Volunteer Program

Torrance, CA

volgistics™

GUIDE

For Volunteers

Understanding Volgistics and taking advantage of its simplicity

FAQ — Frequently Asked Questions

Q: Why track my hours?

A: Tracking your hours will help give you an idea of how many hours you've dedicated to your volunteer position. This will also allow your supervisor to manage your schedule and track your hours and availability. There are many volunteers enrolled in the City of Torrance Volunteer Program who dedicate countless hours of service to the community and it would be difficult tracking everyone down. This is a good way for the Volunteer Program Development Team to efficiently record volunteer service hours.

Q: Why update my profile?

A: We have hundreds of volunteers in the City of Torrance Volunteer Program and the most efficient way to gather up-to-date information is to have volunteers update their information on their personal Volgistics account. In the event that we'll need to reach you, your updated information on Volgistics will be helpful.

Q: Why do you ask for Emergency Contact information?

A: We will never share your information with anyone. Only the Volunteer Program Development Team and Program Coordinator will have access to your information. The purpose of having Emergency Contacts on your file is so that in the event of an emergency, we will be able to get a hold of you through a friend or family listed as your Emergency Contact.

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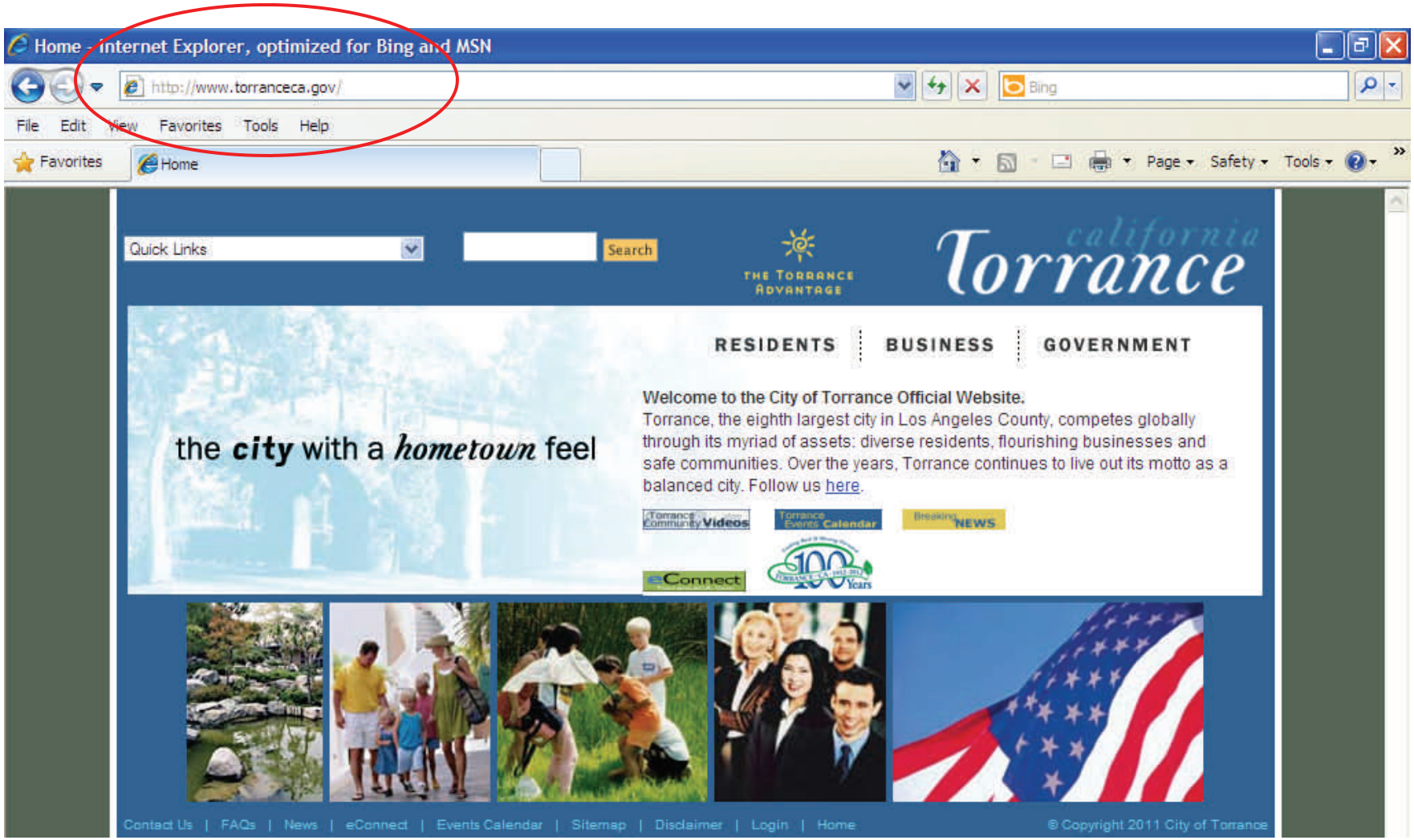
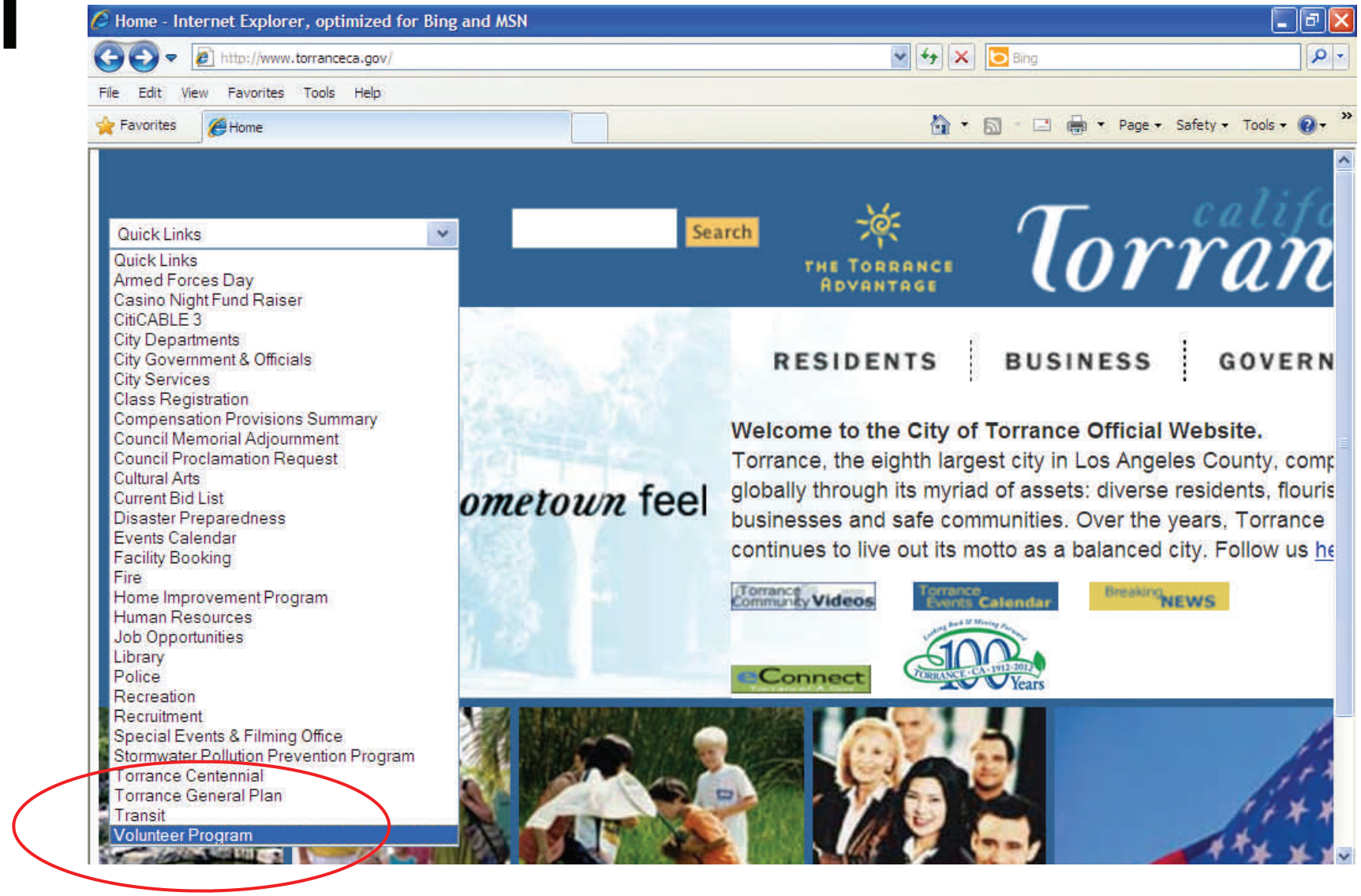
Access Volgistics

