

Volgistics (Volunteer Database) – Overview & How-To

(Created: November 9, 2016; Revised: May 14, 2018)

❖ LOGIN

Click this link to access Volgistics (volunteer portal): <https://www.volgistics.com/ex/portal.dll/?from=210964>. (You can also find the login link on the CCMN Program webpage.) You will be directed to the screen below.

Enter your email address and password then click the Go button.

Login name:

Password:

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

Login name: email address

(*This is the email address you have on file with the CCMN Program. Please notify me if your email address changes.)

Password: XXXXXXXX (*If you forgot your password or don't have one, then click on "Forget your password?" or "Need a password?" Follow the instructions for obtaining your password.)

After you login you will be directed to the Home tab within the volunteer portal as shown:

Mail My Profile My Service History Time Sheet Account

Post your hours

Check messages

CCMN Program Information
General volunteer forms and

News
Welcome to the Central Carolinas Master Naturalist (CCMN) program. This page provides you access to your contact information and preferred messages, find program-related documents, etc. and more. If you need access.
The volunteer portal is a work in progress. Features include an Opportunity Directory (list and details of approved volunteers), a Google Calendar for upcoming Advanced Training sessions, and a link to your required annual background check, certification, and other information.

❖ TAB DESCRIPTIONS

- **HOME** (house icon)

News related to the Central Carolinas Master Naturalist (CCMN) program will be posted here. Links, such as "Post your hours" (redirects you to the Time Sheet tab) and "Check messages" (redirects you to the Mail tab), are included on this tab. Other links may be added in the future as the volunteer portal is organized and revised.

In addition to the links noted above, there are several sections of information located on this tab. Links to forms associated with each heading/topic can be found within the section box.

The Home tab will always house the most current version of CCMN program forms! If you're in need of a form, then please look on the Home tab first.

- **Advanced Training Information Section**

Advanced training/workshop opportunities, special events, and short term (one day) volunteer service project opportunities can be found on the CCMN Google Calendar located on the CCMN Program webpage located here:

<https://www.mecknc.gov/ParkandRec/StewardshipServices/GetInvolved/Pages/CCMN.aspx>.

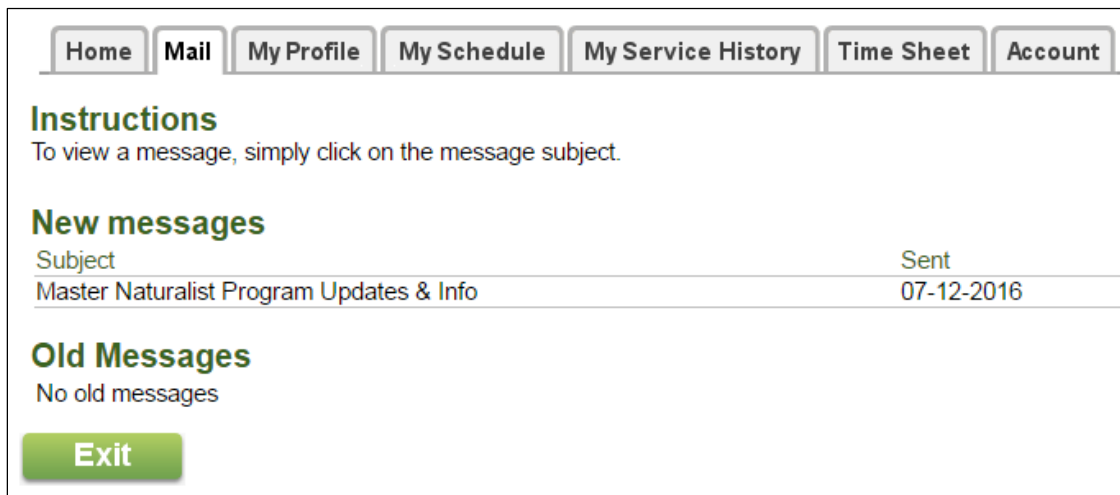
- **Volunteer Service Project Opportunities***

A list of approved volunteer service projects are included on the Home tab as a .pdf document. Projects are divided into two groups: Mecklenburg County Park & Recreation (MCPR) projects and Community Organization projects. Within the document, any project listed under MCPR will count toward the required 20 volunteer service hours for MCPR. All other projects are listed under its affiliated agency name under Community Organizations. See below. (The date listed within the document title indicates the date it was last updated.)

