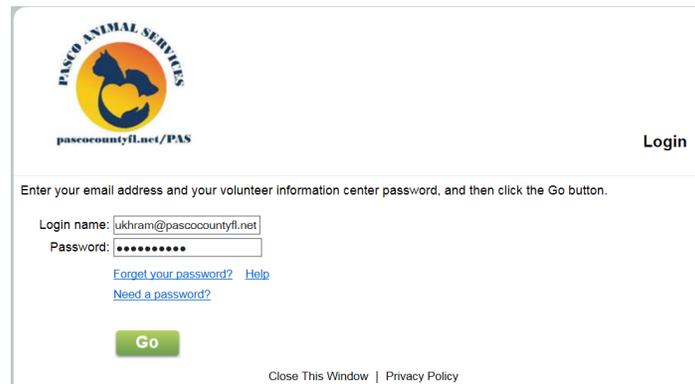


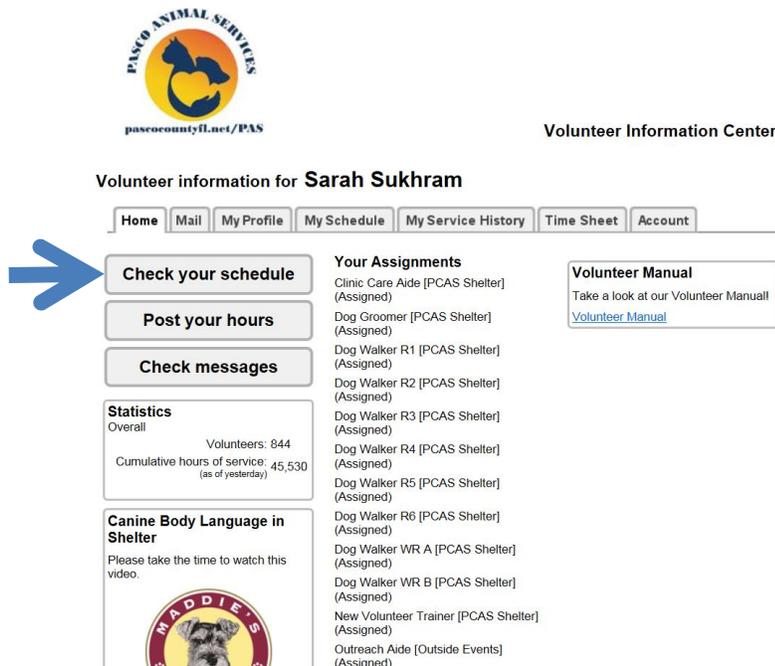
## Logging in at Home to Sign Up for a Shift

- 1.) Log into your Volgistics using your personal link. If you need this resent to you, send an email requesting this to [pcasvolunteers@pascocountyfl.net](mailto:pcasvolunteers@pascocountyfl.net)



The screenshot shows the login page for Pasco Animal Services. At the top left is the logo and the text "PASCO ANIMAL SERVICES" and "pascocountyfl.net/PAS". To the right is the word "Login". Below this is a prompt: "Enter your email address and your volunteer information center password, and then click the Go button." There are two input fields: "Login name:" with the value "ukhram@pascocountyfl.net" and "Password:" with a masked password. Below the password field are two links: "Forget your password?" and "Need a password?". A green "Go" button is at the bottom. At the very bottom, there are links for "Close This Window" and "Privacy Policy".

- 2.) Once logged in, you'll see your home page appear, with several tabs at the top. To schedule yourself, click on the box on the left saying "Check Your Schedule"



The screenshot shows the "Volunteer Information Center" home page for Sarah Sukhram. At the top left is the logo and "pascocountyfl.net/PAS". To the right is "Volunteer Information Center". Below this is "Volunteer information for Sarah Sukhram". There are several navigation tabs: "Home", "Mail", "My Profile", "My Schedule", "My Service History", "Time Sheet", and "Account". A large blue arrow points to the "Check your schedule" button in the left sidebar. The main content area is divided into three columns. The left column has buttons for "Check your schedule", "Post your hours", and "Check messages", followed by a "Statistics" box showing "Volunteers: 844" and "Cumulative hours of service: 45,530 (as of yesterday)", and a "Canine Body Language in Shelter" video section. The middle column is titled "Your Assignments" and lists various roles like "Clinic Care Aide", "Dog Groomer", "Dog Walker R1-R6", "Dog Walker WR A-B", "New Volunteer Trainer", and "Outreach Aide". The right column is titled "Volunteer Manual" and contains a link to "Take a look at our Volunteer Manual" and "Volunteer Manual".

