



Online Scheduling Portal Instructions

Updated 9.21.23

All volunteer scheduling is done through the Online Scheduling Portal. This web-based software is accessible from anywhere to all active volunteers and allows volunteers to easily view, sign up for or change shifts, while letting staff create openings and track volunteer activity. If you have any issues with the portal, email hpage@oregongardenfoundation.org.

Accessing the Portal

The Portal can be accessed via The Oregon Garden website.

1. Visit www.oregongarden.org
2. From the menu at the top of the page, mouse over "Support," select "Volunteers," and finally hit "Current Volunteers" from the drop-down menu.
3. Click on the green "Online Portal" button.

It is recommended that you bookmark this page for future reference.

A screenshot of the Oregon Garden website. The header features the Oregon Garden logo on the left and a navigation menu on the right with links: ABOUT, VISIT, LEARN, EVENTS, SUPPORT, and CONTACT. A search icon is also present. The "SUPPORT" menu is open, showing a dropdown with options: MEMBERSHIP, VOLUNTEER (with a right arrow), and DONATE (with a right arrow). Below the navigation, a large green button labeled "Scheduling" is visible. Below this, a text block reads: "We ask that you please submit your volunteer schedule by the 25th of each month for the following month so that our staff may plan accordingly. You can sign up for volunteer shifts in any of the following ways:" followed by a bulleted list: "Use the Online Scheduling Portal", "E-mail volunteer dates to volunteers@oregongardenfoundation.org", "Drop off your schedule in person at the volunteer office in the Natural Resources Education Center", and "Leave a voice message at 503-874-4055". Below the list, it says "Having trouble with the portal? Refer to the Online Scheduling Portal step-by-step instructions." At the bottom, there is a green button labeled "Online Portal" and a small red text box containing the URL <https://www.oregongarden.org/current-volunteers/>.

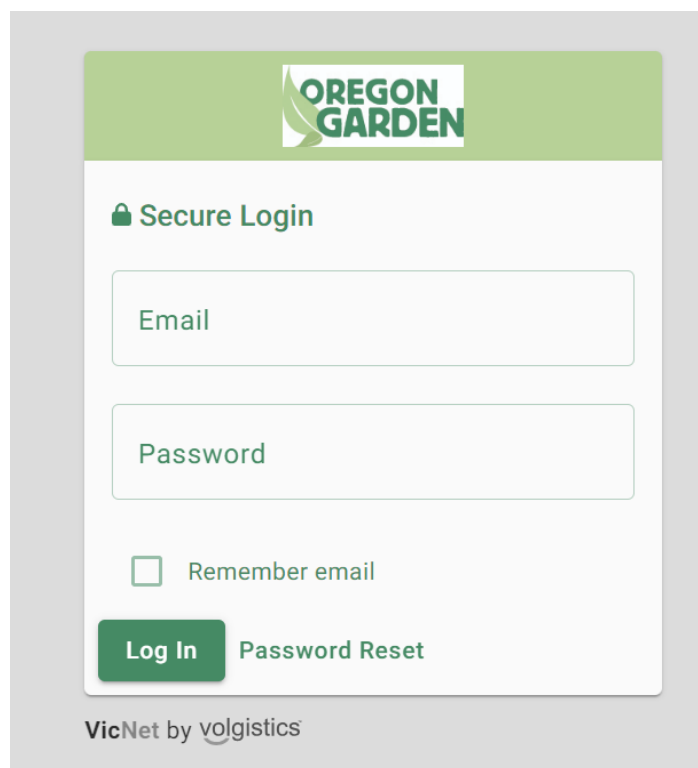
Logging In

After arriving at the Portal home page, log in using your username and password.

- Your username is the e-mail address associated with your volunteer record.
- Your password is the one you created when you completed the online Volunteer Application.

If you cannot remember your password, you may click on the blue “Forget Your Password?” link to reset your password. You may also click the “Help” link for more detailed instructions.

