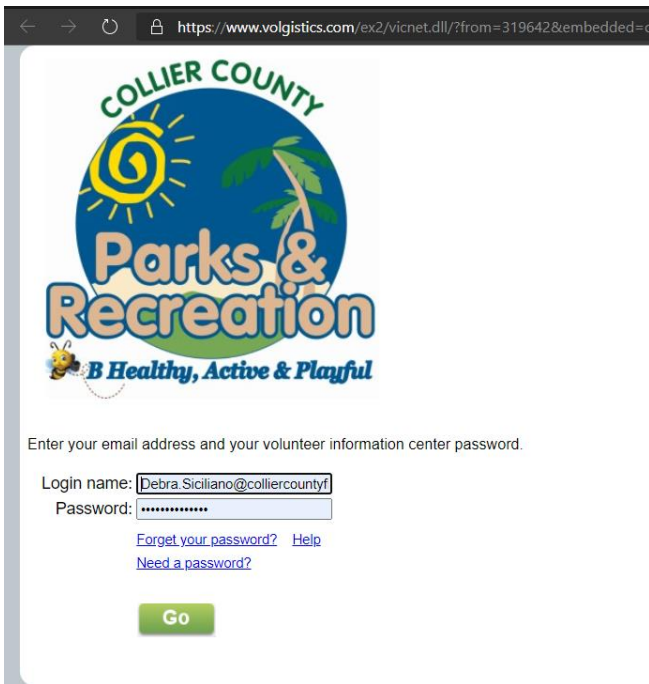


October 8, 2020
Volunteer Portal Instructions

Collier County Parks and Recreation is excited to roll out our volunteer portal, which gives you more control over your volunteer experience.

The volunteer portal is located on our website at <https://www.collierparks.com/volunteer-program/> at the top of the page is the “Volunteer/Coordinator Account Log in” link.

When you click on the link it will take you to the portal login page:



Your login name is your e-mail address. Your temporary Password will be 1008. You will be prompted to change this password the first time you login. To keep things simple your password must be at least 4 characters and contain letters and numbers.

Once you have changed your password the dashboard will show up:

The screenshot shows a web browser window with the URL <https://www.volgistics.com/ex2/vicnet.dll?FROM=319642>. The page features the "Parks & Recreation" logo with the tagline "B Healthy, Active & Playful". Below the logo is a navigation bar with tabs for Home, Mail, My Profile, My Schedule, My Service History, and Account. The main content area is titled "Volunteer information for Subject Atest" and includes several sections: "Check your schedule", "Check messages", "Statistics" (Overall: Volunteers: 475, Cumulative hours of service: 110,624 as of yesterday), "News" (Welcome to the Volunteer Information Center...), and "Your Assignments" (circled in red). The "Your Assignments" section lists several activities with links: "Let's Draw and Paint - 19531 [A.I.R. Special Populations]", "AIR Buddies Sports - 19557 [A.I.R. Special Populations]", "Halloween Event [North Collier Regional Park]", "Halloween Event [Immokalee Parks]", "Naples BMX [Golden Gate Community Center]", "Halloween Event [Eagle Lakes Park]", and "Volunteer Program Assessment Team [Volunteer Services]". At the bottom of the dashboard, there are two circular icons representing the Earth.

Your dashboard will contain assignments you are either currently working in or have expressed interest in formerly. You may update your assignment interests anytime by clicking on the "My Profile" tab at the top of the page:



Volunteer information for Subject Atest

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Account](#)

Instructions

The following information is currently on file in your volunteer record. To update your records, enter your new information.

Contact Information

First name: *

Last name: *

Title:

Street 1:

Street 2:

Street 3:

City:

State: Zip:

Home phone: * OK to call me here

Work phone: OK to call me here

Save

Demographics

You may optionally provide the following information. It is used only to help us get a better idea of the demographic makeup of our volunteers.

Date of birth: (year optional)

Gender:

Education:

This tab looks identical to the volunteer application you've already completed. You may update your information at any time. As you continue through this page you will see a list of assignments:

Assignment Preference

The following volunteer assignments may currently be available. Use this list to rank your top three assignment choices.

- * Assignment Preference
- Adult Kickball League [North Collier Regional Park]
 - Adult Lunch Club - 19534 [A.I.R. Special Populations]
 - A.R. Buddies Sports - 19557 [A.I.R. Special Populations]
 - Butterfly Gardens [Sugden Regional Park]
 - Christmas Around the World [Immokalee Parks]
 - G.G.C.P. Peewee Soccer [Golden Gate Community Park]
 - Halloween Event [Eagle Lakes Park]
 - Halloween Event [Immokalee Parks]
 - Halloween Event [North Collier Regional Park]
 - Let's Draw and Paint - 19531 [A.I.R. Special Populations]
 - Naples BMX [Golden Gate Community Center]
 - Pepper Ranch [Conservation Collier]
 - Pepper Ranch/ Mudcutters [Conservation Collier]
 - SnowFest [Golden Gate Community Center]
 - Special Events [Volunteer Services]
 - Teen/Adult Move & Grove - 19533 [A.I.R. Special Populations]
 - Youth Move & Grove - 19532 [A.I.R. Special Populations]

Save

Emergency Contact

In the event of an emergency whom should we notify?

First name:

Last name:

Title:

Street 1:

Street 2:

Street 3:

City:

Clicking the box next to the assignment will add it to your dashboard so you can view and sign up for volunteer assignments.

To view assignments, you are already scheduled for or to sign up click on the "My Schedule" tab at the top of the screen:



Volunteer information for Subject Atest

- Home
- Mail
- My Profile
- My Schedule**
- My Service History
- Account

Instructions

Use the next and previous options to move to a different date range.

Sign-Up!

Schedule yourself for volunteer duty

- [November 2020](#)
- [December 2020](#)

Continue

Click Continue to schedule yourself for the assignments and dates selected above

Printable view

Cancel

Exit

Volunteer information for Subject Atest

- Home
- Mail
- My Profile
- My Schedule**
- My Service History
- Account

Instructions

Use the next and previous options to move to a different date range.

Sign-Up!

Schedule yourself for volunteer duty

Volunteer opening
you can sign up for

Date of assignment

Name of Program
or event

Shift start/end time

November 2020

December 2020

Check to sign-up

Date

December 12, 2020 (Saturday)

Assignment

[Christmas Around the World](#)
Christmas around the World

From

5:00pm

To

10:00pm

Continue


Click Continue to schedule yourself for the assignments and dates selected above

Printable view

Cancel

Exit

The “My Service History” Tab shows you how many hours you have worked during the current fiscal year (October 1st through September 31st), the total number of volunteer hours you have on record during your tenure and a breakdown of your hours by year can be opened using the links for each year of service you have on file:



Volunteer information for **Subject Atest**

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Account](#)

Instructions

Your volunteer service information appears below. Expand a year to see details.

Totals
Year-to-date hours: **0.00**
Life hours: **0.00**

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

[Printable view](#)

[Exit](#)

The “Account” tab allows you to change your password at any time.

If you are part of a group (Friends of Barefoot Beach, Clam Pass Trail Blazers, NCRP Basketball ect) I do not have your schedules so they will not show up in this system. These schedules may be added by providing them to me in advance and your members can sign up using this portal.

If you are a “lead” for a group or program, I will set you up as a “coordinator” so you can manage your group if you choose to do so. Coordinator privileges are limited by the software regardless if the coordinator is a Volunteer Leader or paid management level county staff member.