- 3.) Your calendar will appear and any date that says "Help Wanted" means there are shifts still needing to be filled.

- a. You can also customize which shifts you'd like to sign up for, based on the drop down box. It defaults to showing you "all my assignments", which are any roles you have assigned in your Volgistics profile. As an example, if you are not trained (assigned) in dog walking, those shifts will not appear in your calendar as available.

Volunteer information for **Sarah Sukhram**

Home Mail My Profile **My Schedule** My Service History Time Sheet Account

**Instructions**

Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous 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

Prev month Next month **July 2018**

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

- 4.) Click on a day that you would like to volunteer, and it will show you the available jobs open for that day, as well as the times needed for those shifts.

Volunteer information for **Sarah Sukhram**

Home Mail My Profile **My Schedule** My Service History Time Sheet Account

Schedule for **Friday, 6 July, 2018** Previous day Next day

Schedule

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**Dog Groomer** [Pasco County Animal Services\PCAS Shelter] [Description](#)

Schedule me

3:00pm to 6:00pm Open  
2 volunteers still needed  
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

---



**Dog Walker R1** [Pasco County Animal Services\PCAS Shelter] [Description](#)

Schedule me

10:00am to 12:00pm Open  
1 volunteer still needed  
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

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**New Volunteer Trainer** [Pasco County Animal Services\PCAS Shelter] [Description](#)

Schedule me

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

Calendar view

Exit

- a. To select a shift, click on the “Schedule Me” button in order to sign up. The screen below will appear, so you can confirm if you’d like to sign up for that shift:

**Volunteer information for Sarah Sukhram**

Home Mail My Profile **My Schedule** My Service History Time Sheet Account

**Sign-Up!**  
Schedule yourself for volunteer duty

**You are signing-up to serve:**  
Date: **Friday, 6 July, 2018**  
Assignment: **Dog Groomer [PCAS Shelter]**  
From: **3:00pm**  
To: **6:00pm**

**Is this correct?**

Yes No

**Assignment Information**

Assignment: Dog Groomer

Times needed:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
From:				3:00pm		3:00pm	
To:				6:00pm		6:00pm	

Duties: To assist with making the shelter dogs as adoption-eligible as possible by maintaining a clean appearance through the PCAS Dog Bathing program.  
-Handling: Using trained safety techniques when handling dogs in/out of their kennels. Working with one dog at a time to walk over to bathing area and stage them as needed for bathing.  
-Communication: Accurately communicate using Bath Board or other determined means to ensure communication between grooming team and volunteer/staff group on dogs that will be bathed. have been bathed. and of the dogs that will be bathed. This includes, but is not limited to, the Medical Nurse

- b. Once you click yes, you will see a “Thank You for Signing Up” confirmation page. You can now click continue, and you will be taken back to the Calendar. The shift you signed up for, will now show on your calendar.

**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

**Prev month** **Next month** **July 2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 HELP WANTED	2 HELP WANTED	3 HELP WANTED	4 HELP WANTED	5 HELP WANTED	6 HELP WANTED 3:00 p - 6:00 p Dog Groomer [PCAS Shelter]	7 HELP WANTED
8 HELP WANTED	9 HELP WANTED	10 HELP WANTED	11 HELP WANTED	12 HELP WANTED	13 HELP WANTED	14 HELP WANTED
15 HELP WANTED	16 HELP WANTED	17 HELP WANTED	18 HELP WANTED	19 HELP WANTED	20 HELP WANTED	21 HELP WANTED
22 HELP WANTED	23 HELP WANTED	24 HELP WANTED	25 HELP WANTED	26 HELP WANTED	27	28
29	30	31				

### Most Common Positions & Their Schedule\*

<b>Volunteer Role</b>	<b>Shifts Available</b>	<b>Notes</b>
<b>Dog Adoption Counselor</b>	1-3pm; 3-5pm	Shifts not available on Holidays or Thursdays
<b>Shelter Greeter</b>	12-3pm; 3-5pm	Trainings on Wed, Fri & Sat
<b>Cleaning Tech</b>	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 Volunteer Coordinator for additional assignments available.

**\*\*Job Roles in BOLD are greatest need currently at the shelter.**