Step 1: Go to www.torranceca.gov



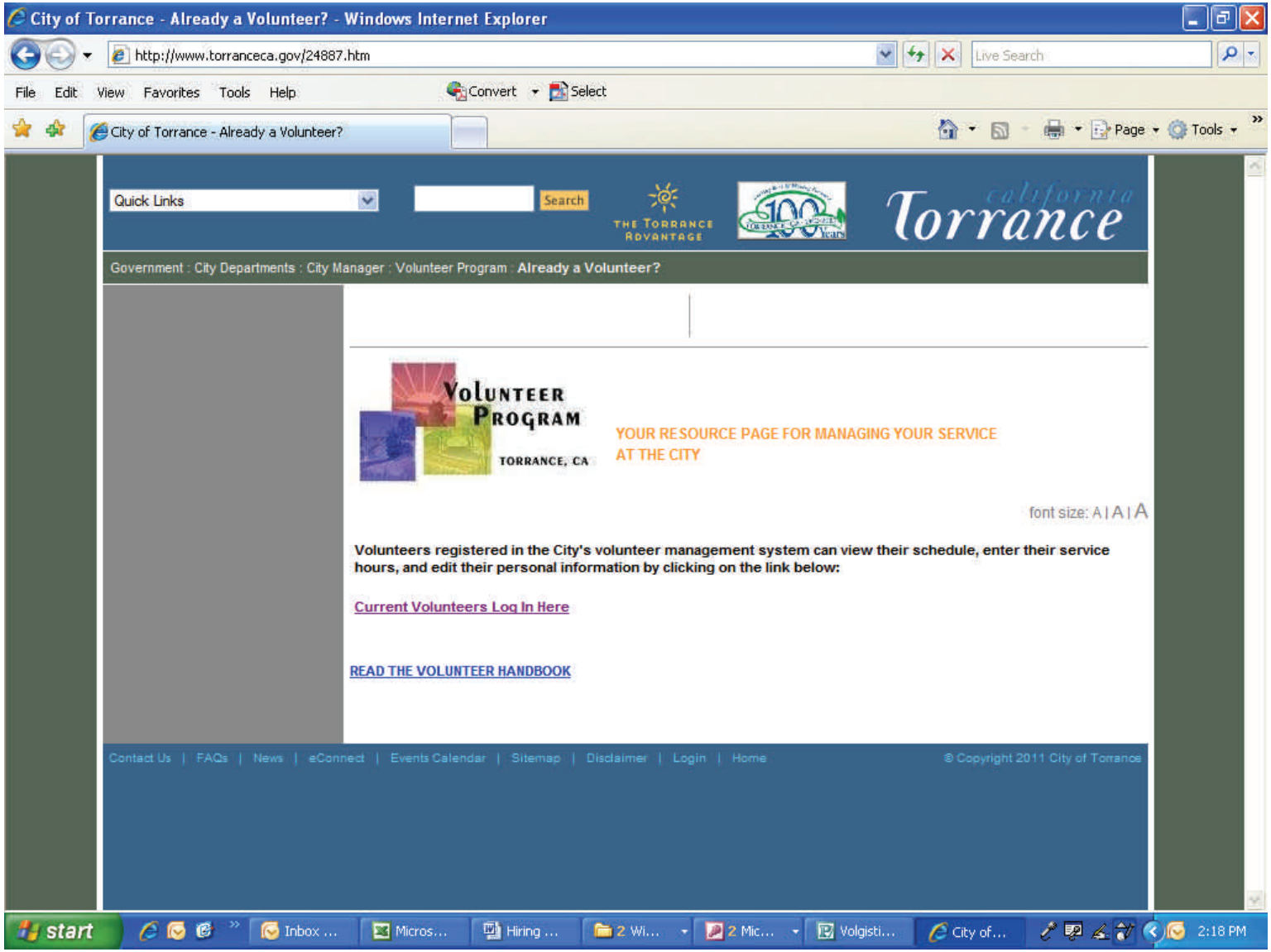
Access Volgistics

Step 2: Click on “Quick Links” and select “Volunteer Program”.



Access Volgistics

Step 3: Select the options that asks, “Already a Volunteer?”



Sign In

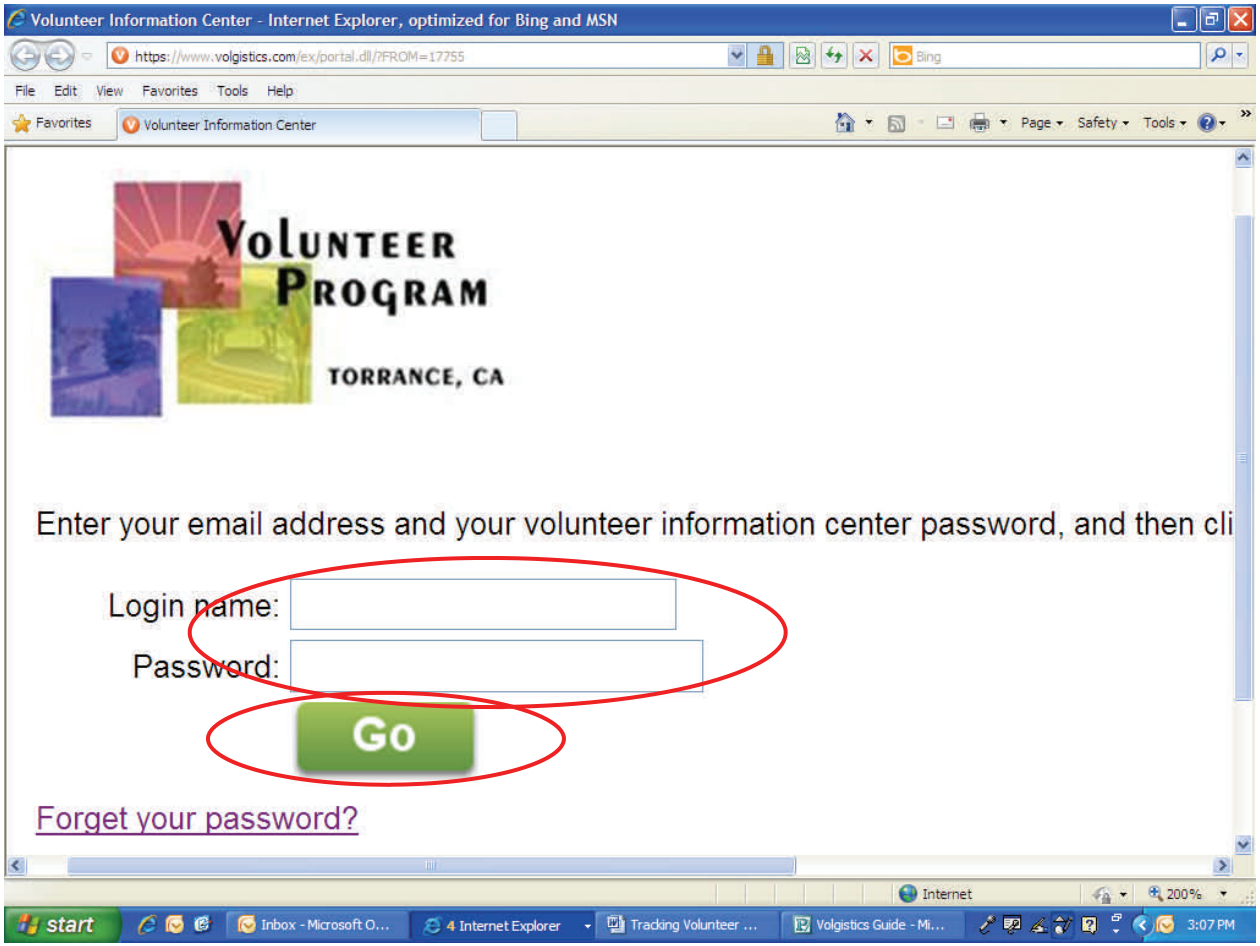
Step 4: Enter your “Login name” and “Password”.