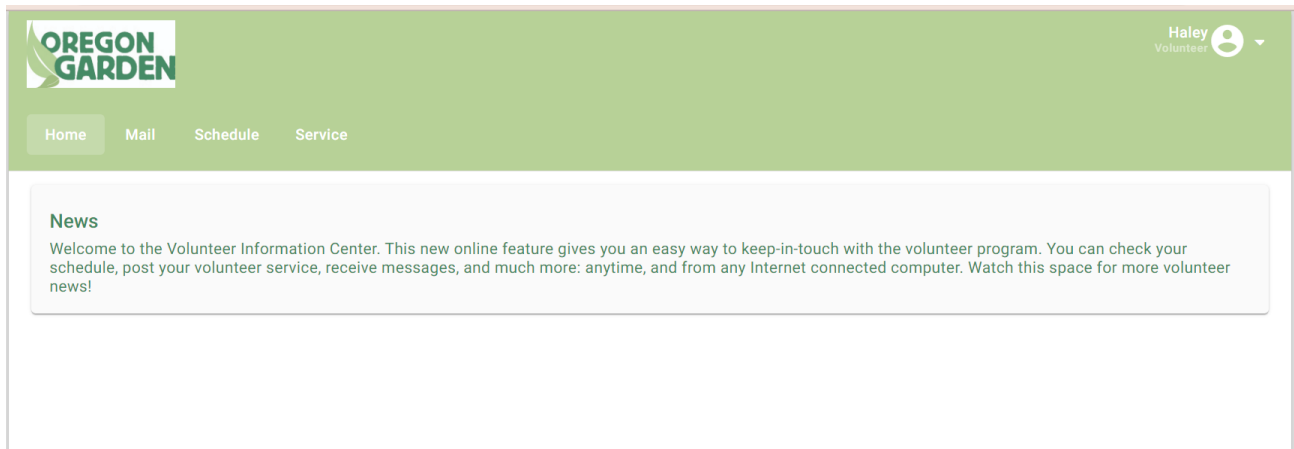
If you are still having difficulty logging in, please contact the Volunteer Coordinator at volunteers@oregongardenfoundation.org.



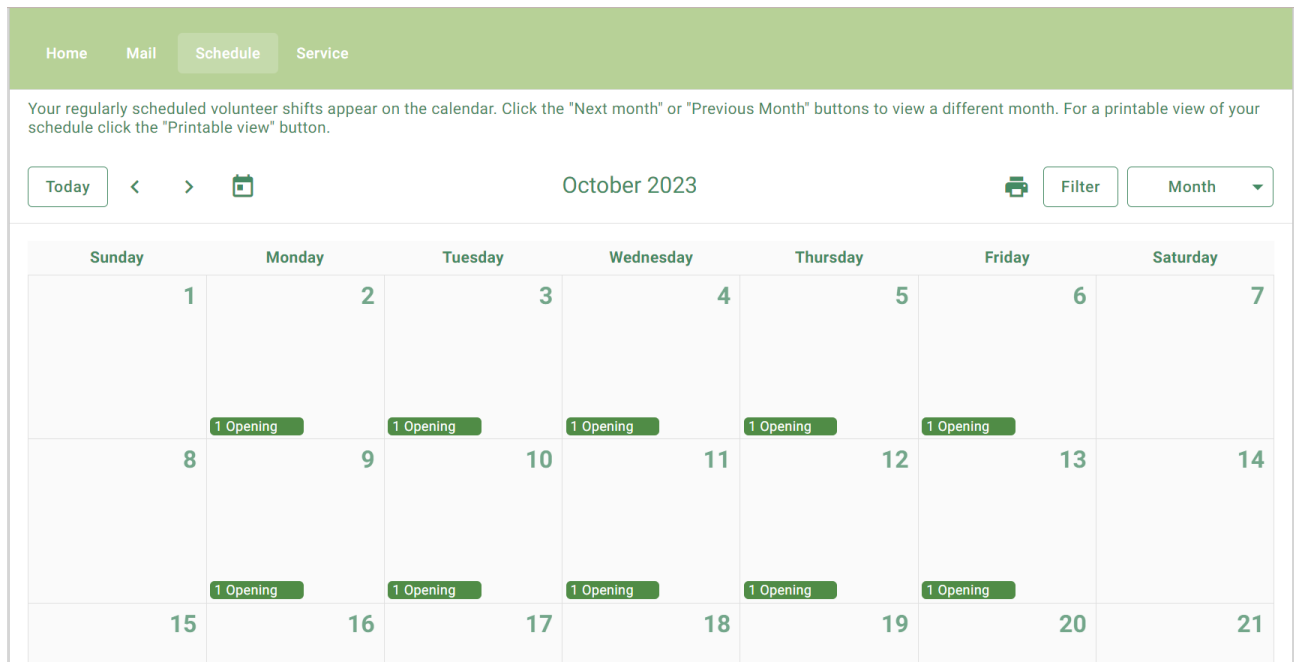
The screenshot shows a web form for logging in to the Oregon Garden portal. At the top, there is a green header with the "OREGON GARDEN" logo. Below the header, the form is titled "Secure Login" with a lock icon. It contains two input fields: "Email" and "Password". Below these fields is a checkbox labeled "Remember email". At the bottom of the form, there are two buttons: a green "Log In" button and a blue "Password Reset" link. The footer of the page reads "VicNet by volgistics".

