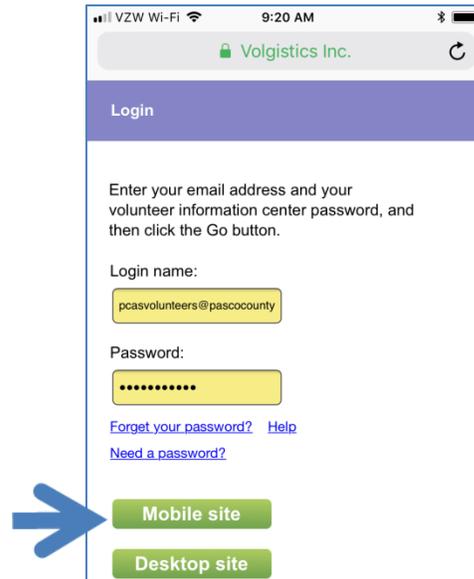
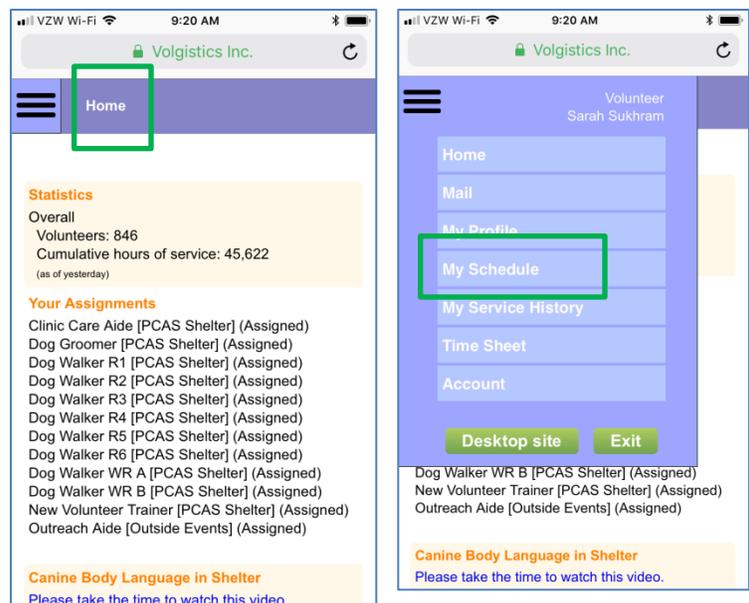


Logging in on Mobile to Sign Up for a Shift

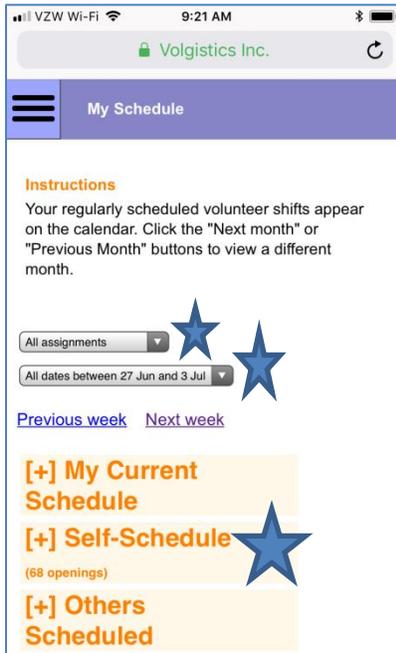
- 1.) Log into your Volgistics using your personal link. If you need this resent to you, send an email requesting this to pcasvolunteers@mypasco.net
 - a. We suggest you save the link as a “Bookmark” or Favorite” on your phone for easy access going forward.
 - b. Make sure to select “Mobile Site” so it shows up easily on your phone.