NOTE: The login will be your email address (same as the one you listed on your volunteer application.)

If you’ve never signed in before and would like to obtain a password, email volunteers@torranceca.gov to request a temporary password.

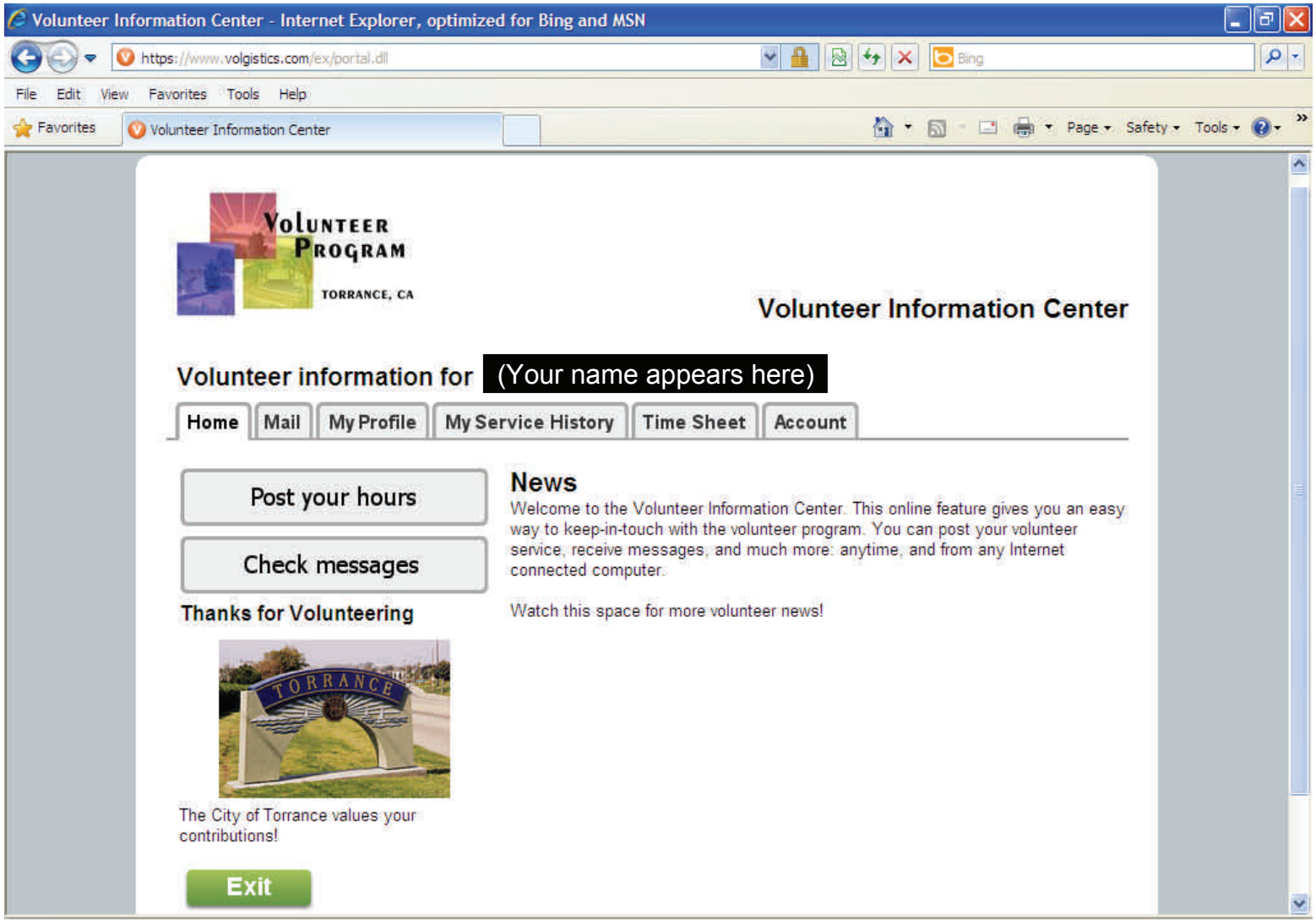
A temporary password will be sent to your email account. Copy the password from your email into the password box on this page.

Click “Go” when everything is filled out.



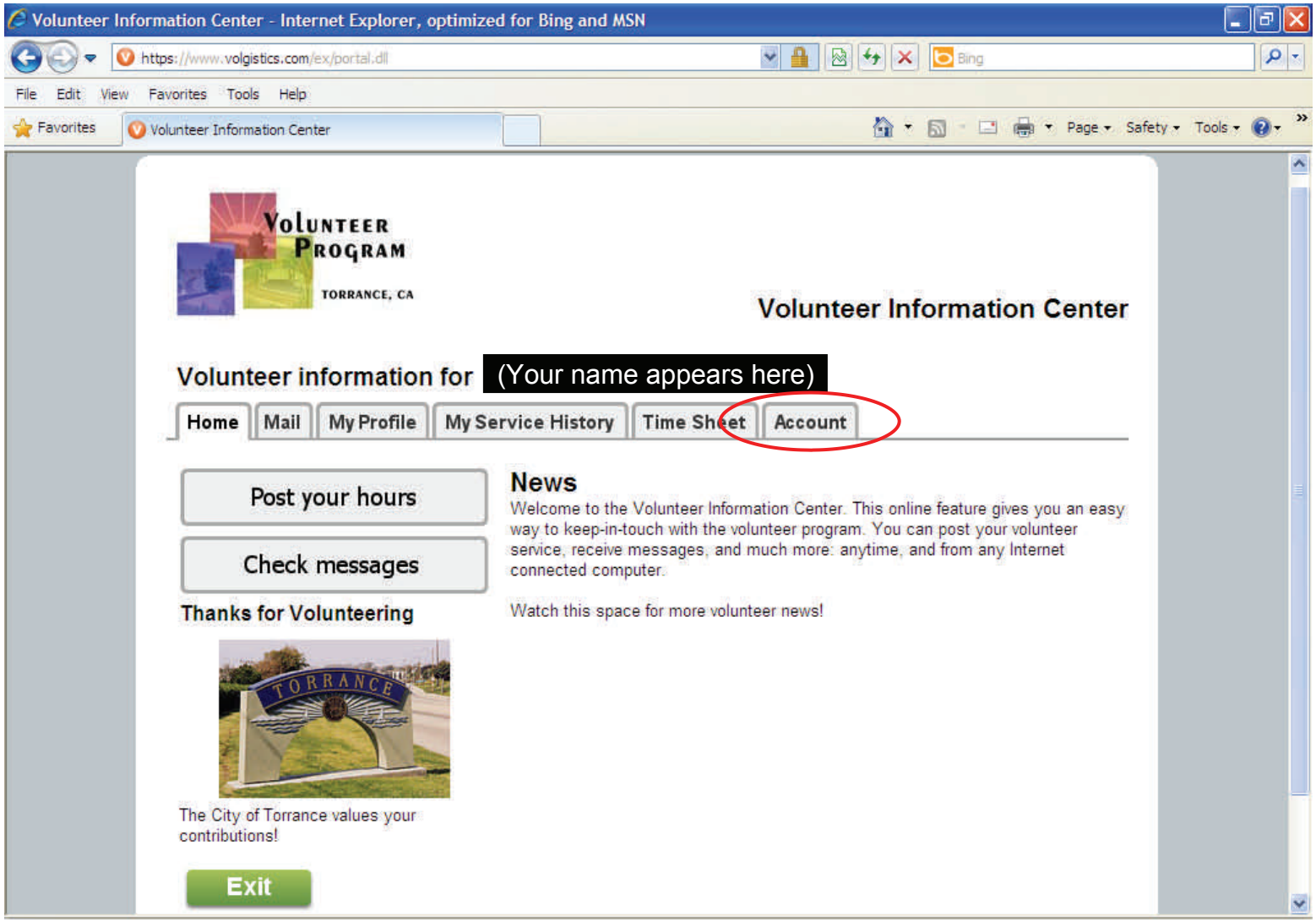
Sign In

Once signed in, your account should appear like this. Congratulations, you're in!



