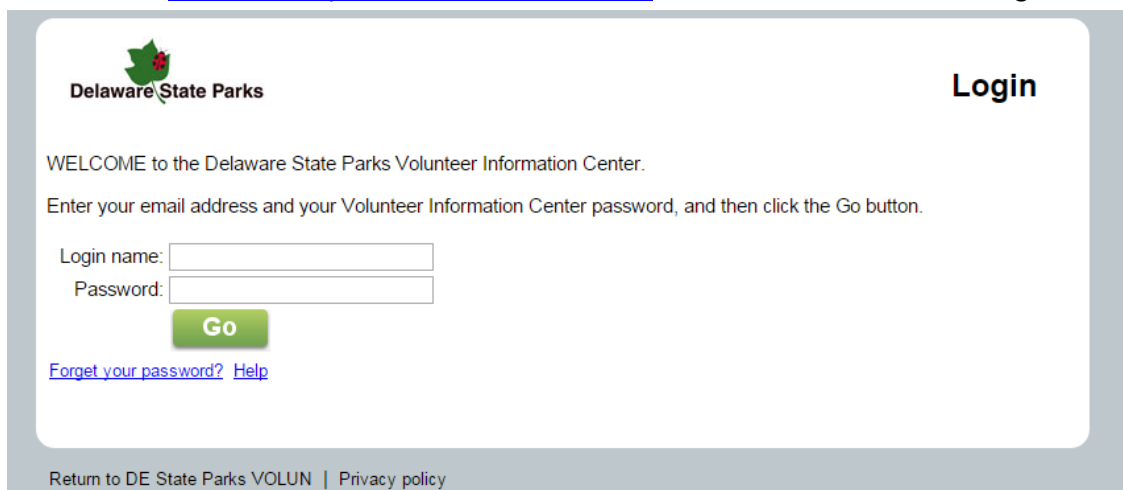


VOLGISTICS LOGIN STEP BY STEP

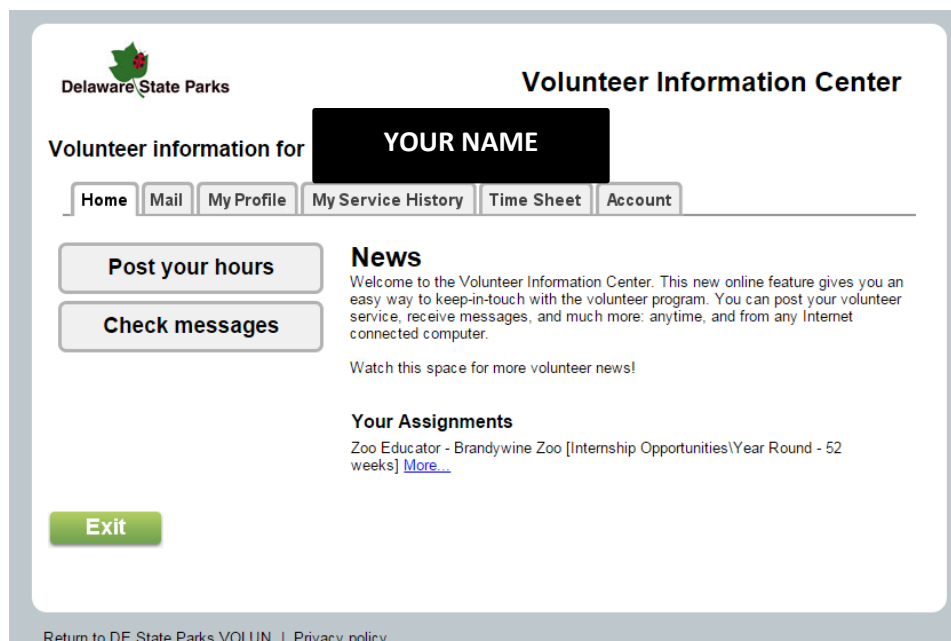
Reporting your hours

1. Please email Michelle Carrera to get your account activated at: michelle.carrera@state.de.us
2. Once the account has been activated a temporary password will be sent to your email saved on file. Open that email and follow the link to the volgistics website.
3. I will assign your account with specific volunteer assignments which can include these categories: Assistant Zoo Keeper, Commissary Assistant (animal nutrition), Exhibit Guide/ Interpreter, Outreach Program Assistant, School Program and Tour Guide, Zoo Greeter, Zoo Special Events
4. The website is www.destateparks.com/VolunteerPortal and will look like the following :



The screenshot shows the login page for the Delaware State Parks Volunteer Information Center. At the top left is the Delaware State Parks logo. At the top right is the word "Login". Below the logo is the text "WELCOME to the Delaware State Parks Volunteer Information Center." and "Enter your email address and your Volunteer Information Center password, and then click the Go button." There are two input fields: "Login name:" and "Password:". Below the fields is a green "Go" button. At the bottom left of the form area are two links: "Forget your password?" and "Help". At the bottom of the page is a footer: "Return to DE State Parks VOLUN | Privacy policy".

5. Save the link as a bookmark on your web browser or save it in an email.
6. After logging in the main screen you will be looking at your Volunteer Information Center



The screenshot shows the main screen of the Delaware State Parks Volunteer Information Center. At the top left is the Delaware State Parks logo. At the top right is the text "Volunteer Information Center". Below the logo is the text "Volunteer information for" followed by a black box containing "YOUR NAME". Below this is a navigation bar with buttons: "Home", "Mail", "My Profile", "My Service History", "Time Sheet", and "Account". Below the navigation bar are two buttons: "Post your hours" and "Check messages". Below these buttons is a "News" section with the text: "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 post your volunteer service, receive messages, and much more: anytime, and from any Internet connected computer." Below the news section is the text: "Watch this space for more volunteer news!". Below the news section is a "Your Assignments" section with the text: "Zoo Educator - Brandywine Zoo [Internship Opportunities\Year Round - 52 weeks] [more..](#)". At the bottom left of the main content area is a green "Exit" button. At the bottom of the page is a footer: "Return to DE State Parks VOLUN | Privacy policy".

7. Click on the post your hours tab. It will lead you to the following page.

What was the date of your service?

December 2014

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>
		30	31			
		<input type="radio"/>	<input type="radio"/>			

January 2015

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>
				1	2	3
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	5	6	7	8	9	10
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	12	13	14	15	16	17
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	19	20	21	22	23	24
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25	26	27	28	29	30	31
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

February 2015

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>
1	2	3	4	5	6	7
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	9	10	11	12	13	14
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15	16	17	18	19	20	21
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22	23	24	25	26	27	28
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

What times did you serve? 8:00 a until 9:00 a

Which assignment did you serve in?

8. Please select the date, hours, and assignment of your volunteer shift to record your hours.