**Volunteer service projects are slowly being added to the Opportunity Directory within Volgistics. Because of this the .pdf document is not undergoing updates; therefore, some projects listed within this document may no longer be available. Likewise, new projects have not been listed within the document. Please contact the Master Naturalist Program Coordinator to inquire about the most current volunteer service opportunities.*

- **MAIL**

This tab contains email messages that have been sent to you via Volgistics. The majority of emails sent to Master Naturalists will be conducted via Microsoft Outlook, which is not connected to Volgistics; therefore, this tab will not house ALL email messages sent to you regarding updates, trainings, etc. related to the CCMN program. You are welcome to send emails to the Master Naturalist Program Coordinator via the volunteer portal or another outside source (Outlook, gmail, yahoo, etc.).



The screenshot shows a web interface with a navigation bar at the top containing tabs for Home, Mail, My Profile, My Schedule, My Service History, Time Sheet, and Account. Below the navigation bar, there is a section titled "Instructions" with the text "To view a message, simply click on the message subject." Underneath, there is a "New messages" section with a table listing a message. The table has two columns: "Subject" and "Sent". The message subject is "Master Naturalist Program Updates & Info" and it was sent on "07-12-2016". Below the "New messages" section, there is an "Old Messages" section with the text "No old messages". At the bottom left of the interface, there is a green "Exit" button.

Subject	Sent
Master Naturalist Program Updates & Info	07-12-2016

- **MY PROFILE**

This tab contains your profile information. Review and update information as needed. Fields with an asterisk (*) are required.

- **MY SERVICE HISTORY**

After hours have been posted, you'll be able to view them on this tab. Hours are listed by year. **Click on the year to expand the hours posted for that year.** They will then be listed by date for that year. Click on the date for more information.

HomeMailMy ProfileMy ScheduleMy Service HistoryTime SheetAccount

Instructions

Click the "Printable view" button for a printable view of this information.

Totals
Year-to-date hours: **29:00**
Life hours: **442:15**

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

Year	Hours	Mileage
2016	29:00	0
2015	60:00	0
2014	40:00	0
2013	271:15	0
2012	42:00	0
Life total:	442:15	0

- **TIME SHEET**

Volunteer service and training hours will be posted on this tab (or you can use the "Post my hours" link on the Home tab). Instructions for posting hours are listed at the top of the page on the Timesheet tab. See below.

HomeMailMy ProfileMy Service HistoryTime SheetAccount

Instructions

To post hours associated with an advanced training and/or volunteer service:

1. Enter the date the training/volunteer service was attended/conducted.
2. Using the drop down menu, click on the Assignment associated with the training/volunteer service. (*If you are unsure as to which Assignment you should select, then please contact the Program Coordinator for assistance.)
3. Enter the length of time (from start to finish) in hours and minutes for training/volunteer service. Time should be rounded to the nearest :30 minute interval.
4. Enter mileage (round trip) as whole numbers. (*This is an optional field for those that would like to keep a record of their mileage.)
5. Enter your travel time (round trip). (*Travel time entered that's associated with volunteer service will count towards your annual 40 hour volunteer service requirement. Travel time will NOT count towards your 8 hour Advanced Training requirement.)
6. Apply your service to the appropriate category based on the Assignment (training or volunteer service) you selected.
7. Click the "Continue" button.

Information on the Time Sheet tab within the volunteer portal (for Master Naturalist volunteers) will appear like this:

Time Sheet

What was the date of your service?

Which assignment did you serve in?

How many hours did you serve? hours, minutes

Mileage?

Travel Time? hours, minutes

Apply this service to:

Continue

- **What was the date of your service?**

Enter the date the training/volunteer service was attended/conducted.

- **Which assignment did you serve in?**

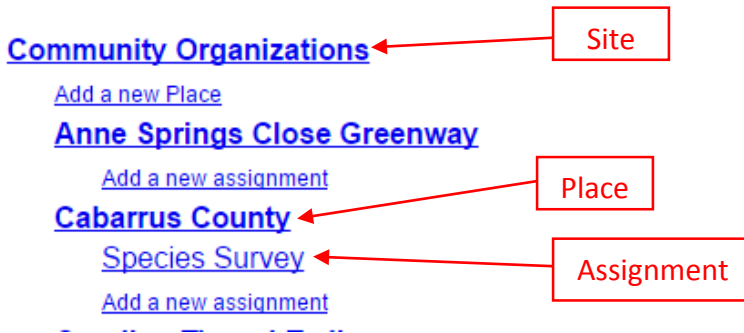
Advanced Trainings and Volunteer Service projects are referenced within Volgistics as an “Assignment.” Assignments are listed within the drop-down menu titled “Which assignment did you serve in?” Master Naturalists may have different Assignments listed in the drop-down menu based on whether a project has been assigned to them or not. For example, only Master Naturalists working on Project NestWatch will see this Assignment listed as an option for them to post hours to.