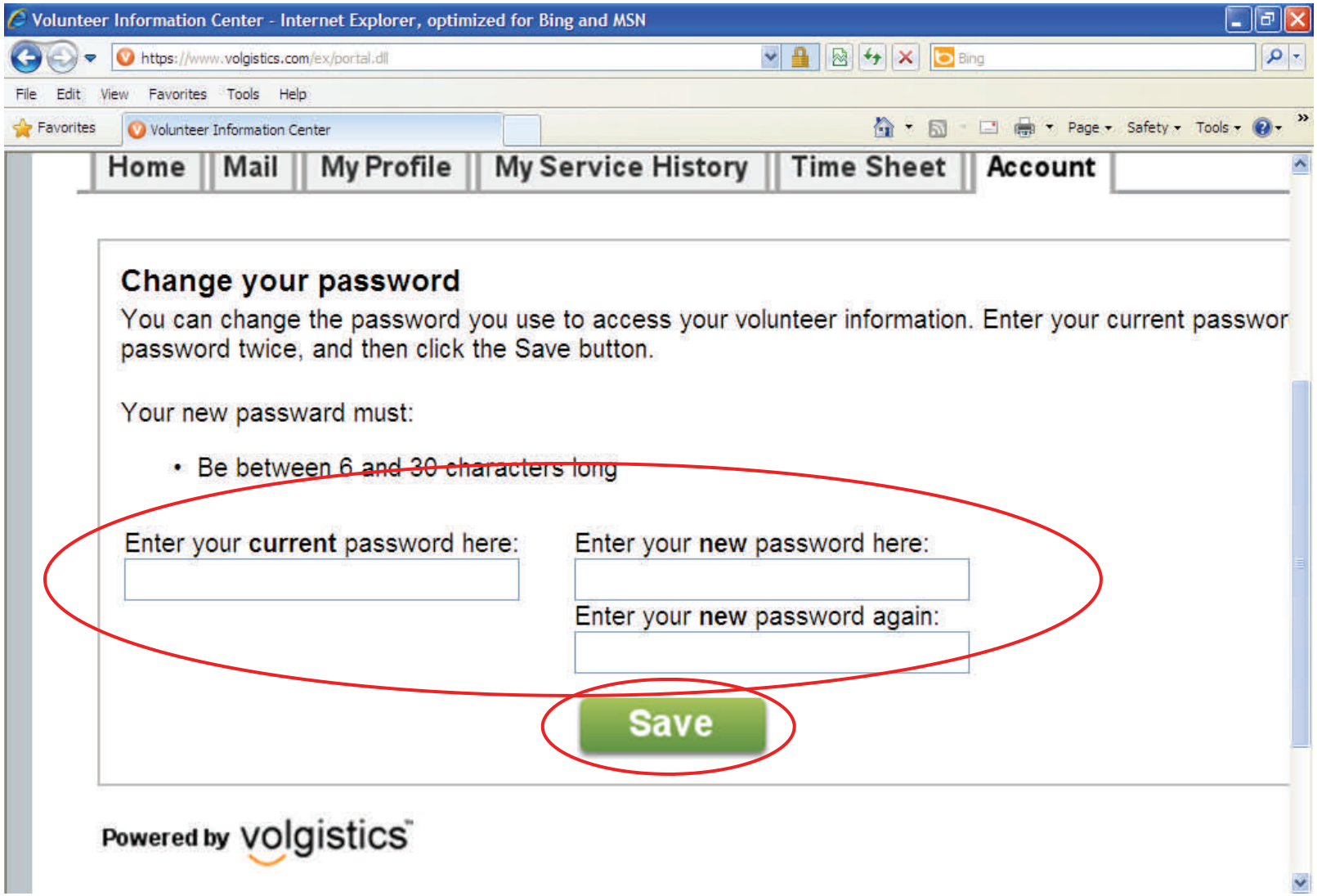
Change Your Password

Step 1: To access the password change page, click on the “Account” tab.



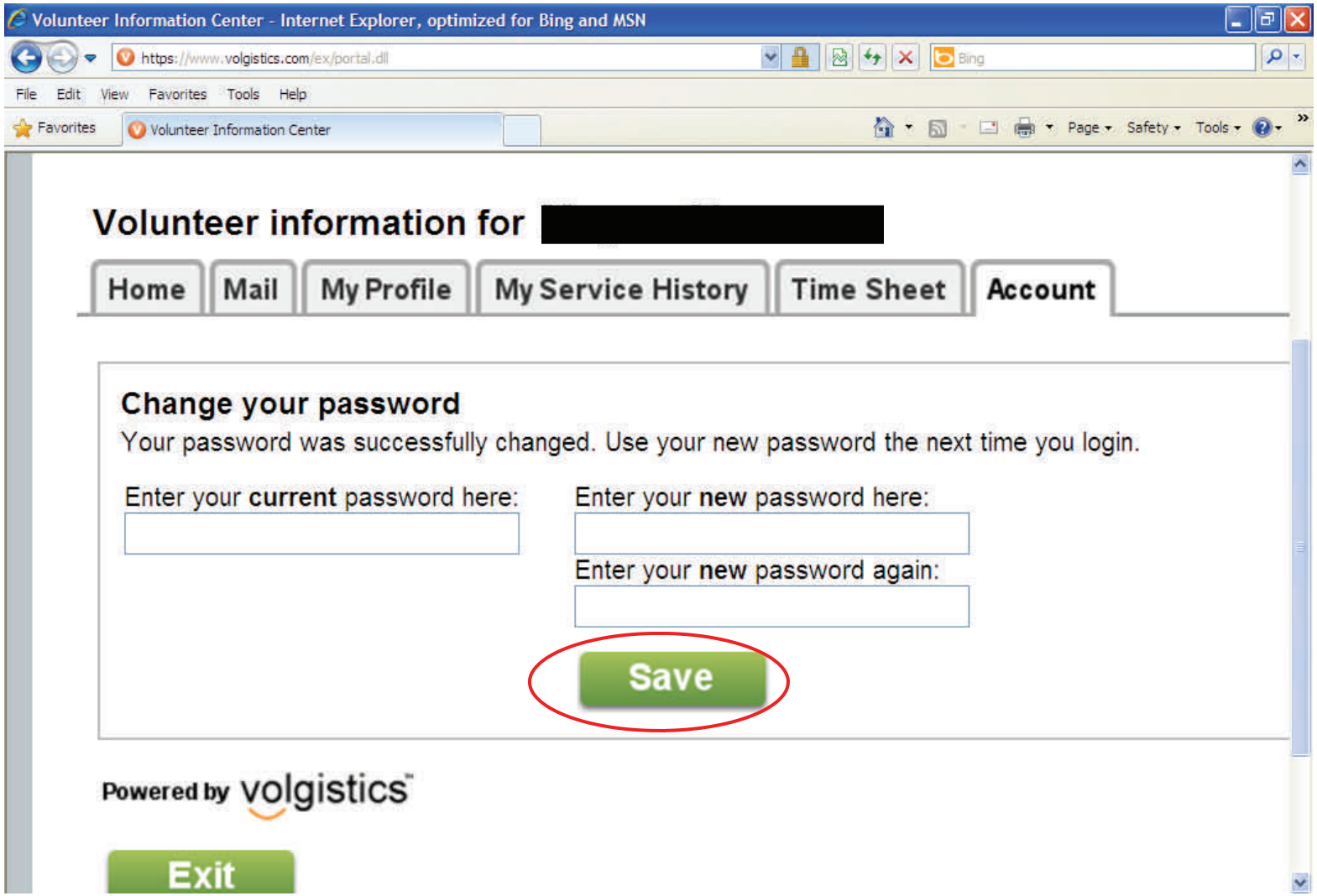
Change Your Password

Step 2: To change your password, follow the instructions on this page and click “Save”.



Change Your Password

The database will let you know that your password was successfully changed. To track your hours, follow the instructions on the next page.

