Volunteer Self Scheduling software cheat sheet

To make scheduling easier for you we have a new portal on our web site which you can use to view and update your schedule.

      a. The link can be found our Web Site www.skipfood.org.
      b. Click 'Volunteer' on our home page and a drop down menu will appear.
      c. Select Check/Update My Schedule
          i. This will direct you to the Volgistics sign in page.

Helpful Hint: You can book mark this sign on page in your browser for ease of use.

Volgistics Volunteer Management system instructions:

On the log in page enter your login name (email address) and password. If this is the first time signing onto the system a temporary password has been given to you. The system will force you to change it.

The Volunteer Information Center will be displayed after successfully logging in.

1. The main page has a section for NEWs.   From time to time there may be announcements made here.
2. **To view and update your profile:**
   a. Click on My Profile tab.
   b. Please update phone number if it has changed. Add a T-shirt size for future use.
   c. Street address, assignment preference, emergency contact info and photo are optional.
   d. Make sure you hit the SAVE button when finished
3. **To change Password:**
   a. Click on Account tab and follow instructions.
   b. Remember to hit the SAVE button when finished.
4. **To update Message preferences:**
   a. Click on Account tab and follow instructions.
   b. **PLEASE DO NOT set SKIP general information emails and Schedule reminder emails to NONE.**
      i. A monthly reminder will be sent to remind you to review the upcoming month's schedule and make any changes necessary.
      ii. A reminder will be sent to those scheduled to work the upcoming day.
   c. If you do not wish to receive On Call requests you can set that option to NONE.
      i. These messages will be sent when we still need volunteers to fill positions.   There is no need to respond to them. Simply log on to the system and assign yourself to the open positions if they haven't already been filled.
   d. Remember to hit the SAVE button when finished.

5. **To Review your schedule and self-schedule:**
    a. Use the PREV MONTH and NEXT MONTH to change calendar view.
    b. Your scheduled shifts will appear on the days you work.
    c. If we have open shifts on a particular day there will be an orange 'Help Wanted' box on the day.

    d. *To delete yourself from a day:*
        i. Click on the date you can't work. This will provide you with a 'day' view instead of a 'monthly' view.
        ii. Hit the REMOVE ME button from the shift you want to remove. Follow the remaining instructions.
        iii. **The system will not let you remove yourself from a shift if the shift is less than 24 hours away.   You must send an email to skipsched@gmail.com if you want to be removed from a shift less than 24 hours out.**

    e. *To add yourself to a shift for a particular day:*
    f. Click on the Help Wanted sign on the day you can work. This will provide you with a 'day' view instead of a 'monthly' view.
    g. Hit the SCHEDULE ME button from the shift you want to work. Follow the remaining instructions.