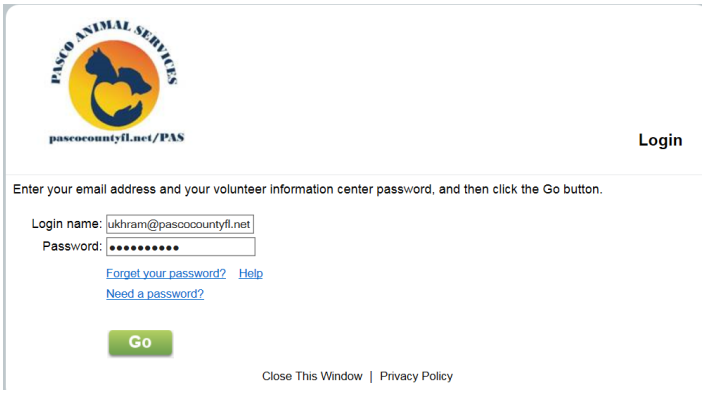
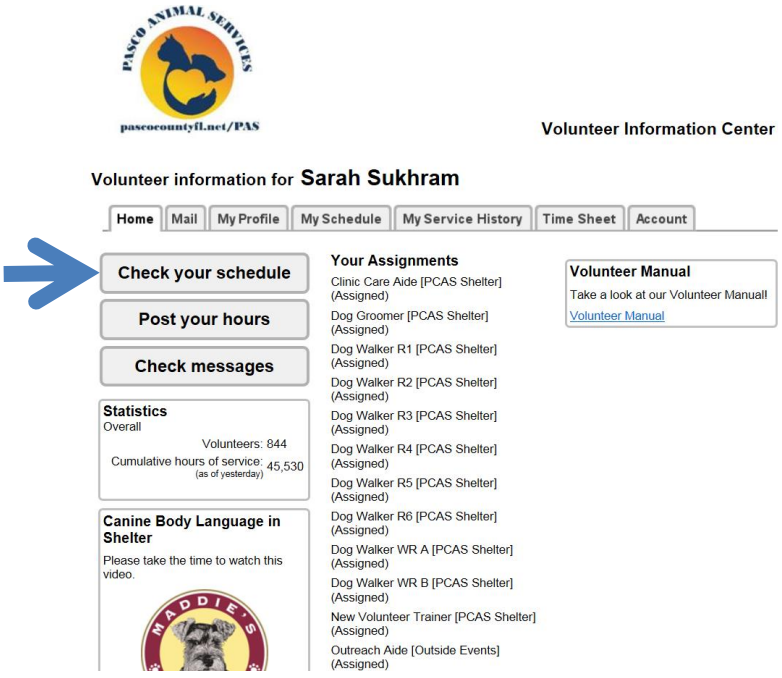
Logging in at Home to Sign Up for a Shift

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

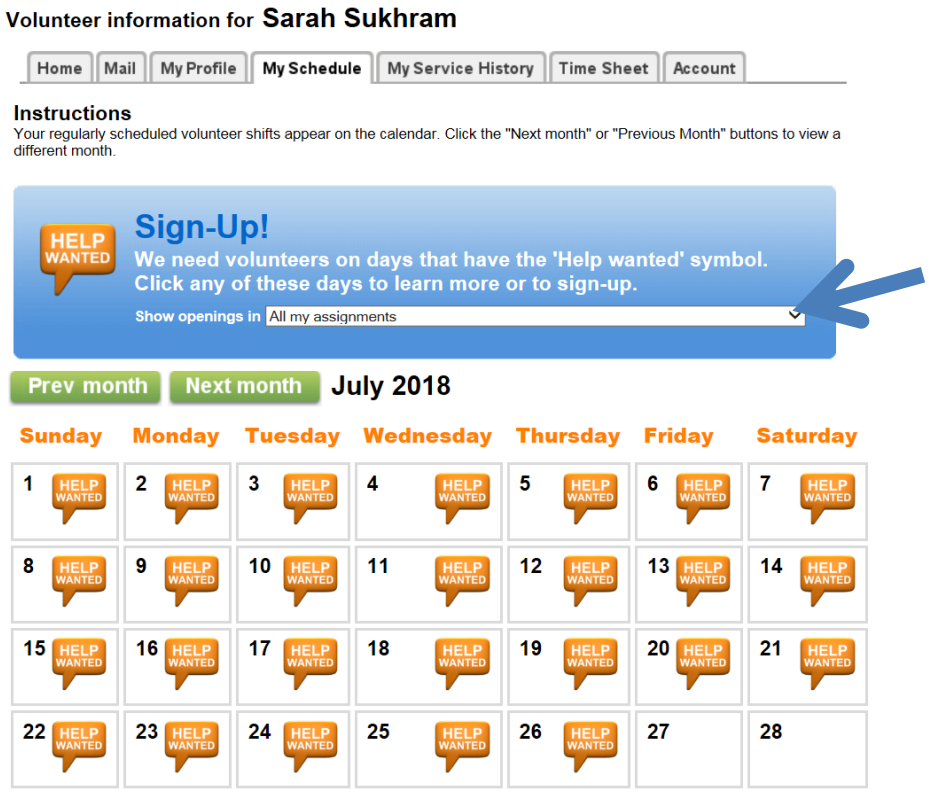


2.) Once logged in, you'll see your home page appear, with several tabs at the top. To schedule yourself, click on the box on the left saying "Check Your Schedule"