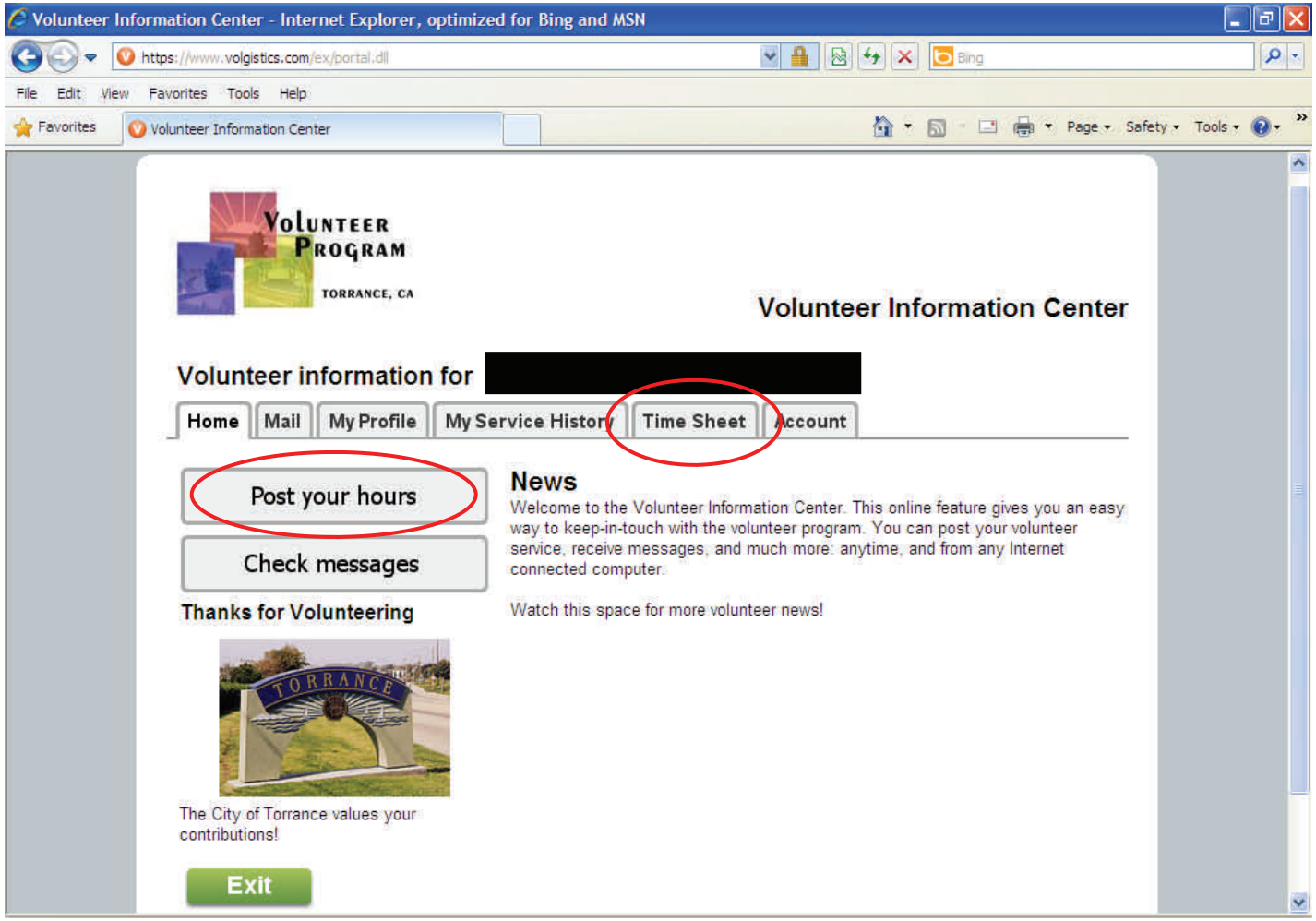


Track Your Hours

Step 1: You can track your hours in two ways.

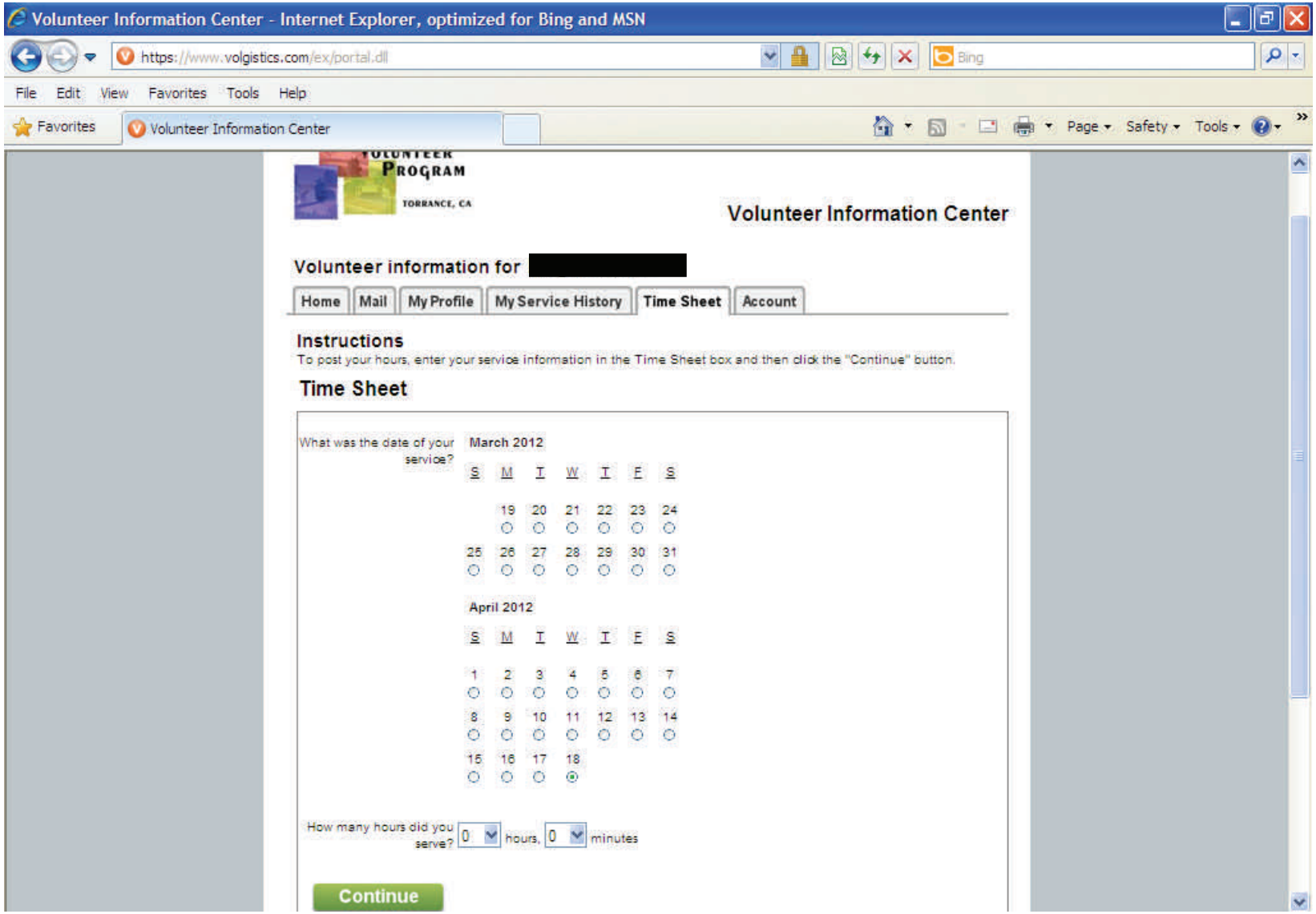
1st Way: From the “Home” page, click on “Post your hours”.

2nd Way: Click on the “Time Sheet” tab.



Track Your Hours

Both sign in methods will lead you to the same page.

