

A stylized, layered landscape illustration. The foreground features rolling green hills in various shades of green, with a dark brown path winding through them. On the left, there are several trees and plants: a large green tree, a purple flower, and some orange foliage. A small red bird is flying in the sky above the trees. The background consists of light blue and white wavy bands representing the sky.

Citizen Forester

Volunteer Sign-up and Logging of Hours

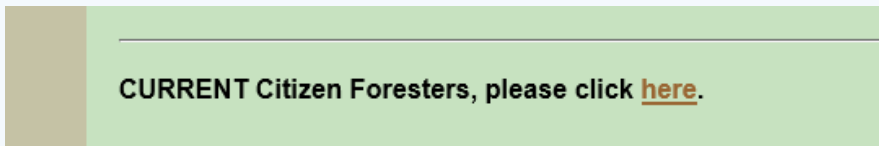
CITIZEN FORESTER



URBAN FORESTRY COUNCIL

Volgistics.com (online volunteer management software)

- To access the site you will go to the CF webpage
<http://www.ctufc.org/citizenforester.htm>
- Scroll to the bottom of the HOME PAGE



- Click "HERE"
- You will be taken to Volgistics Volunteer Login Screen
- This will be where you log in, save this link in your Favorites
(volunteers cannot log in at volgistics.com)

Volunteer Login Screen



Login

Enter your email address and your volunteer information center password.

Login name:

Password:

[Forget your password?](#) [Help](#)
[Need a password?](#)

Go

Click on “Need a Password”

Close this window | [Privacy policy](#)


- *Volgistics will ask you for your email address and send you a temporary password.*
- *All Citizen Foresters have profiles in Volgistics already. 1 email address is loaded per CF.*
- *If you enter a different email then Volgistics will not recognize you and you will need to try your other email addresses or email Wanda Stutsman
kosman3@Verizon.net*

Before you start here are some things to know!

- Assignments are volunteer and CEU opportunities.
- You sign-up for assignments
- You post hours to assignments
- Assignments are created by Regional Leaders, Karen Rice, David Coke, Lauren Barker or Education Coordinator Nona Batiste

How to navigate the site!

- Step 1: Your Home Page
- From here you can navigate very easily



Volunteer Information Center

Volunteer information for **Adele Claeson**

[Home](#) [Mail](#) [My Profile](#) [My Service History](#) [Time Sheet](#) [Account](#)

[Post your hours](#)

[Check messages](#)

[Sign-up](#)

[Text message opt-in](#)

Statistics
Overall

Volunteers:	26
Cumulative hours of service:	64
	(as of yesterday)

[Exit](#)

News
Welcome to the Volunteer Information Center. This new online feature gives you an easy way to keep-in-touch with the volunteer program. You can check your schedule, post your volunteer service, receive messages, and much more: anytime, and from any device.

Watch this space for more volunteer news!

Click on each Tab!

Mail: A Regional Coordinator may email you in the future or you may email them regarding an assignment.

My Profile: Update your profile and make sure information is correct.

Time Card: Log of hours you have posted

How to Sign-up!

- *Step 2: Your Calendar View*
- *Regional Coordinators and Educators can post assignments and you can click on each to see what the opportunity is.*

Instructions

Your scheduled volunteer shifts appear below. Click or tap the "Next month" or "Prev Month" buttons to view a different month.



Sign-Up!

We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.

Show openings in

All my assignments

Prev month

Next month

August 2016

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
21	22	23	24	25	26	27
28	29	30	31			

Prev month

Next month

Printable view

Exit

How to Sign-up!

- Step 3: Click on Assignment
- This assignment does not have time slots, meetings will look like this. Many other assignments with have time slots for you to select date and time.
- Click Schedule ME!

Volunteer information for **Adele Claeson**


[Home](#) [Mail](#) [My Profile](#) [My Service History](#) [Time Sheet](#) [Account](#)

Schedule for
Thursday, August 11, 2016

[Schedule](#)

August 2016 Quarterly Meeting [Description](#)

11:00 a to 1:00 p Open
15 volunteers still needed

 Note: 1 CEU Credit will be given
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

[Schedule me](#)

[Calendar view](#)

[Exit](#)

- *Step 4: This is your calendar view for all of your assignments you have signed up for!*
- *If you want to remove yourself from this assignment then click on the calendar day.*
- *There will be a "Remove Me" box*

Thursday, August 11, 2016

You are scheduled

11:00 a to 1:00 p
 August 2016 Quarterly Meeting [Description](#)
 1 CEU Credit will be given

Can't serve on this date? Click the **Remove me** button to remove yourself from these times

Remove me

Schedule

August 2016 Quarterly Meeting [Description](#)
 11:00 a to 1:00 p Open

14 volunteers still needed
 Note: 1 CEU Credit will be given

Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

Schedule me

Calendar view

Exit

Instructions

Your scheduled volunteer shifts appear below. Click or tap the "Next month" or "Prev Month" buttons to view a different month.

