

# VOLGISTICS: INSTRUCTIONS FOR VIPs

## TABLE OF CONTENTS

- I. [HOW TO LOG INTO VOLGISTICS](#)
- II. [HOW TO SIGN UP FOR SHIFTS](#)
- III. [HOW TO SUBMIT YOUR HOURS](#)

## I. HOW TO LOG INTO VOLGISTICS

### Step 1

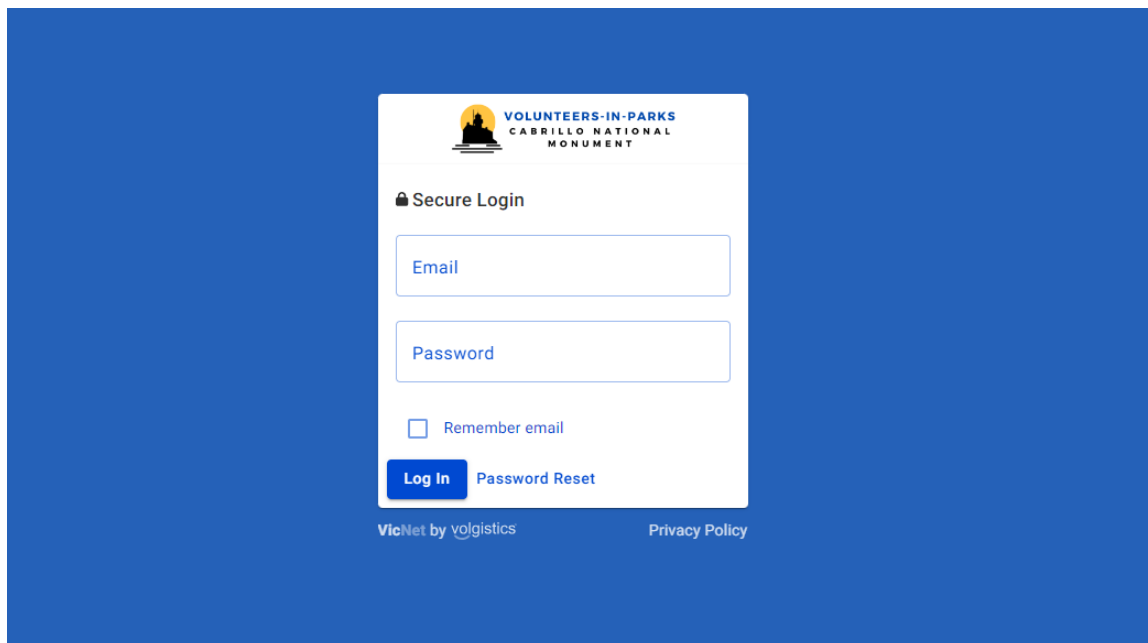
Open the Volgistics log-in site for volunteers. Typing “volgistics.com” will not work; it is for administrators only.

We recommend that you bookmark the link below for your convenience.

**Log-in link:** <https://www.volgistics.com/vicnet/>

### Optional

Volgistics also has a mobile app, VicNet, available on the [Google Play Store](#) or [Apple App Store](#). If you are interested, this app can save your login details, submit hours, and more.



The screenshot shows the 'Secure Login' page for 'VOLUNTEERS-IN-PARKS CABRILLO NATIONAL MONUMENT'. The login form contains the following elements:

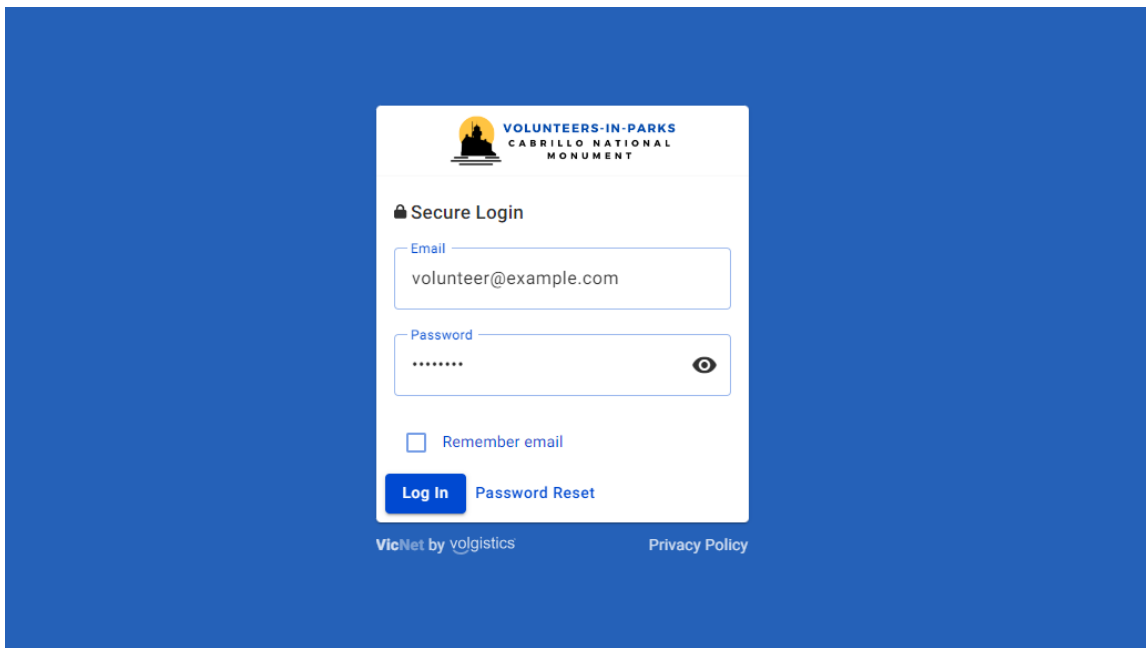
- Logo: VOLUNTEERS-IN-PARKS CABRILLO NATIONAL MONUMENT
- Title: Secure Login
- Input fields: Email, Password
- Checkbox: ☐ Remember email
- Buttons: Log In, Password Reset
- Footer: VicNet by volgistics, Privacy Policy

## Step 2

Log in! Your username will be your email address. Please use the email address you wrote in your VSA (Volunteer Service Agreement).

You will create your password by clicking on the activation link after New VIP Orientation.

If you have trouble accessing your account, please contact [cabr\\_volunteers@nps.gov](mailto:cabr_volunteers@nps.gov).