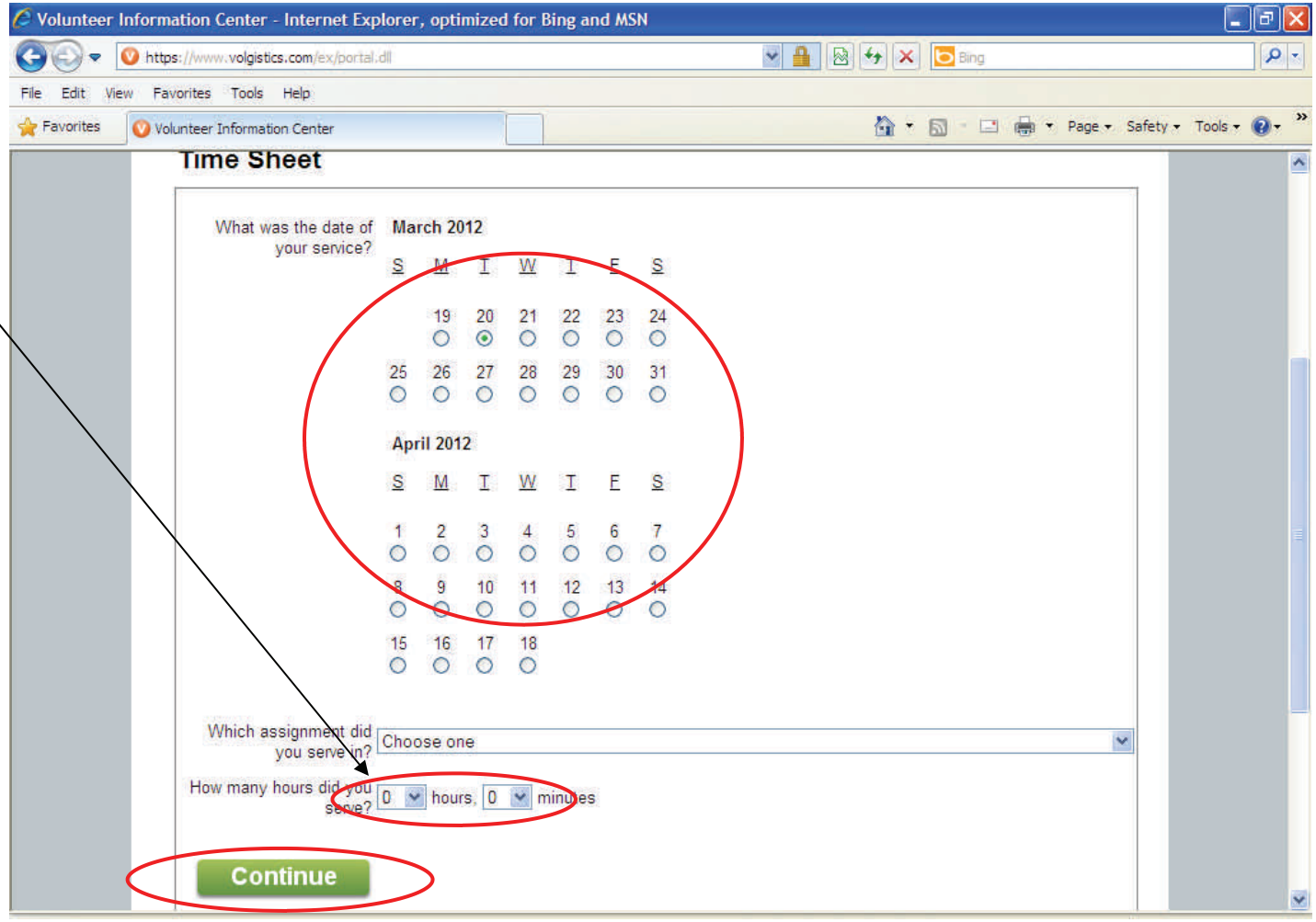


Track Your Hours

Step 2: Select the day you are updating hours for and select the number of hours and minutes served, then click “Continue”.

Note: If you have more than one volunteer assignment, select the assignment you’re tracking hours for in the “Choose one” field.

If you only have one position you are assigned to, you will not need to select a field. It will automatically have your assignment listed and you won’t have to make a selection.

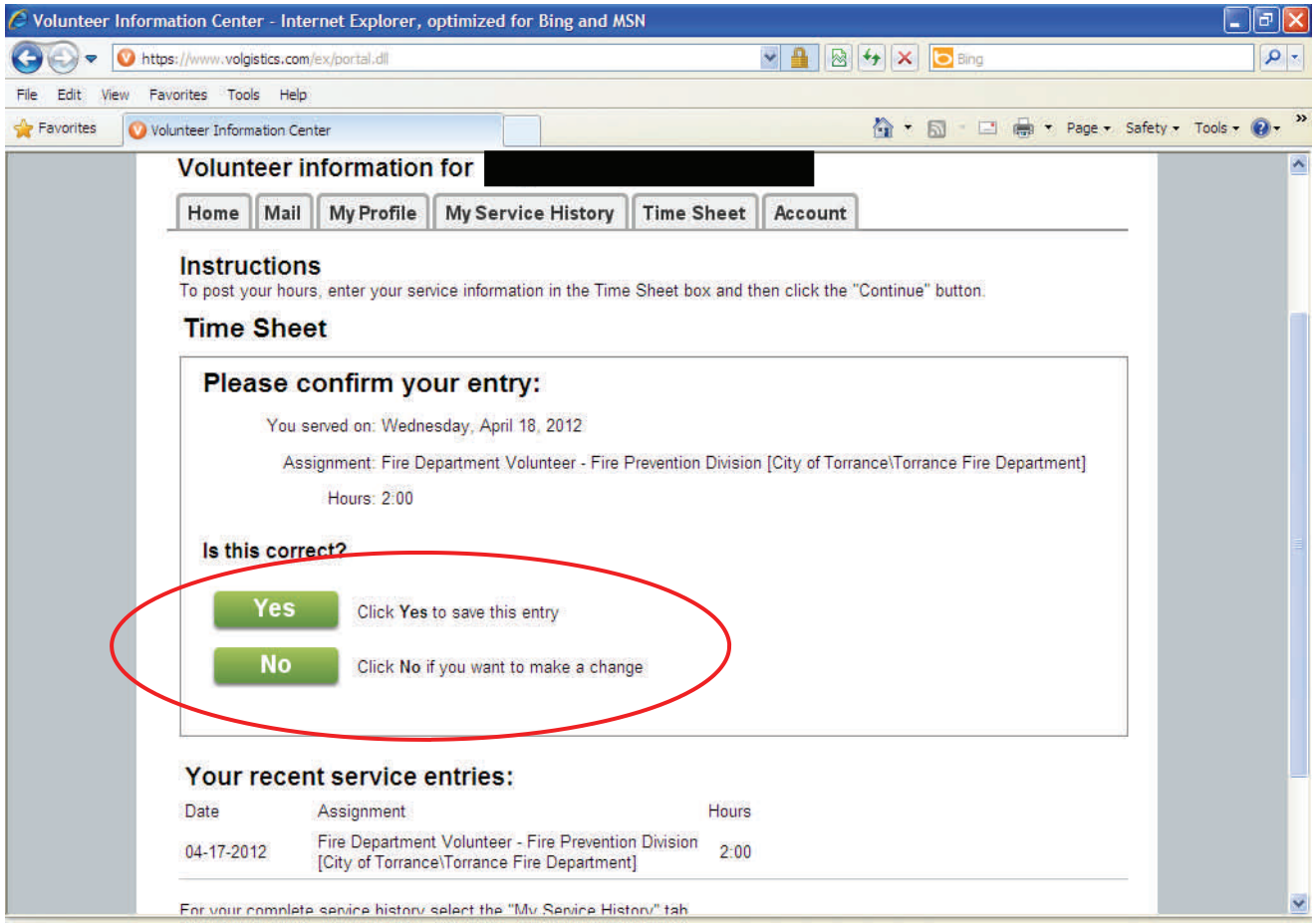


Track Your Hours

Step 3: Review your entry and click “Yes” to save, click “No” to make changes.

