

# OREGON GARDEN

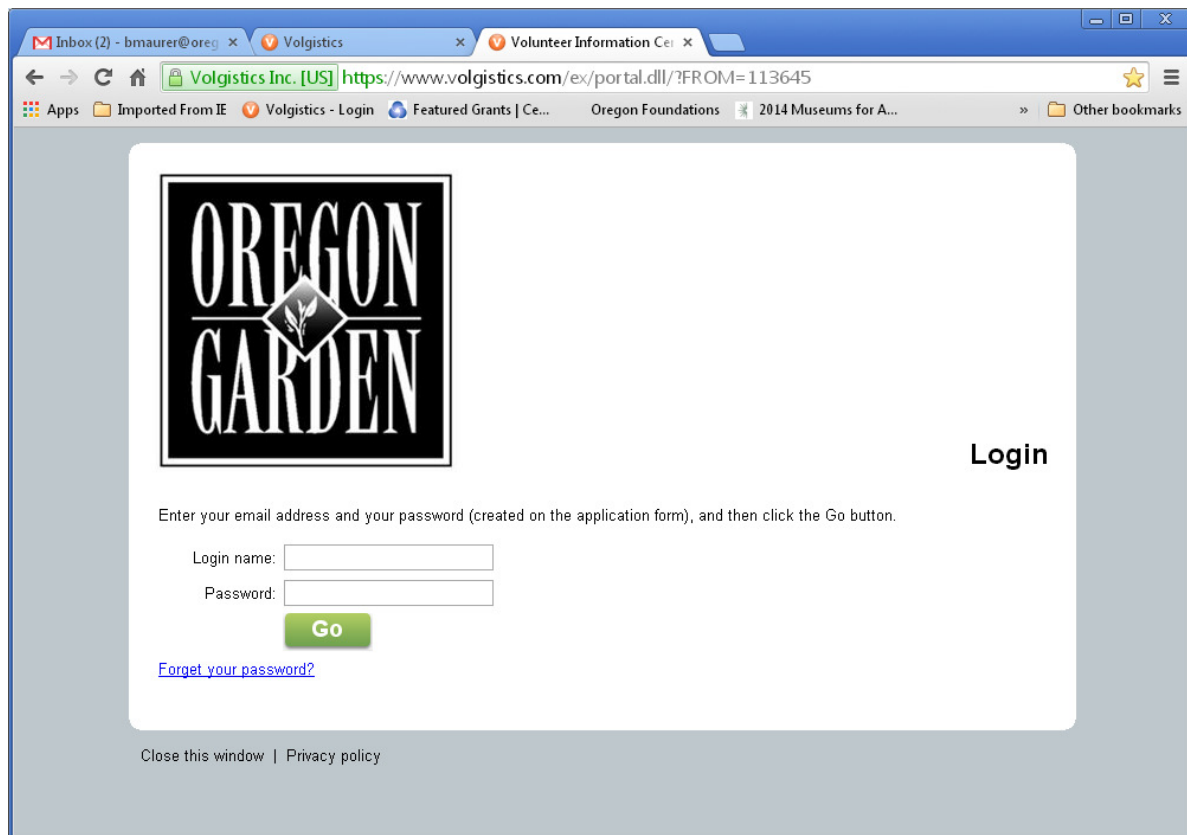
## Online Scheduling Portal

### Instructions

The link to the Portal can be found in the volunteer newsletters, as well as on our website, [www.oregongarden.org](http://www.oregongarden.org)

You can type it into the address bar: <https://www.volgistics.com/ex/portal.dll/?FROM=113645>

We recommend that you bookmark the link for future ease.



