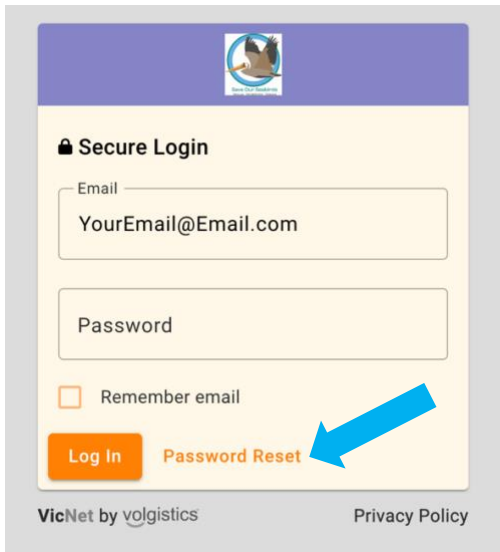# Have you filled out a Volunteer Application on our new Volgistics platform?
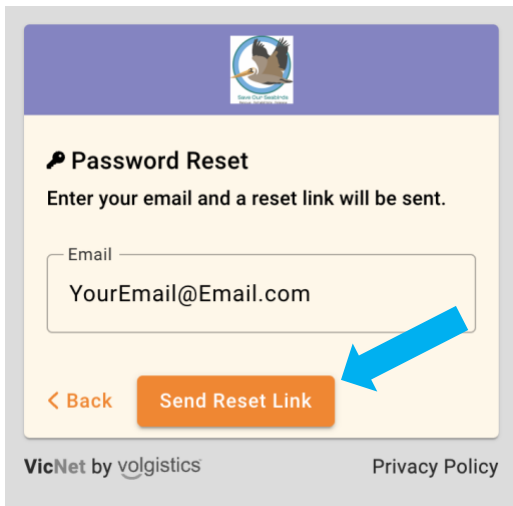
Even if you have been volunteering at Save Our Seabirds for some time now, filling out an application allows us to update our records and is the first step in setting up your profile on our new system.
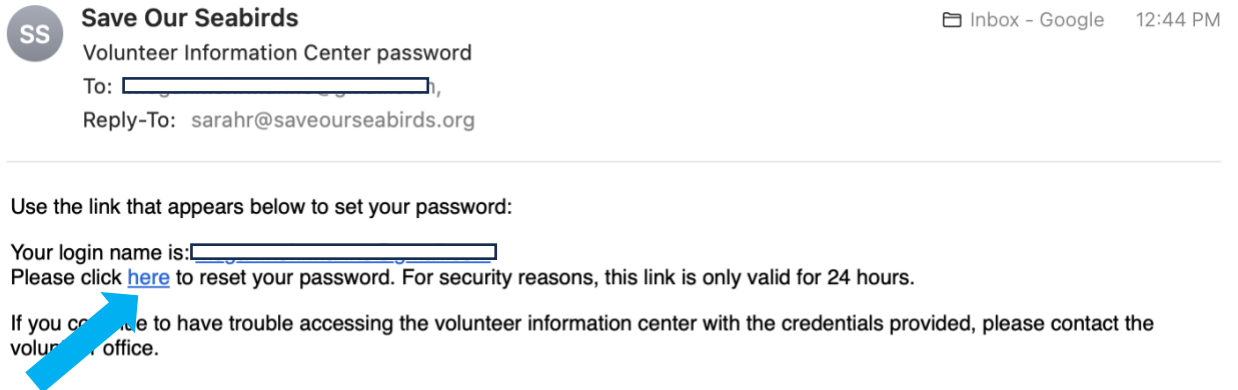
Setting Up Your Volunteer Account

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.
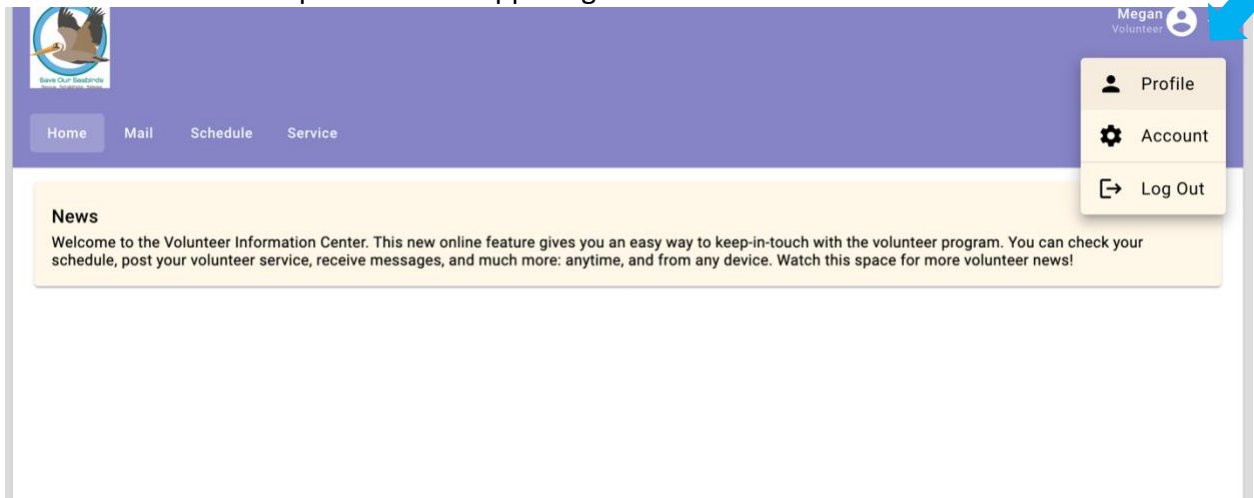

SS **Save Our Seabirds**
Volunteer Information Center password
To: [   ]
Reply-To: sarahr@saveourseabirds.org

Inbox – Google   12:44 PM

Use the link that appears below to set your password:

Your login name is: [   ]
Please click here to reset your password. For security reasons, this link is only valid for 24 hours.