Using the Portal

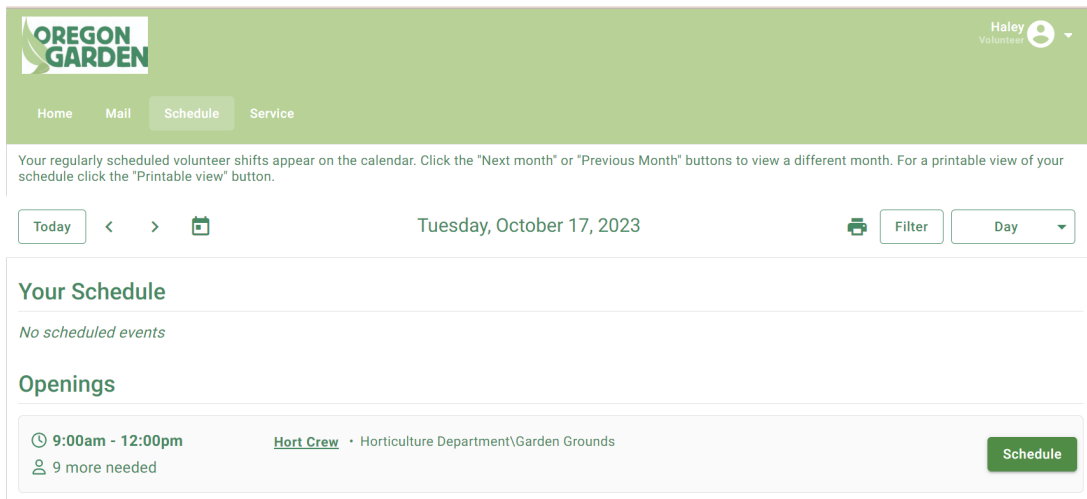
Once you have logged in to the Portal, you will see this screen. Select “Schedule” to see available shifts.



You may navigate to prior or upcoming months using the “<” and “>” buttons.

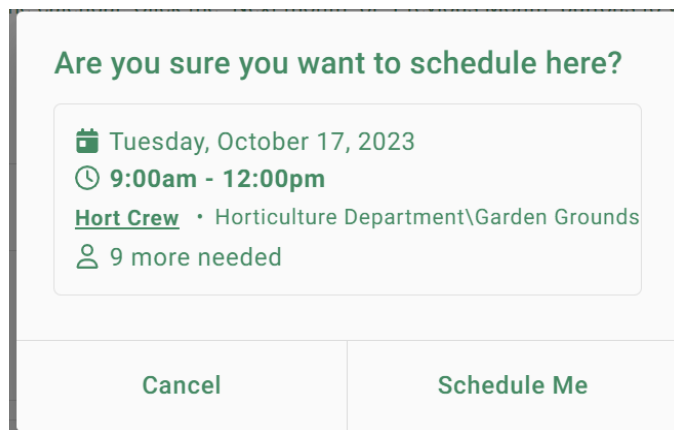


Days with a green “Opening” bubble have shifts available. Click on any of these days to view open shifts. Once you have clicked on a date, you will see the following screen listing openings.



Click on the green “Schedule” button next to the shift you would like to sign up for.

You will be taken to a screen that confirms the details of the selected shift. Click “Schedule Me” to confirm your sign up.



After signing up, your scheduled shifts will be visible on the calendar. You may remove yourself from a scheduled shift up to 24 hours ahead of time. To do so, click the shift you want to modify on the calendar. On the next page, click the “Remove me” button to unschedule yourself.

Updating Your Account Information

The Portal allows you to easily update your contact information and change your password at any time. To update your contact information, hover over your name in the top right corner, and select “Profile”.

OREGON GARDEN

Home Mail Schedule Service

Haley Volunteer

- Profile
- Account
- Log Out

Profile

Contact Information

First name
Haley

Last name
Page

Title

Street 1
879 W Main St

Save

Here you can update your contact information. On this page you will also be able to make changes to your availability, emergency contact information, assignment preferences and more.

To change your password and update your notification preferences, click on the “Account” tab just below Profile and follow the instructions.

If you need to update your email address, please contact the Volunteer Coordinator at volunteers@oregongardenfoundation.org.

OREGON GARDEN

Home Mail Schedule Service

Haley Volunteer

- Profile
- Account
- Log Out

Account

Change Password

Current Password

New Password

Confirm New Password

Change

Text Messaging

Use this section to opt into text messaging.

Mobile Phone

Country
United States

[View Supported Carriers](#)

When to Receive Automated Text Messages

From
Midnight

To
Midnight

Timezone
(GMT-08:00) Pacific Time (US & Canada); Tijuana

☐ I agree to the [Volgistics Terms & Conditions](#)

Opt In