The link to the Portal can be found in the volunteer newsletters, as well as on our website, 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.
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
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.

---

**Volunteer Information Center**

**Volunteer Information for Elizabeth Maurer**

<table>
<thead>
<tr>
<th>Home</th>
<th>Mail</th>
<th>My Profile</th>
<th>My Schedule</th>
<th>My Service History</th>
<th>Account</th>
</tr>
</thead>
</table>

**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
**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.

### Availability

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

<table>
<thead>
<tr>
<th></th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Afternoon</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>Evening</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Assignment Preference

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

- Administration Office [Volunteer Administration Office/Volunteer Services]
- Admissions [Brewwfest 2014/Bratwurst 2014]
- Admissions [Oregon Garden Events/San Francisco & Pig Roast]
- Admissions [Oregon Garden Events/Movies in the Garden]
- Admissions [Oregon Garden Events/Sunsets in the Garden]
- Area Leaders (Staff Only) [Brewwfest 2014/Bratwurst 2014]
- Brewer’s Dinner - Greeters [Brewwfest 2014/Bratwurst 2014]
- Cashier/Clerk [Visitor Services/Visitor Center]
- Concessions [Oregon Garden Events/Movies in the Garden]
- Draft Assistant [Brewwfest 2014/Bratwurst 2014]
- Event Set-Up [Brewwfest 2014/Bratwurst 2014]
- Fireworks Perimeter Monitor [Oregon Garden Events/July 3rd Fireworks]
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.

---

**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

---

**June 2014**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Help Wanted" /></td>
<td><img src="image2" alt="Help Wanted" /></td>
<td><img src="image3" alt="Help Wanted" /></td>
<td><img src="image4" alt="Help Wanted" /></td>
<td><img src="image5" alt="Help Wanted" /></td>
<td><img src="image6" alt="Help Wanted" /></td>
<td><img src="image7" alt="Help Wanted" /></td>
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<tr>
<td><img src="image8" alt="Help Wanted" /></td>
<td><img src="image9" alt="Help Wanted" /></td>
<td><img src="image10" alt="Help Wanted" /></td>
<td><img src="image11" alt="Help Wanted" /></td>
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<td><img src="image13" alt="Help Wanted" /></td>
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<tr>
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<td><img src="image17" alt="Help Wanted" /></td>
<td><img src="image18" alt="Help Wanted" /></td>
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<tr>
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<td><img src="image24" alt="Help Wanted" /></td>
<td><img src="image25" alt="Help Wanted" /></td>
<td><img src="image26" alt="Help Wanted" /></td>
<td><img src="image27" alt="Help Wanted" /></td>
<td><img src="image28" alt="Help Wanted" /></td>
</tr>
</tbody>
</table>
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.

---

Volunteer information for Elizabeth Maurer

Schedule for

Friday, June 6, 2014

Schedule

Administration Office [Volunteer Administration Office/Volunteer Services] [Description]

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.

Cashier/Clerk [Visitor Services/Visitor Center] [Description]

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.

GPS Coordinate Mapping [GPS/GIS Mapping Project/GPS Data Collection Team] [Description]

You choose the times

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

Greeter - Bosque [Visitor Services/Garden Greeter] [Description]

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.
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.

Volunteer Information for Elizabeth Maurer

<table>
<thead>
<tr>
<th>Schedule for</th>
<th>Friday, June 6, 2014</th>
</tr>
</thead>
</table>

Schedule

**Administration Office**  [Volunteer Administration Office/Volunteer Services]  [Description]

- 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.

**Cashier/Clerk**  [Visitor Services/Visitor Center]  [Description]

- 10:00 p to 1:00 p Open
- 1 volunteer still needed

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

**GPS Coordinate Mapping**  [GPS/GIS Mapping Project/GPS Data Collection Team]  [Description]

- You choose the times

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

**Greeter - Bosque**  [Visitor Services/Garden Greeter]  [Description]

- 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.
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.

---

**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?**

Yes [ ]  No [ ]

---

**Assignment Information**

**Assignment:** Greeter - Visitor Center Plaza  
**Location:** Visitor Services  
**Garden Greeter**  
**Email:** volunteer@oregonature.org  
**Contact:** Beth Maurer  
**Email:** bmaurer@oregonature.org  
**Kevin Reeder**  
**Email:** kreeder@oregonature.org
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.

<table>
<thead>
<tr>
<th>Volunteer information for Elizabeth Maurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change your password</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Your new password must:</td>
</tr>
<tr>
<td>- Be between 6 and 30 characters long</td>
</tr>
<tr>
<td>- Contain both letters and numbers</td>
</tr>
</tbody>
</table>

Enter your **current** password here: [Input field]

Enter your **new** password here: [Input field]

Enter your **new** password again: [Input field]

[Save button]

---

Powered by [Volgistics]

[Exit button]