule here?'. The modal contains the following information: 'Wednesday, May 31, 2023', '8:30am - 12:30pm', 'Grounds • Save Our Seabirds\Volunteer Services', 'AM shift', and '1 more needed'. There is a 'Note' input field with the placeholder text 'Visible to you and managers'. At the bottom of the modal are two buttons: 'Cancel' and 'Schedule Me'. In the background, there's a table of volunteer openings. The first row shows '8:00am - 12:00pm' for 'Rescue/Training' with '1 more needed' and an 'AM Available' note. The second row shows '8:30am - 12:30pm' for 'Grounds' with '1 more needed' and an 'AM shift' note. The third row shows '8:30am - 12:30pm' for 'Dispatch/Reception' with '1 more needed' and an 'AM Shift' note. The fourth row shows '10:00am - 1:00pm' for 'Docent' with '1 more needed' and an 'AM Shift' note. Each row has a green 'Schedule' button. A blue arrow points to the 'Schedule' button for the 'Grounds' shift, and another blue arrow points to the 'Schedule Me' button in the modal.

Home Mail Sign up Service

Today < > 📅

Filter Day ▾

**Are you sure you want to schedule here?**

📅 Wednesday, May 31, 2023  
🕒 8:30am - 12:30pm  
📍 Grounds • Save Our Seabirds\Volunteer Services  
📅 AM shift  
👤 1 more needed

Note

Visible to you and managers

Cancel Schedule Me

**Your Schedule**

No scheduled events

**Openings**

🕒 8:00am - 12:00pm	📍 Rescue/Training • Save Our Seabirds\Volunteer Services	👤 1 more needed	📅 AM Available	Schedule
🕒 8:30am - 12:30pm	📍 Grounds • Save Our Seabirds\Volunteer Services	👤 1 more needed	📅 AM shift	Schedule
🕒 8:30am - 12:30pm	📍 Dispatch/Reception • Save Our Seabirds\Volunteer Services	👤 1 more needed	📅 AM Shift	Schedule
🕒 10:00am - 1:00pm	📍 Docent • Save Our Seabirds\Volunteer Services	👤 1 more needed	📅 AM Shift	Schedule

13. To cancel a shift, please email our volunteer coordinator Sarah Rubin at [SarahR@SaveOurSeabirds.Org](mailto:SarahR@SaveOurSeabirds.Org)