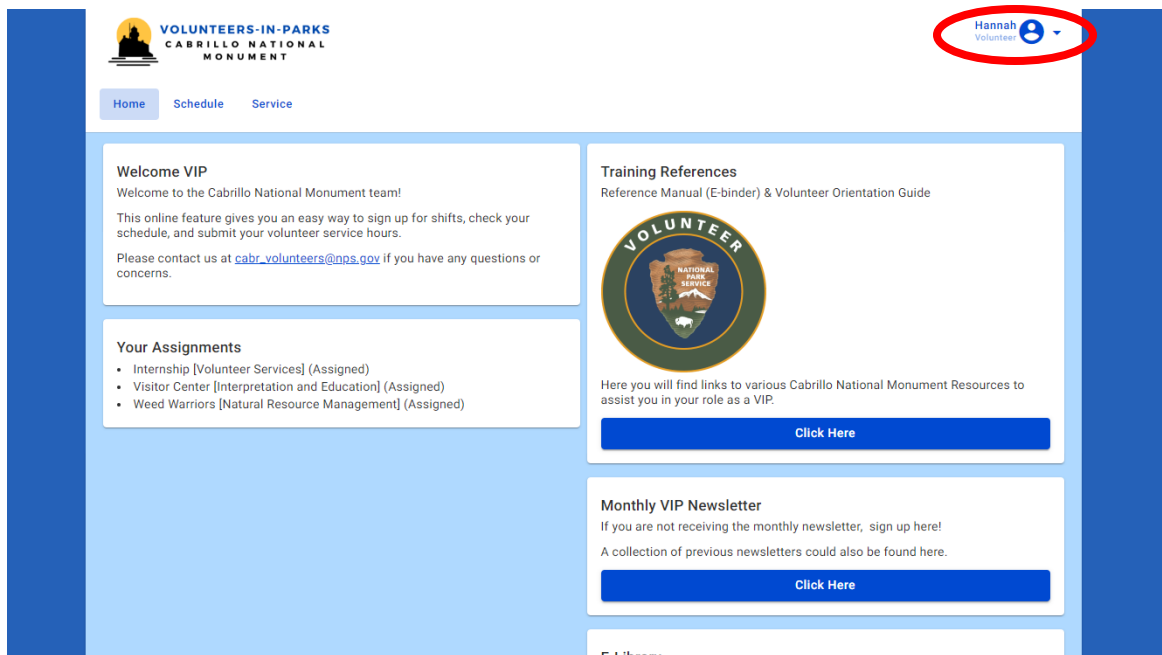


The screenshot shows a login interface for 'VOLUNTEERS-IN-PARKS CABRILLO NATIONAL MONUMENT'. The page has a blue background. At the top, there is a logo with a silhouette of a person and the text 'VOLUNTEERS-IN-PARKS CABRILLO NATIONAL MONUMENT'. Below the logo, the text 'Secure Login' is displayed. There are two input fields: 'Email' with the value 'volunteer@example.com' and 'Password' with masked characters '\*\*\*\*\*'. To the right of the password field is an eye icon. Below the password field is a checkbox labeled 'Remember email'. At the bottom of the form are two buttons: 'Log In' and 'Password Reset'. At the very bottom of the page, there is a footer with 'VieNet by volgistics' and 'Privacy Policy'.

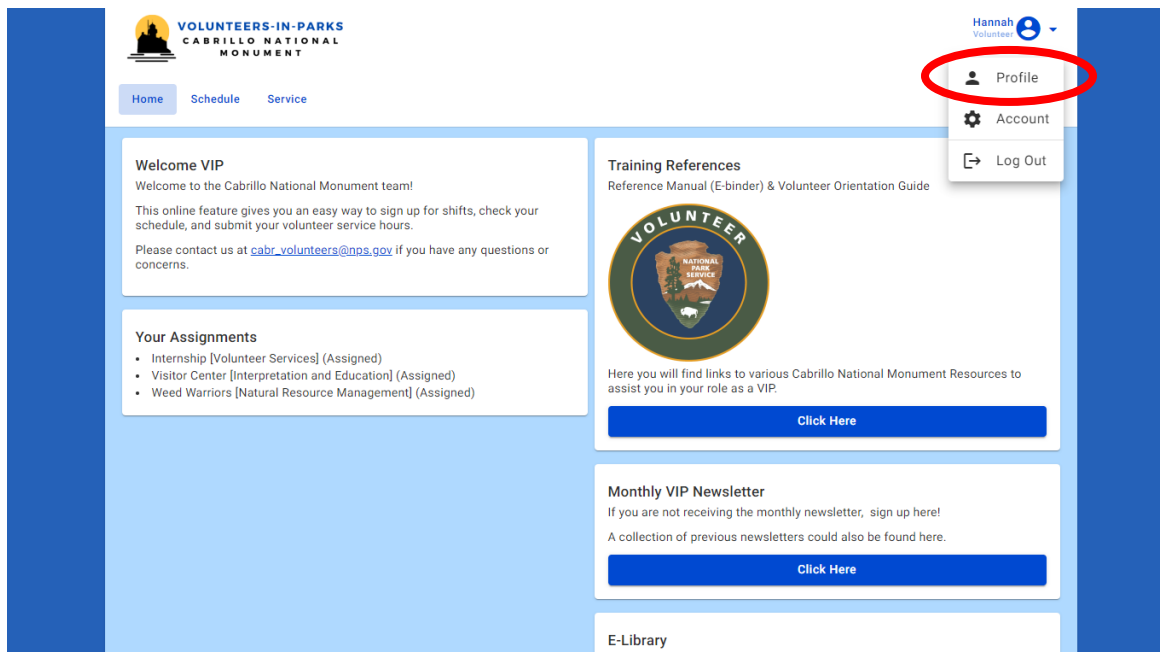
## Step 3

**If this is your first time logging in**, please check your emergency contact information is correct.

Click on the icon labelled with your name on the top right of your screen.