HELP WANTED

Sign-Up!

We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.

Show openings in

All my assignments

Prev month

Next month

August 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 HELP WANTED 11:00 a - 1:00 p August 2016 Quarterly Meeting 1 CEU Credit will be given	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Prev month

Next month

Printable view

Exit

A stylized landscape illustration featuring rolling hills in shades of green and blue. On the left, a tree with a brown trunk and purple and pink foliage stands on a green hill. The background consists of layered, wavy bands of light blue and white, suggesting a sky or distant hills.

Logging your hours

Sign in at:

<http://www.ctufc.org/citizenforester.htm>

CURRENT Citizen Foresters, please click [here](#).

Before you start here are some things to know!

- All of your volunteer hours and CEUs through August 31st have to be compiled and entered under these two assignments. Include mileage in your volunteer hours if you wish.*

Volunteer Services

2016 (up to Sept 1) bulk reporting of all CEUs earned

2016 (up to Sept 1) Bulk Volunteer Hour Reporting

Add new assignment

Before you start, here are some things to know!

- If you do individual volunteer work that is not assigned like park tree assessments, work at home on a project; then you will log those hours monthly at the end of the month*

Volunteer information for Adele Claeson

[Home](#) [Mail](#) [My Profile](#) [My Service History](#) [Time Sheet](#) [Account](#)

Instructions

To post your hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

Time Sheet

What was the **beginning** date of your service? August ▼ 10 ▼ 2016 ▼

What was the **ending** date of your service? August ▼ 10 ▼ 2016 ▼

Which assignment did you serve in?

How many hours did you serve? 0 ▼ hours, 0 ▼ minutes

[Continue](#)

Your recent service entries:

Date	Assignment	Hours
07-15-2016	Grapevine Living Legacy Tree Inventory Project [Volunteer Services]	3:00
06-11-2016	Tree Farm Workday [Grapevine Tree Farm]	3:00
06-11-2016	Tree Farm Workday [Grapevine Tree Farm]	2:00

For your complete service history select the "My Service History" tab.

[Exit](#)

Put the date of your service. Enter the same date for both if a one day event. If multiple days put first and last date.

Here is where you will select the assignment (vol. opportunity) that you served.

Click on the down arrow to reveal the available assignments to report hours to.

Volunteer information for Adele Claeson

[Home](#) [Mail](#) [My Profile](#) [My Service History](#) [Time Sheet](#) [Account](#)

Instructions

To post your hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

Time Sheet

What was the **beginning** date of your service? August 10 2016

What was the **ending** date of your service? August 10 2016

Which assignment did you serve in?

How many hours did you serve? 0 hours, 0 minutes

[Continue](#)

Your recent service entries:

Date	Assignment	Hours
07-15-2016	Grapevine Living Legacy Tree Inventory Project [Volunteer Services]	3:00
06-11-2016	Tree Farm Workday [Grapevine Tree Farm]	3:00
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For your complete service history select the "My Service History" tab.

[Exit](#)

- Here is where you will see all of the hours and dates of your previous assignments that you logged hours against.
- A Regional Leader or Time Keeper (Wanda) are the only people who can delete your posted hours (you can not). So if you make a mistake email your regional leader to fix it.

• Note the duplication!

Your Service History Page

Volunteer information for Adele Claeson

[Home](#)[Mail](#)[My Profile](#)[My Service History](#)[Time Sheet](#)[Account](#)

Instructions

Your volunteer service information appears below. Expand a year to see details.

Totals

Start date: **December 14, 2015**

Year-to-date hours: **8:00**

Service by year

Click on a year to view your records for the year.

Year	Hours
2016	8:00
Life total:	8:00

[Printable view](#)[Exit](#)

Features of the site (that make it a good fit for Citizen Forester Program)

- Allows multiple Coordinators to create assignments*
- Can track volunteer hours for awards*
- Allows for repeating assignments*
- Allows each volunteer to track their progress*

Notes of Interest

- Effectivity of this site: 8/11/2016
- After this date you will signup and report all hours on Volgistics.
- Regional Coordinators will post all new assignments.

Issues we will face

- Tracking CEUs, being able to capture them separate from regular volunteer hours.
- If we setup Groups, i.e. Northeast Tarrant, Denton, Fort Worth, and Arlington will assignments in those areas be available to everyone?
- The Regional Coordinators will have a learning curve. Please be patient.
- Keep track of your time until we truly optimize the software.