Assignments are created using a hierarchical format. Volgistics has this format setup as “Site – Place – Assignment.” An Assignment (training or volunteer service project) can’t be created without a Site and Place.

How Master Naturalists see Assignments in the drop-down menu and how the Master Naturalist Program Coordinator (System Administrator) sees Assignments is different. Assignments, as they appear to Master Naturalists, are listed in an alphabetical format versus a hierarchical format. The Assignments aren’t different, just the layout of how they’re viewed is different. Understanding the layout should help you find your Assignment easier.

In the examples below, the first layout is the hierarchical format seen by the Volgistics System Administrator. The second layout is the alphabetical format seen by Master Naturalist volunteers. (The alphabetical format is the only layout option for Master Naturalist volunteers at this time.) In both examples, hours are being logged for time spent volunteering on a species survey in Cabarrus County:

Hierarchical Format (*System Administrator layout)



Alphabetical Format (*Master Naturalist volunteer layout)

Which assignment did you serve in?	Choose one
How many hours did you serve?	Rocky River Golf Course [Mecklenburg County Park & Recreation\Project NestWatch]
Mileage?	Sardis Park [Mecklenburg County Park & Recreation\Project NestWatch]
Travel Time?	Sheffield Park [Mecklenburg County Park & Recreation\Project NestWatch]
	Special Event - Creek ReLeaf [Community Organizations\Charlotte-Mecklenburg Storm Wat
	Special Event - The Big Spring Clean [Community Organizations\Charlotte-Mecklenburg Stor
	Special Event [Community Organizations\Habitat and Wildlife Keepers (HAWK)]
	Special Event [Community Organizations\Wing Haven Gardens]
	Species Survey [Community Organizations\Cabarrus County]
	Specimen Imaging [Mecklenburg County Park & Recreation\Center for Biodiversity Studies]
	Specimen Mounting [Mecklenburg County Park & Recreation\Center for Biodiversity Studies
	Storm Drain Marking [Community Organizations\Charlotte-Mecklenburg Storm Water Service
	Sugaw Creek Park [Mecklenburg County Park & Recreation\Project NestWatch]
	Trail Building & Maintenance [Community Organizations\Carolina Thread Trail]

Continue

****In the alphabetical format the Assignment is listed first followed by the Site and Place.***

If you don't know where to place your time, then please ask! It is important that the Master Naturalist Program Coordinator knows where hours are placed to ensure all hours are captured correctly for internal monthly reports and so you receive credit for your certification/re-certification requirements.

Instead of listing all Advanced Training titles, hours should be posted under the agency/organization that is responsible for/overseeing the training (not where the training is located). Again, please ask if you're not sure which Assignment your hours should be posted to (for trainings and volunteer service projects).

- **How many hours did you serve?**
Enter the length of time (from start to finish) in hours and minutes for training/volunteer service. Time should be rounded to the nearest 30 minute interval.
- **Mileage?**
Mileage is not required. It is listed as an option for those that need it for recordkeeping (i.e. taxes).
- **Travel Time?**
Travel can be entered for each Assignment (advanced training or volunteer service); however, only travel associated with **volunteer service** will count towards certification/re-certification requirements. Travel time should be minimized as much as possible.

- **Apply this service to:**

Apply your service to the appropriate category based on the Assignment (training or volunteer service) you previously selected for this time entry.

There are three choices to choose from:

1. Advanced Training

*Apply service to this if “Advanced Training” is listed within the Assignment you chose.

2. Vol Service – MCPR

*Apply service to this if “Mecklenburg County Park & Recreation” is listed within the Assignment you chose AND the Assignment does not have Advanced Training listed within it.

3. Vol Service – Other

*Apply service to this if “Community Organizations” is listed within the Assignment you chose.

- **ACCOUNT**

This tab is where you would go to change your password.

Please contact Erin Hall, Master Naturalist Program Coordinator, with any questions or if you need help navigating the volunteer portal.

Erin Hall | Master Naturalist Program Coordinator

Nature Preserves and Natural Resources

Mecklenburg County Park and Recreation

9001 Plaza Road Extension

Charlotte, NC 28215

Office 704.566.9064 | Mobile 980.721.2098 | Fax 704.536.3164