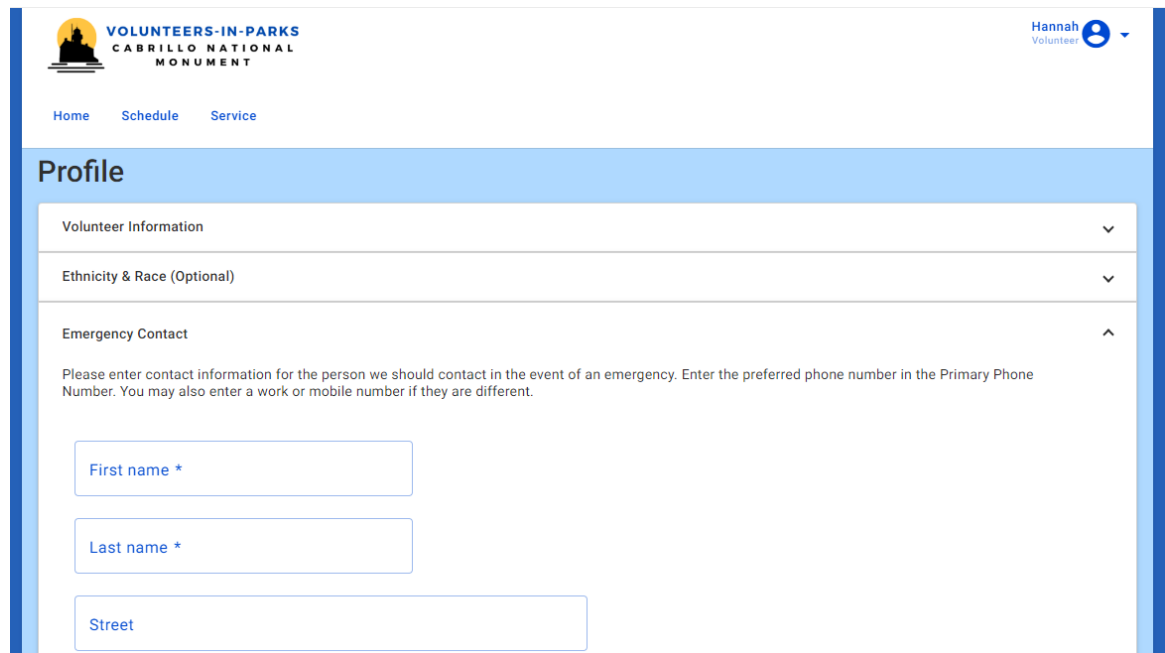


A drop-down menu will appear below the icon. Click on “Profile.”



Please check the name and phone number of your emergency contact here. If you would like to change it, please input the new contact details then click on “Save” at the bottom of the screen.

**Note:** All required fields must be filled before saving, including “Shirt Size” in the “Volunteer Information” section. This information allows us to complete Annual VIP Reporting and plan for future recognition events. Thank you!



The screenshot shows the 'Profile' page of the 'VOLUNTEERS-IN-PARKS CABRILLO NATIONAL MONUMENT' website. The user 'Hannah' is logged in. The 'Emergency Contact' section is expanded, showing instructions to enter contact information for an emergency. Below the instructions are three input fields: 'First name \*', 'Last name \*', and 'Street'.

**VOLUNTEERS-IN-PARKS**  
CABRILLO NATIONAL MONUMENT

Home Schedule Service

## Profile

Volunteer Information

Ethnicity & Race (Optional)

Emergency Contact

Please enter contact information for the person we should contact in the event of an emergency. Enter the preferred phone number in the Primary Phone Number. You may also enter a work or mobile number if they are different.