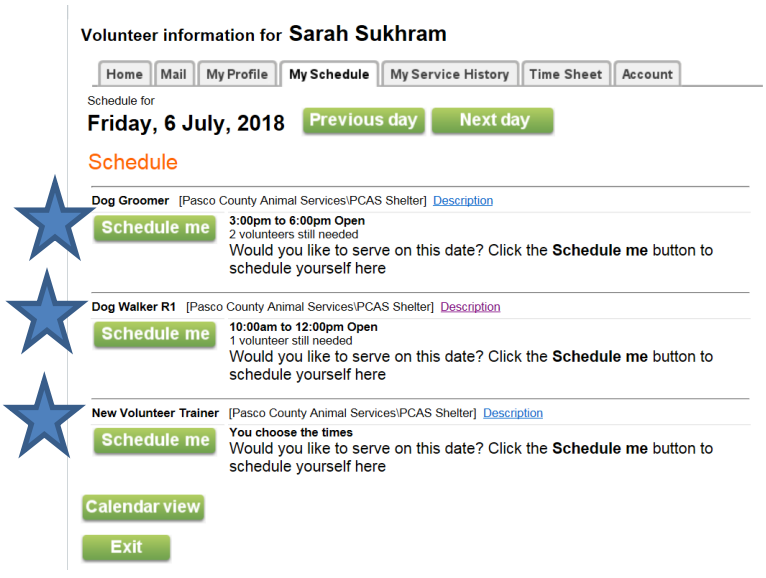


3.) Your calendar will appear and any date that says "Help Wanted" means there are shifts still needing to be filled.

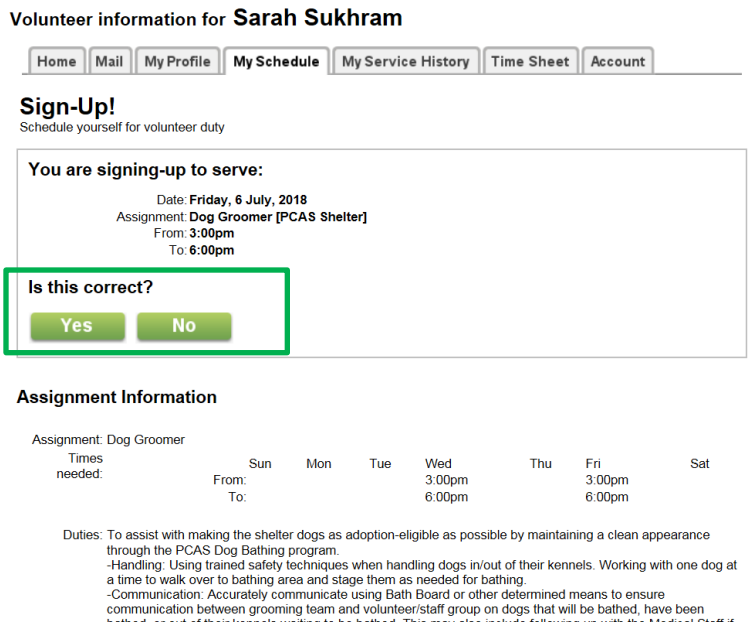
a. You can also customize which shifts you'd like to sign up for, based on the drop down box. It defaults to showing you "all my assignments", which are any roles you have assigned in your Volgistics profile. As an example, if you are not trained (assigned) in dog walking, those shifts will not appear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



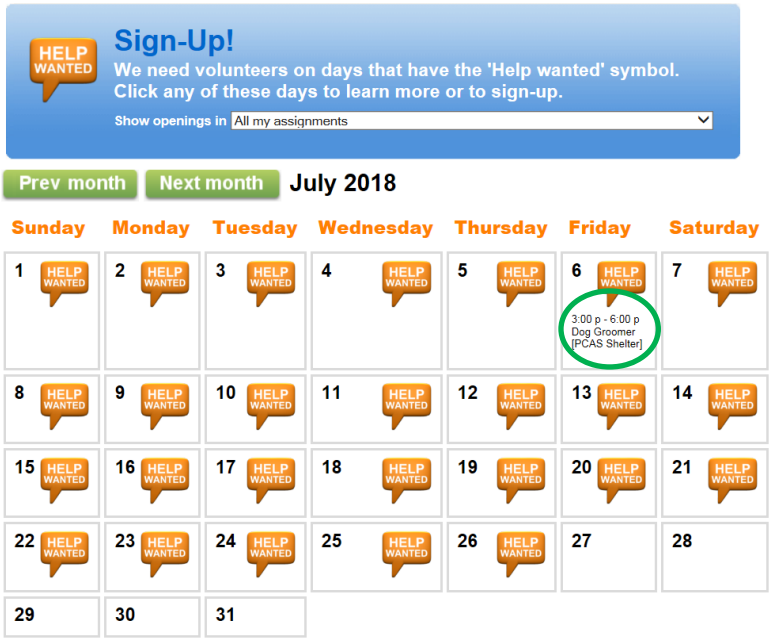
4.) Click on a day that you would like to volunteer, and it will show you the available jobs open for that day, as well as the times needed for those shifts.



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:



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.



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 Volunteer Coordinator for additional assignments available.

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