# OREGON GARDEN

## Online Scheduling Portal

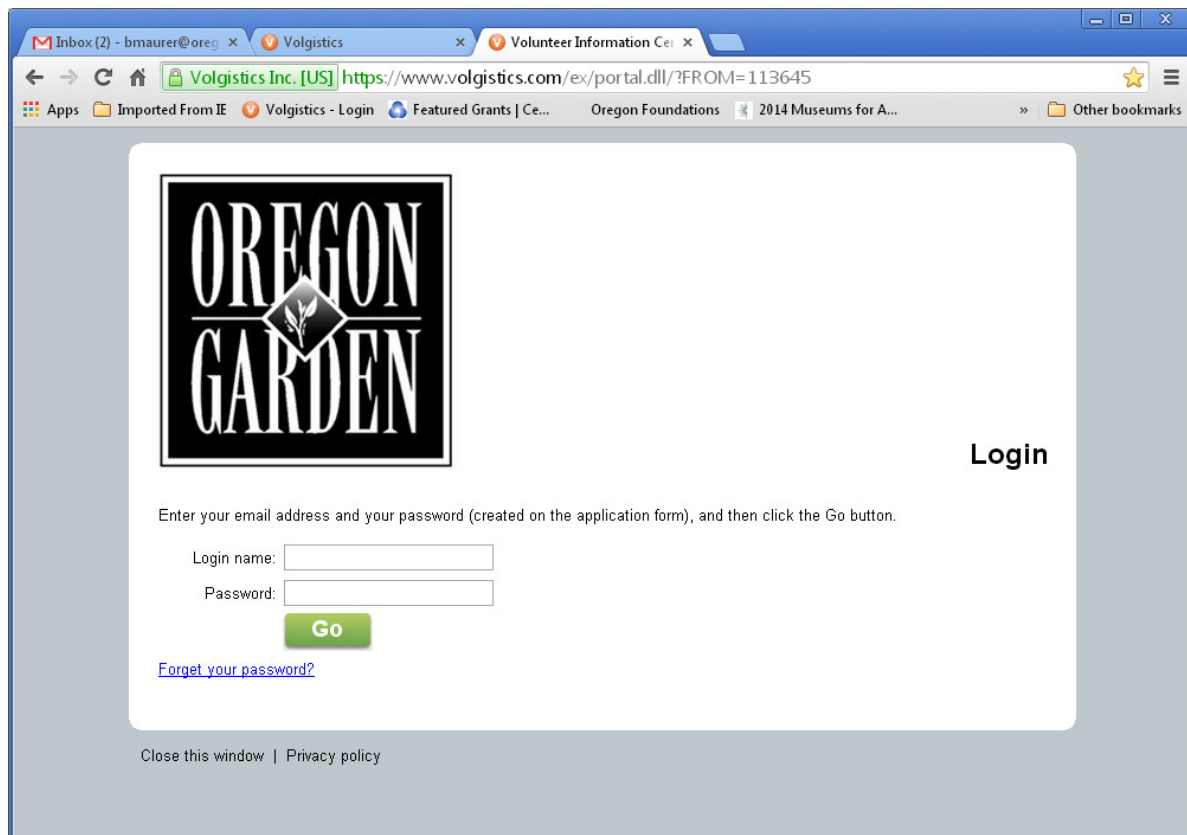
### Instructions

Your login name is the email address associated with your record.

Your password was created when you filled out the form to create your record.

If you have trouble logging in, please contact Beth.

503-874-2533 or [volunteer@oregongarden.org](mailto:volunteer@oregongarden.org)



The screenshot shows a web browser window with the following details:

- Browser tabs: "Inbox (2) - bmaurer@oreg...", "Volgistics", "Volunteer Information Ce..."
- Address bar: "Volgistics Inc. [US] https://www.volgistics.com/ex/portal.dll/?FROM=113645"
- Bookmarks: "Apps", "Imported From IE", "Volgistics - Login", "Featured Grants | Ce...", "Oregon Foundations", "2014 Museums for A...", "Other bookmarks"
- Page content: Oregon Garden logo, "Login" heading, instructions to enter email and password, input fields for "Login name:" and "Password:", a green "Go" button, and a blue link for "Forget your password?".
- Footer: "Close this window | Privacy policy"

# OREGON GARDEN

## Online Scheduling Portal

### Instructions

Once you log into the Portal, you will see this screen.

The two tabs of primary interest are the My Profile tab and the My Schedule tab.

**GARDEN**

**Volunteer Information Center**

**Volunteer information for Elizabeth Maurer**

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

**Check your schedule**

**Check messages**

**Sign-up**

**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 Internet connected computer.

Watch this space for more volunteer news!

**Your Assignments**

- Administration Office (Assigned)
- Hort - Special Projects (Assigned)
- Hort Crew (Assigned)
- Planting Annuals - Spring Only (Assigned)

**Exit**

# OREGON GARDEN

## Online Scheduling Portal

### Instructions

**MY PROFILE**—This tab is where you will update personal contact information, schedule and assignment preferences.

Availability & Assignment Preferences: It is recommended to choose as many options as you may be interested in. Checking the boxes does NOT mean you are signing up for that day or position, but it does make it visible to you on the scheduling calendar.

Save

#### Availability

Please indicate the days and times you are usually available to volunteer.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Afternoon:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Evening:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save

#### Assignment Preference

The following volunteer assignments may currently be available. Use this list to rank your top three assignment choices.

- Assignment Preference:
- Administration Office [Volunteer Administration Office\Volunteer Services]
  - Admissions [Brewfest 2014\Brewfest 2014]
  - Admissions [Oregon Garden Events\Barn Dance & Pig Roast]
  - Admissions [Oregon Garden Events\Movies in the Garden]
  - Admissions [Oregon Garden Events\Sunsets in the Garden]
  - Area Leaders (Staff Only) [Brewfest 2014\Brewfest 2014]
  - Brewer's Dinner - Greeters [Brewfest 2014\Brewfest 2014]
  - Cashier/Clerk [Visitor Services\Visitor Center]
  - Concessions [Oregon Garden Events\Movies in the Garden]
  - Draft Assistant [Brewfest 2014\Brewfest 2014]
  - Event Set-Up [Brewfest 2014\Brewfest 2014]
  - Fireworks Perimeter Monitor [Oregon Garden Events\July 3rd Fireworks]

# OREGON GARDEN

## Online Scheduling Portal

### Instructions

**MY SCHEDULE**—This tab is where you will schedule your volunteer shifts. You will also use this tab to remove yourself from a shift if needed.


