



Volgistics for Volunteers

How to update personal information and log service hours

Volgistics

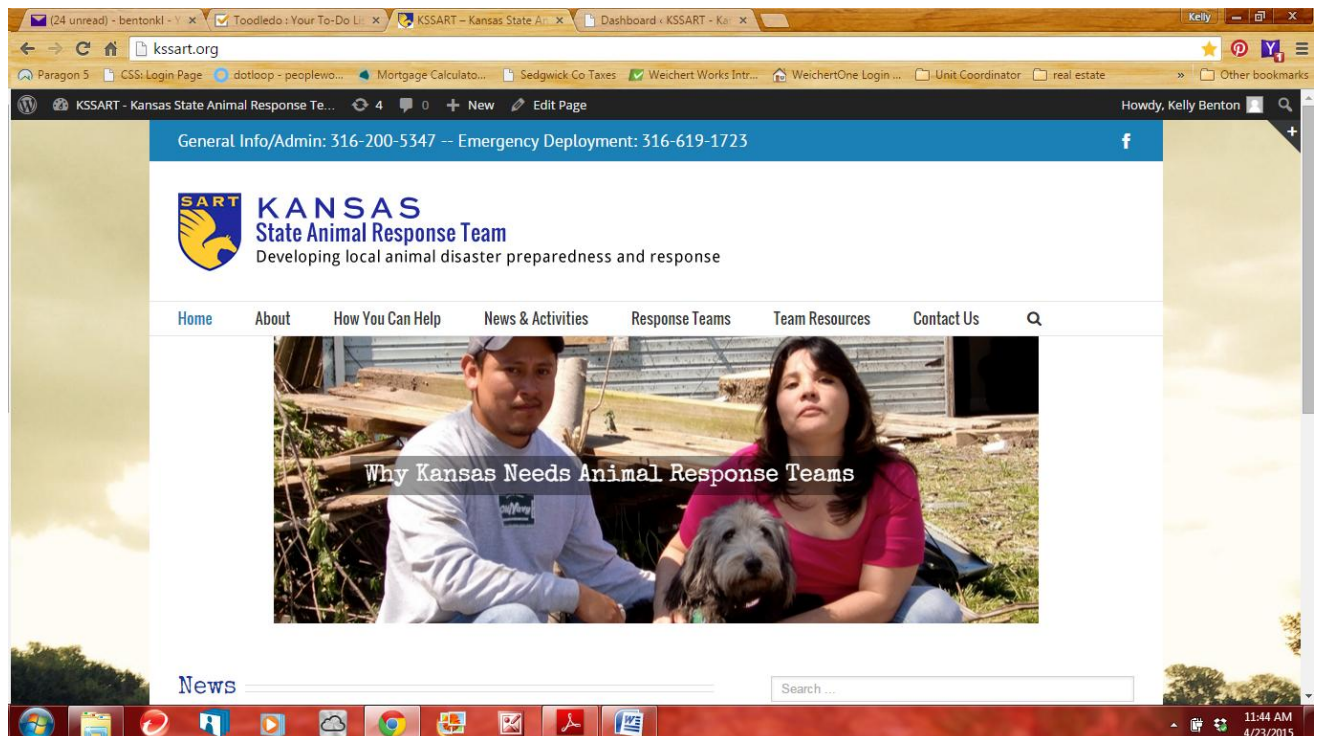
Volgistics, is a web-based database used by animal response teams across Kansas for the purpose of maintaining volunteer information. The information includes volunteer contact information as well as training records and service hours.

Volunteer Responsibilities

All volunteers are responsible for ensuring that their record is properly maintained within the Volgistics database by performing a series of maintenance tasks on a regular basis, including:

1. Updating contact information when appropriate, ie changes to email address, phone number, emergency contact information, mailing address, etc.
2. Properly recording volunteer service hours on a timely basis

Getting to Volgistics from the KS SART Website





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1. Go to www.kssart.org
 - a. On the home page, click on the **(+)** in the top right corner
 - b. From the black drop down menu at the top select “Volunteers ONLY”
2. On the “Volunteers ONLY” page click on Volunteer Tools
3. Then select the function you wish to perform. There is a link for each of the following:
 - a. Update personal information and service hours (Volgistics sign on needed)
 - b. Email your training certificate to your DBA to update your training record
 - c. Review the current training report, listed alphabetically by volunteer last name
 - i. This report is refreshed on the 1st of each month
 - ii. This report shows training records for all ART volunteers in Kansas

Sign into Volgistics: Update Contact Information or enter service hours

Any Disaster.
Any Animal.
Anywhere.

Login

Welcome! This is the Volunteer Information Center (VIC) for Animal Response Team volunteers across the state of Kansas. Your information is tied directly to your individual county team (CART) or your regional team and accessible by you, your regional database administrator and your team leader. Your information is not accessible by other CARTs or other regions.

Here YOU CAN:

- UPDATE your contact information
- SIGN UP for training or to work an event
- ENTER your volunteer service hours

Please enter your Login Name (your email address) and your password (sent to you in a previous email), then click the GO button. If you cannot remember your password, click below to retrieve a new password.

Login name:

Password:

[Forget your password?](#) [Help](#)



Volgistics for Volunteers

How to update personal information and log service hours

1. Select [Update my personal information](#)
 - a. Enter your login name (your full email address, ie; johnnie@aol.com)
 - b. Enter your password (this was assigned and emailed to you shortly after your interview)
 - c. Click GO
 - i. Select the My Profile Tab
 1. Update appropriate information
 - a. NOTE: there are 4 sections, changes are made by section and saved by section
 - i. Contact Information
 - ii. Demographics
 - iii. Skills and Experience
 - iv. Emergency Contact
 2. Click exit to sign out of Volgistics
2. Select [Enter My Service Hours](#)
 - a. Enter your login name (your full email address, ie; johnnie@aol.com)
 - b. Enter your password (this was assigned and emailed to you shortly after your interview)
 - c. Click GO
 - i. Select the Time Sheet Tab
 1. Select the date of your service
 2. Select the assignment you served under
 3. Enter the number of hours/minutes
 4. Click continue
 5. Click Yes (if your entry is correct)
 6. Click Another to add other service dates/assignments/times
 7. OR Click Exit to sign out of volgistics