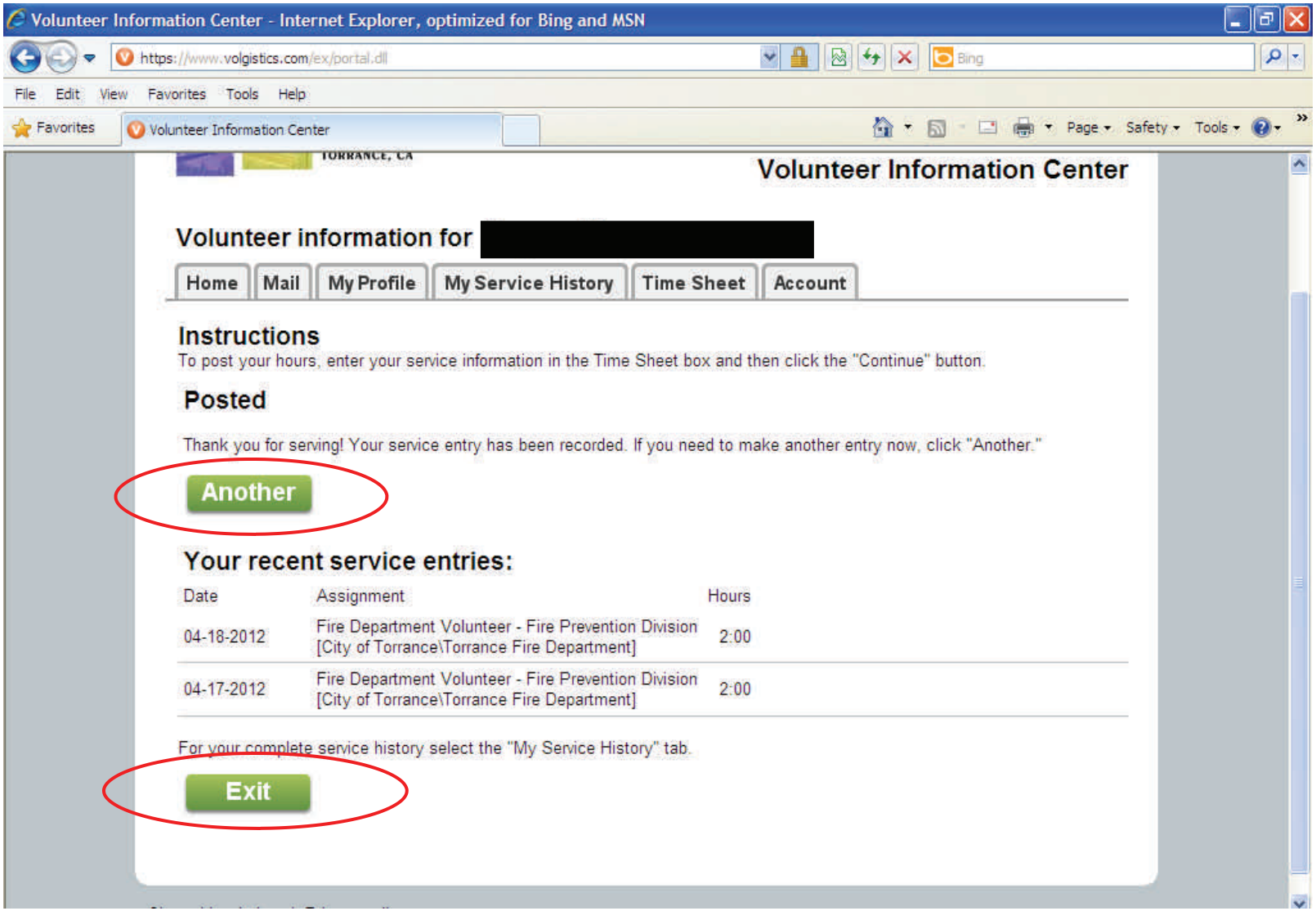
Note: Once you save an entry, no changes can be made after.

If you clicked “Yes” by mistake, contact the City of Torrance Volunteer Program at volunteers@torranceca.gov for assistance.



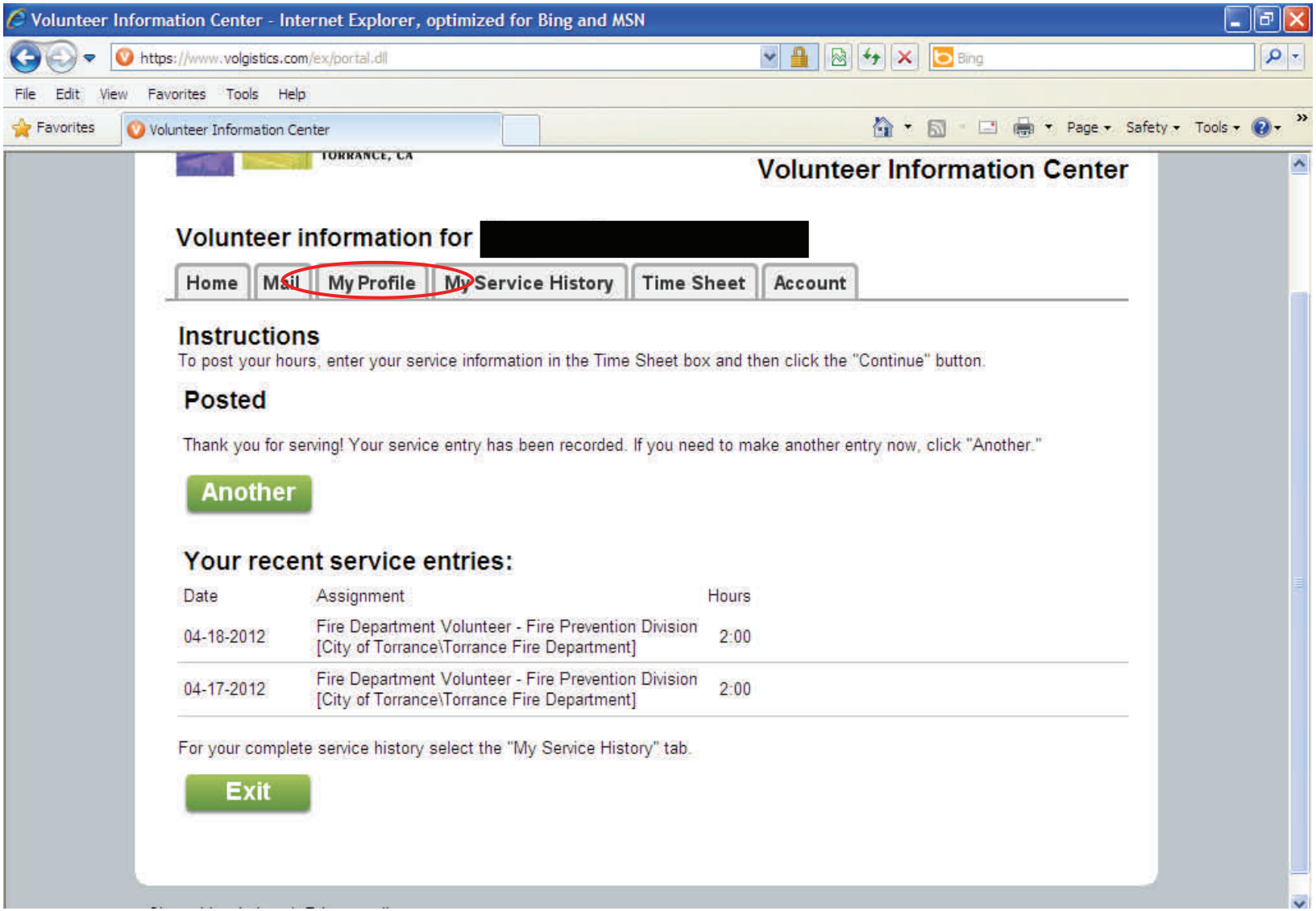
Track Your Hours

Step 4: After your hours are submitted, you may post another entry by repeating steps 2 and 3, or exit the database.



Update Your Information — Your Profile

Step 1: Click on the “My Profile” tab from anywhere on the Volgistics site.



Update Your Information — Your Profile

Step 2: Update the changes for your profile and remember to click “Save” when done. Entries will be lost if you don’t click “Save” before accessing other Volgistics pages.

Volunteer Information Center - Internet Explorer, optimized for Bing and MSN

https://www.volgistics.com/ex/portal.dll

File Edit View Favorites Tools Help

Favorites | Volunteer Information Center | Page | Safety | Tools

Volunteer information for [redacted]

Home | Mail | My Profile | My Service History | Time Sheet | Account

Instructions

The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the "Save" buttons to save your changes or additions.

Contact Information

First name:
Last name:
Title: Choose
Street 1:
Street 2:
Street 3:
City:
State: Choose Zip:
Home phone: ☐ OK to call me here
Work phone: ☐ OK to call me here

What kinds of email would you like to receive?
☐ Electronic newsletters
The City publishes an electronic newsletter semi-annually.
☐ Recruitment appeals
☐ Status letter
The City will send a status letter if we cannot place you in a position of your choosing within 30 days.