If you co...ue to have trouble accessing the volunteer information center with the credentials provided, please contact the volu... office.

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

🔑 **Password Reset**
Welcome, Megan Mohrmann.
Please enter your new password

New Password*

••••••• 👁
8

Confirm New Password*

••••••• 👁
8

Requirements
✓ 8 to 30 characters long
✓ Mixture of letters and numbers
✓ Lowercase and uppercase letters

Change

VicNet by volgistics   Privacy Policy

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
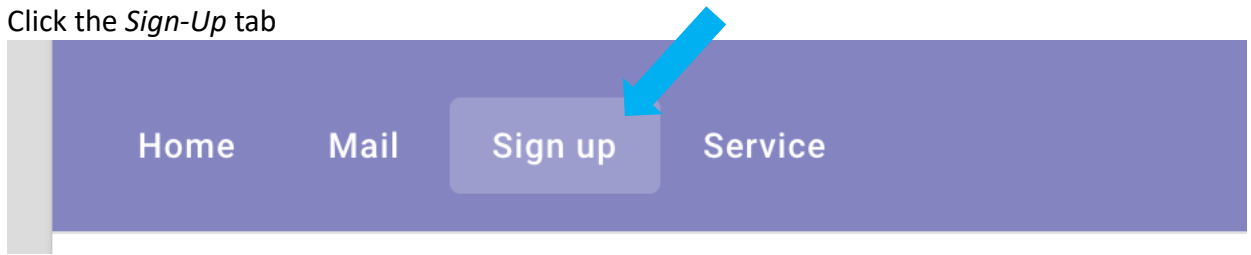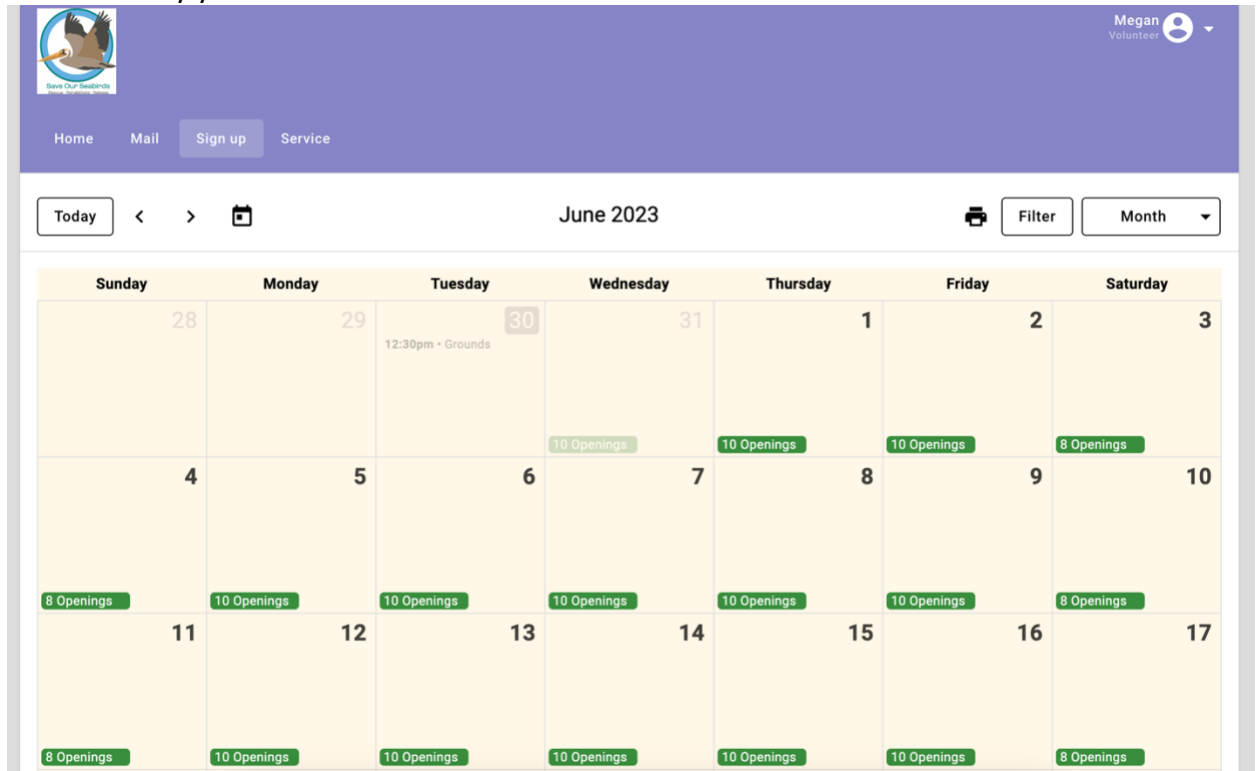   double check your information and save any changes.

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*

13. To cancel a shift, please email our volunteer coordinator Sarah Rubin at
SarahR@SaveOurSeabirds.Org