First name \*

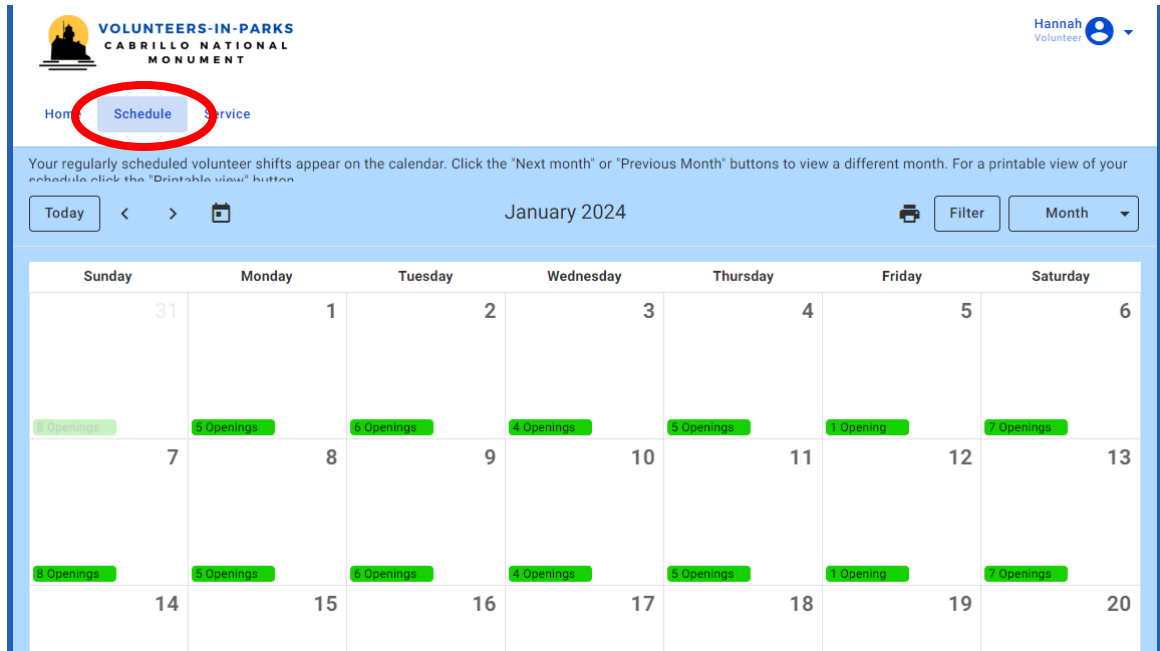
Last name \*

Street

## II. HOW TO SIGN UP FOR SHIFTS

### Step 1

Once you have logged in, please click the “Schedule” tab on the top left of the screen, under Cabrillo National Monument’s VIP logo.



## Step 2

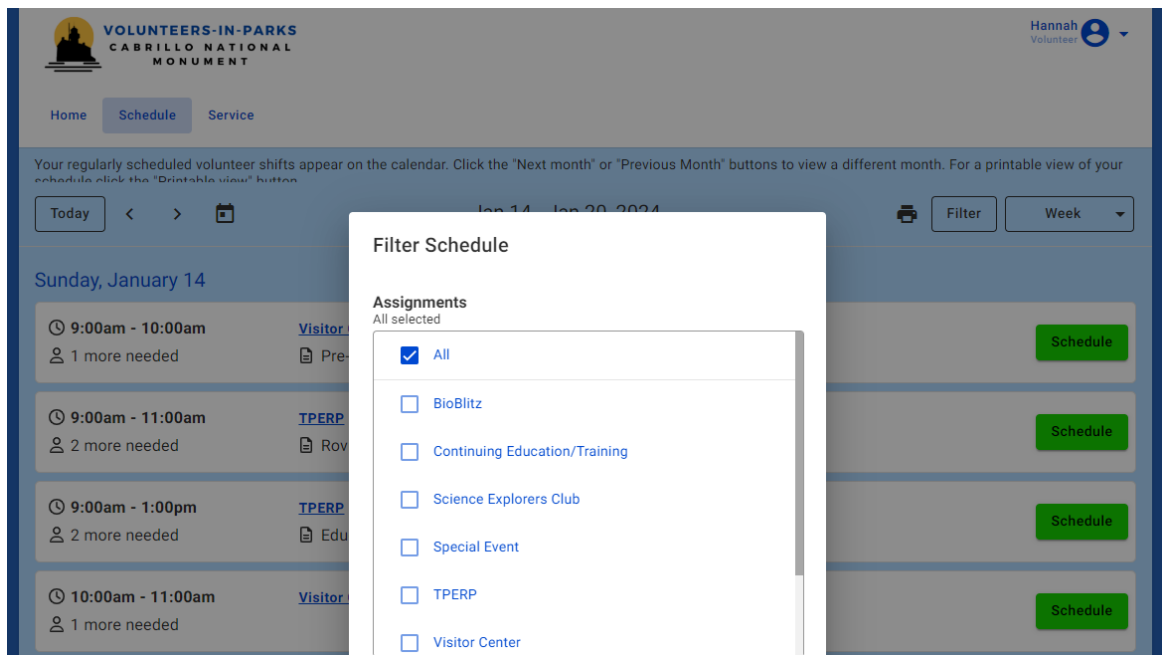
View available shifts! You can do this by date or by assignment.

- If you choose DATE, find your preferred date, click on “Openings”, and choose any available shifts. On the top right of the calendar, click on the “Month” button to see shifts available monthly, weekly, or daily (and your already scheduled shifts).

**Note:** We recommend sorting by “Week” instead of month, so it is easier to see where VIPs are needed! This view also lets you see who is signed up already.

- If you choose ASSIGNMENT, click on the “Filter” button on the top right of the calendar. Use the drop-down menu to choose which volunteer role(s) you’d like to serve in, then click “Apply”. You can now focus on those available shifts.

**Note:** Some assignments, like “Special Event”, are open to all VIPs.



### Step 3

Find a shift you are available and click the “Schedule” button. You’re signed up!