Prev Month/Next Month—use these buttons to navigate to the month you want

Help Wanted—this icon indicates that there are open volunteer positions available on that day. Click the Help Wanted icon to see the available positions.

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#### Instructions

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.




### 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

Schedule yourself for volunteer duty

<a href="#">Prev month</a>	<a href="#">Next month</a>	June 2014				
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 

# OREGON GARDEN

## Online Scheduling Portal

### Instructions

#### MY SCHEDULE

When you choose a day and click the Help Wanted icon, you will see a list of open positions like this.

The opening will indicate the position name, the shift time and how many volunteer positions are still available for that shift.

Click the green Schedule Me button when you find the shift/position you want.

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**Volunteer information for Elizabeth Maurer**

Home Mail My Profile My Schedule My Service History Account

---

Schedule for  
**Friday, June 6, 2014**

[Schedule](#)

---

**Administration Office** [Volunteer Administration Office\Volunteer Services] [Description](#)

**HELP WANTED** 9:30 a to 12:30 p Open  
1 volunteer still needed  
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here [Schedule me](#)

---

**Cashier/Clerk** [Visitor Services\Visitor Center] [Description](#)

**HELP WANTED** 1:00 p to 4:00 p Open  
1 volunteer still needed  
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here [Schedule me](#)

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**GPS Coordinate Mapping** [GPS/GIS Mapping Project\GPS Data Collection Team] [Description](#)

**HELP WANTED** You choose the times  
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here [Schedule me](#)

---

**Greeter - Bosque** [Visitor Services\Garden Greeter] [Description](#)

**HELP WANTED** 10:00 a to 2:00 p Open  
1 volunteer still needed  
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here [Schedule me](#)

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## Online Scheduling Portal

### Instructions

#### MY SCHEDULE

Certain positions allow you to schedule your own time—these need to be pre-arranged with Beth (i.e., GPS Mapping Project, Hort Special Projects).

If the shift time you generally work is not listed (for example, you work a slightly different shift for your position), please email Beth. A new entry will be created to reflect your volunteer shift so you can sign up.

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**Volunteer information for Elizabeth Maurer**

Home Mail My Profile My Schedule My Service History Account

Schedule for  
**Friday, June 6, 2014**

[Schedule](#)

---

**Administration Office** [Volunteer Administration Office\Volunteer Services] [Description](#)

**HELP WANTED** 9:30 a to 12:30 p Open  
1 volunteer still needed  
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here [Schedule me](#)

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**Cashier/Clerk** [Visitor Services\Visitor Center] [Description](#)

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**GPS Coordinate Mapping** [GPS/GIS Mapping Project\GPS Data Collection Team] [Description](#)

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## Online Scheduling Portal

### Instructions

#### MY SCHEDULE

Once you find your shift, and click the green Schedule Me button, you will come to this confirmation page. Please verify the date, position, and shift time.

If correct, click the green YES button. You are now scheduled for that shift.

If incorrect, click the green NO button. You will be taken back to the calendar.

---

[Home](#) [Mail](#) [My Profile](#) **[My Schedule](#)** [My Service History](#) [Account](#)

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#### Sign-Up!

Schedule yourself for volunteer duty

##### You are signing-up to serve:

Date: **Friday, June 6, 2014**

Assignment: **Greeter - Visitor Center Plaza**

From: **10:00 a**

To: **2:00 p**

##### Is this correct?

#### Assignment Information

Assignment: Greeter - Visitor Center Plaza

Location: Visitor Services  
Garden Greeter

Email: [volunteer@oregongarden.org](mailto:volunteer@oregongarden.org)

Contact: Beth Maurer  
[bmauren@oregongarden.org](mailto:bmauren@oregongarden.org)

Kevin Reeder  
[kreeder@oregongarden.org](mailto:kreeder@oregongarden.org)

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## Online Scheduling Portal

### Instructions

#### Notes:

If at any time you click EXIT, you will leave the Portal and will need to sign in again if you weren't finished.

Your password can be changed on the My Account page.

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#### Volunteer information for Elizabeth Maurer

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

##### Change your password

You can change the password you use to access your volunteer information. Enter your current password, enter your new password twice, and then click the Save button.

Your new password must:

- Be between 6 and 30 characters long
- Contain both letters and numbers.

Enter your **current** password here:

Enter your **new** password here:

Enter your **new** password again:

**Save**

Powered by  **volgistics**

**Exit**