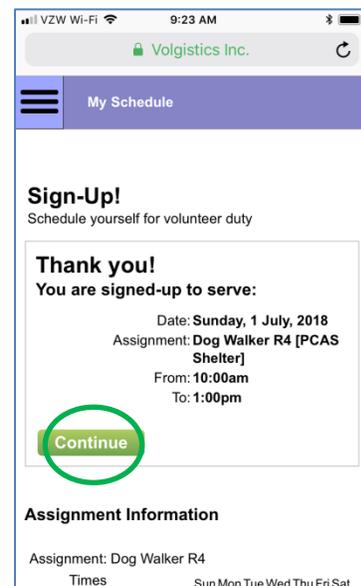
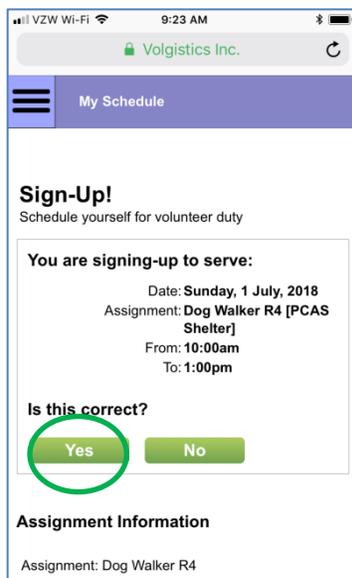
- 2.) Once logged in, you’ll see your home page appear, with a menu button on the top left.
 - a. To schedule yourself, click on the button and from the drop down menu, select “My Schedule”



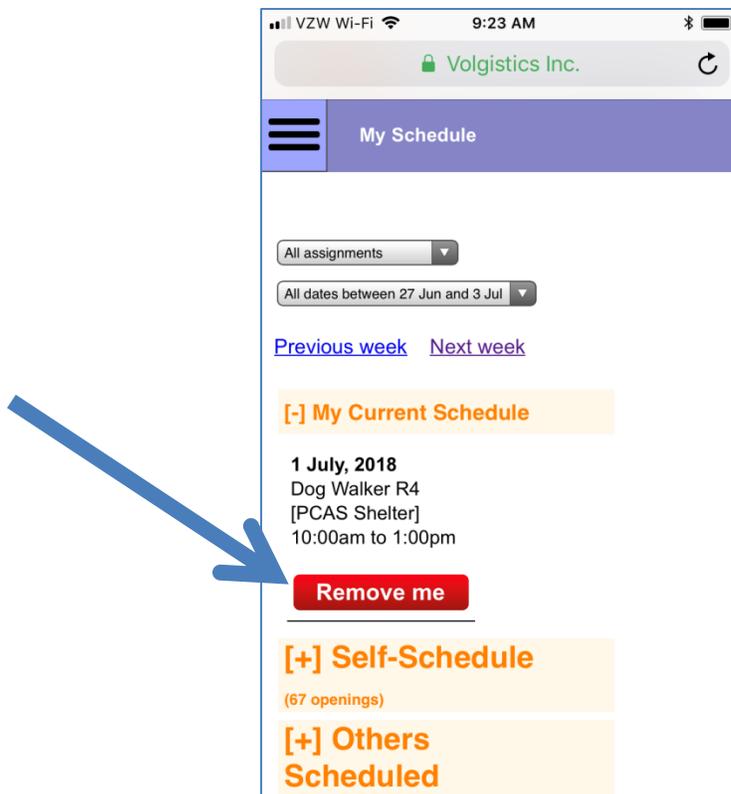
3.) This screen will appear showing where you can filter “all assignments” or specifically which job you’d like to see availability for. From there, select the week you’d like to look at, and click on “Self Schedule.” You will now see all of the openings for the week you chose.



4.) Click on a shift you’d like to sign up for, and it will then ask you to confirm that’s the shift you’d like. Once confirmed, you are all set, and can check your schedule back on the “My Schedule” page.



- 5.) To cancel the shift you signed up for, follow steps 1 & 2 to get to the “My Schedule page.
- From there, select the week where the shift is dated that you’d like to cancel.
 - Click on “My Current Schedule” and the shifts you’ve signed up for will appear. Click the red “Remove Me” button and your shift will be cancelled. It will then pop up on the calendar for another volunteer to choose.



Most Common Positions & Their Schedule*

Volunteer Role	Shifts Available	Notes
Dog Adoption Counselor	1-3pm; 3-5pm	Shifts not available on Holidays or Thursdays
Shelter Greeter	12-3pm; 3-5pm	Trainings on Wed, Fri & Sat
Cleaning Tech	8a-11a	Doesn't Require Animal Handling
Surgery Monitor	8a-1p	Weekdays
Clinic Care Aide	1-4:30p	Weekdays
Animal Control Assistant	Hours Vary	Must be at least 18
Dispatch Assistant	Hours Vary	Must be at least 18

*This list is not all encompassing of the volunteer job roles at the shelter. Please see the Volunteer Coordinator for additional assignments available.