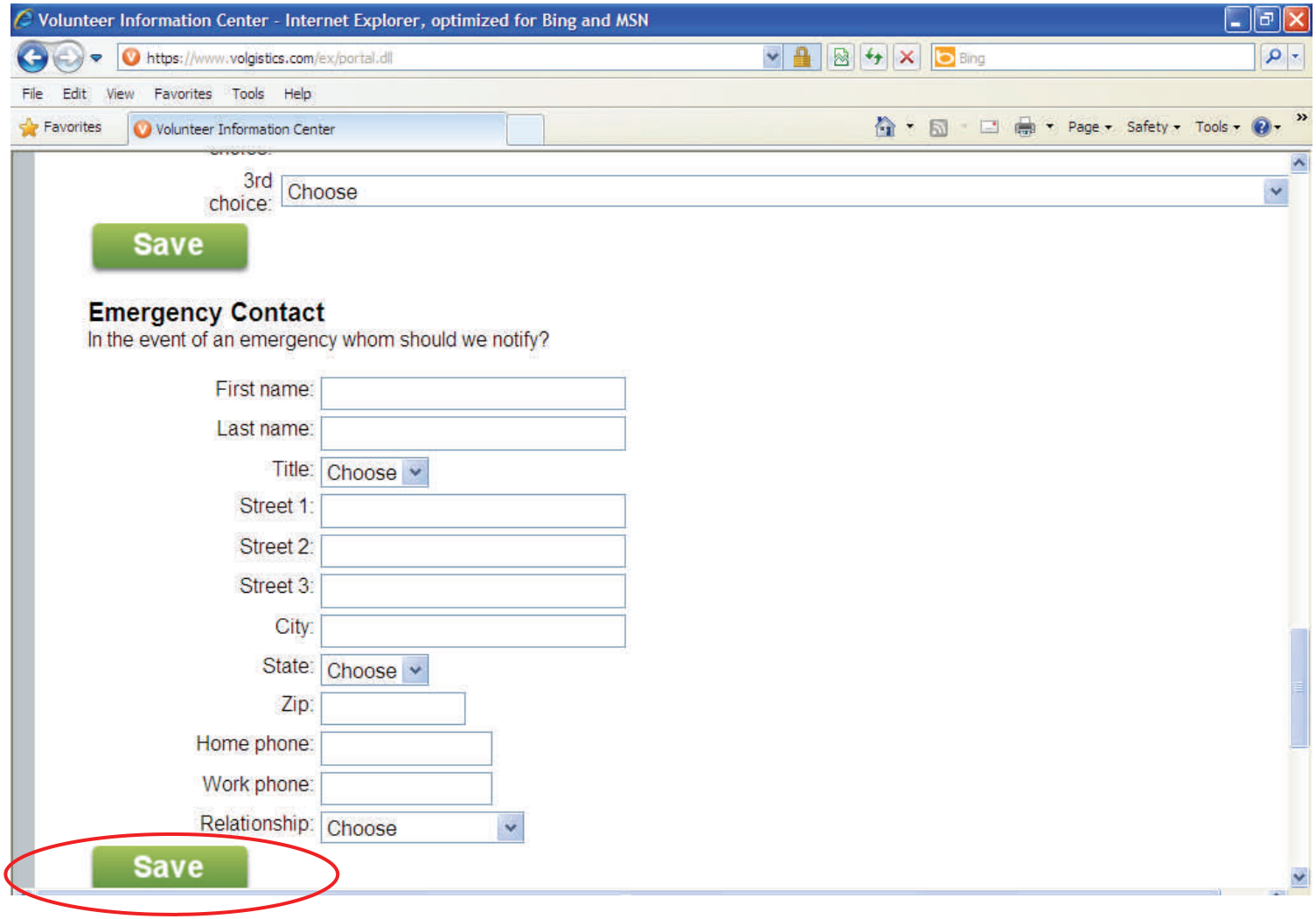
No photo

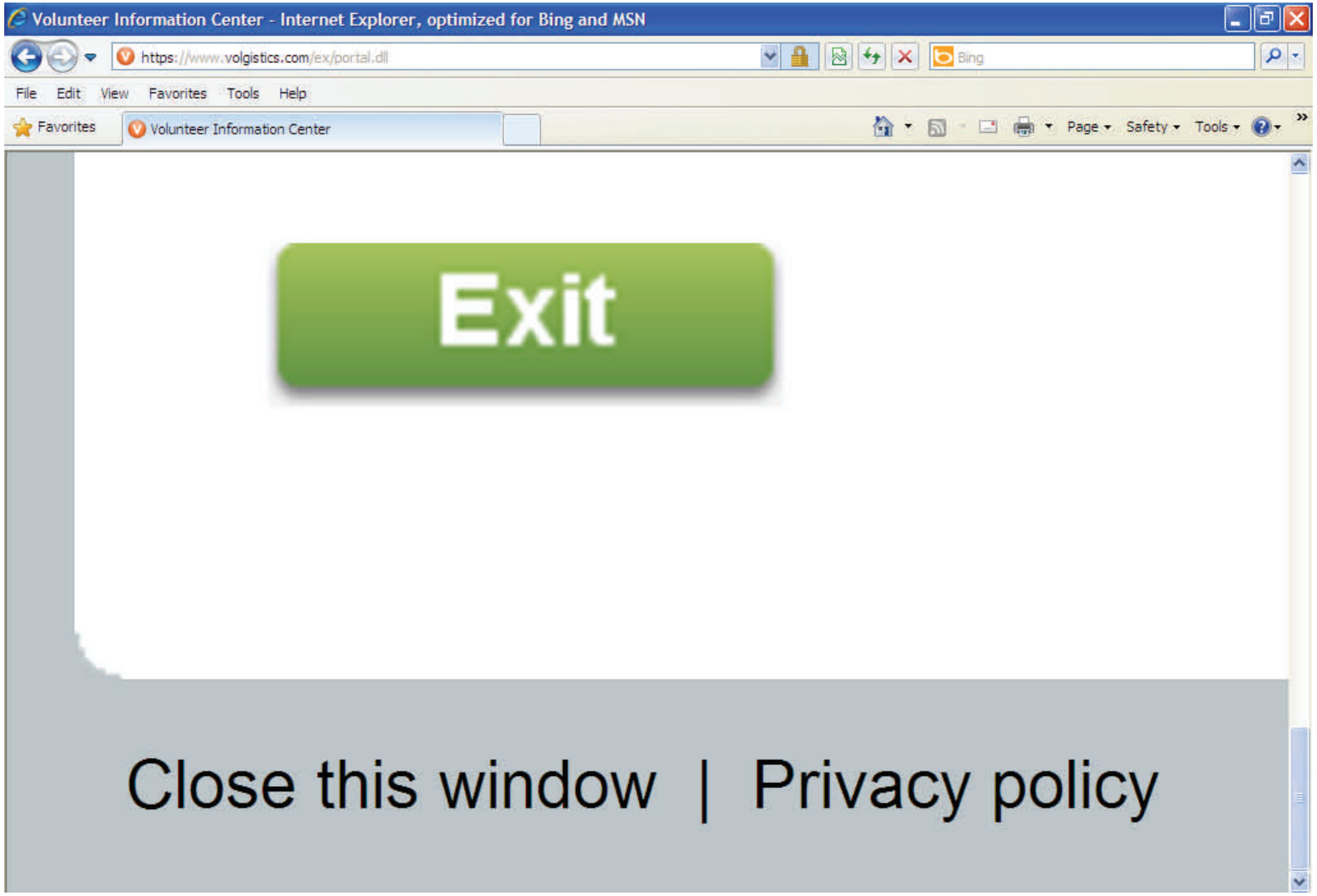
Upload

Save

Update Your Information — Your Emergency Contact

You can update your Emergency Contacts by scrolling down on the page when you're in the "My Profile" tab. After filling in the areas, remember to click "Save" or the information you Entered will not be recorded.



Sign Out

On the bottom of every Volgistics page, you will see a green “Exit” button. You may exit the program at any time. Remember to save your work before you exit.