- If Volgistics is not allowing you to cancel or change a shift, please let us know **as soon as possible** with an email to [cabr\\_volunteers@nps.gov](mailto:cabr_volunteers@nps.gov).
- Shifts can be set as **re-occurring**, so you are automatically signed up for the same shift every week. VIP scheduling will become even easier. We’ll set it up for you, just email [cabr\\_volunteers@nps.gov](mailto:cabr_volunteers@nps.gov) with the day, shift(s), and role!

**Example:** Every Thursday, 12 pm – 4 pm, Visitor Center.

- If you can only make part of a multiple-hour shift OR if you need to move a multiple-hour shift, please contact your VIP role supervisor or any coordinator at [cabr\\_volunteers@nps.gov](mailto:cabr_volunteers@nps.gov).

This is not a guarantee, but we will gladly offer this adjustment if the schedule and nature of the role permits.

**Example:** Volgistics offers TPERP shifts from 12:00-2:00 pm and 2:00 pm-4:00 pm. You would like to sign up for 1:00 pm-3:00 pm instead.

**VOLUNTEERS-IN-PARKS**  
CABRILLO NATIONAL MONUMENT

Home **Schedule** Service

Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.

Today < > Sunday, December 17, 2023

**Your Schedule**

No scheduled events

**Openings**

|                   |                                |                 |
|-------------------|--------------------------------|-----------------|
| 🕒 1:00pm - 2:00pm | <a href="#">Visitor Center</a> | <b>Schedule</b> |
| 👤 1 more needed   |                                |                 |
| 🕒 1:00pm - 2:00pm | <a href="#">Roving</a>         | <b>Schedule</b> |
| 👤 2 more needed   |                                |                 |
| 🕒 1:00pm - 3:00pm | <a href="#">TPERP</a>          | <b>Schedule</b> |
| 👤 1 more needed   | 📍 Roving                       |                 |

### III. HOW TO SUBMIT YOUR HOURS

#### Step 1

Once you have logged in, please click the "Service" tab.

**VOLUNTEERS-IN-PARKS**  
CABRILLO NATIONAL MONUMENT

Home Schedule **Service**

**Post Service**

Date of Service \*  
12/17/2023

Hours

Assignment \*

Miles Driven (distance)

**Post**

**Totals**

## Step 2

**Please submit your hours per assignment after every shift.** Enter the date, service hours, and assignment. Click on “Post” and confirm by clicking “Yes.” You are now done!

- Please remember to log “Continued Education/Training” hours when you attend New VIP Orientation, training shifts, or continued education events.
- While wearing your uniform at the park, you are an ambassador of the National Park Service and its mission.

As such, please log your time before and between shifts (arrival, check-in, walking to/from shifts, etc.) under the next volunteer assignment. Break times will NOT count as volunteer hours.

**Example:** If you volunteer for Visitor Center, Weed Warriors, and Park Rover on the same day, you will submit three different entries.

If this is your schedule...

9:30 am – 10:00 am: Arrival, check-in ★

10:00 am – 11:00 am: Visitor Center ★

11:00 am – 12:00 pm: Lunch Break

12:00 pm – 1:00 pm: Roving ●

1:00 pm – 3:00 pm: Science Explorer’s Club ◆

...this is what your Volgistics hours should look like:

Visitor Center: 1.5 hours ★

Roving: 1 hours ●

Science Explorer’s Club: 2 hours ◆

**Note:** Intern or Apprentice positions may have special instructions on how to log hours. Please ask your supervisor for details.



**VOLUNTEERS-IN-PARKS**  
CABRILLO NATIONAL MONUMENT

Home Schedule **Service**

### Post Service

Date of Service \*  
12/17/2023

Hours  
3 hr 30 min

Assignment \*  
Visitor Center

Miles Driven (distance)

**Post**

### Totals

Start Date: Sep 16, 2022

### Step 3

Please check that your hours were recorded properly. Click on the white tab at the bottom of the page, under “Service by Year”. If needed, you can also print or download your VIP service history on this page!

If you have trouble logging hours, please contact [cabr\\_volunteers@nps.gov](mailto:cabr_volunteers@nps.gov).

Hours

Assignment \*

Miles Driven (distance)

**Post**

### Totals

Start Date: Sep 16, 2022  
YTD Hours (starting Oct '23): 6:00  
Total Hours: 6:00

### Service by Year

Print Export Expand All

**2023** 6:00 hours served

| Date ↓      | Assignment  | Hours | From | To | Miles Driven (distance) |
|-------------|---|-------|------|----|-------------------------|
| December 14 | Weed Warriors<br>[Cabrillo National Monument\Natural Resource Management] | 3:00  |      |    | 0                       |