



## Using Volgistics at Home

1. On your home computer, please visit <http://www.imamuseum.org>
2. Under the IMA logo to the right of the screen, click on "GIVE & JOIN"
3. Click on the category labeled, "VOLUNTEER"
4. Once you are on the VOLUNTEER page, scroll down to the "VOLUNTEER INFORMATION CENTER (FOR CURRENT VOLUNTEERS)" section and click on the link "Log in to the Volunteer Information Center."

After you have clicked on the link, a new tab or browser will open. (We recommend that bookmark/favorite this page in your web browser for ease of future use.)

5. Enter your Login name and Password.

Remember: Your Login name is your e-mail address that you used when you signed up to volunteer.

\*If you forgot your password, click on the link "Forget your password?". Enter your email address and then click the **Go** button. We will **reset** your password and send it to you by email. Your previous password will stop working once you click **Go**. If you continue to experience difficulty accessing your information, please contact the volunteer office for further assistance.

6. Once you are logged in, you will be able to change your personal information, sign-up for open volunteer opportunities, view and change your schedule, and post prior service hours. The following will outline how to utilize each tab in the Volunteer Information Center.

**Home:** Provides quick links to other tabs and any upcoming volunteer news.

**Mail:** Volunteer Services is able to send messages to you through this mail feature, however they will mainly communicate to you via the e-mail that is provided in your profile.

**My Profile:** Change any of your personal information, so that your information we have on file is the most up to date.

**My Schedule:** View, sign-up, and change your volunteer schedule.

Sign-up:

1. View “Help Wanted” bubbles for volunteer opportunity details
2. Select “Schedule me” to sign up for the opportunity
3. Select “Yes” to confirm your selection

Change:

1. Click on the shift you are scheduled for
2. Once opened, select “Remove me”

\*Please note that you will not be able to change your schedule within 48 hours of your scheduled shift. Please contact the volunteer office if you need to change your schedule within 48 hours and they will be able to assist you.

**My Service History:** Provides the totals of your volunteer service hours

**Time Sheet:** Allows you to post prior service hours that you have completed.

\*Please note that you will only be able to go back 30 days from the current day. If you need to post service hours outside of this time frame, please contact Volunteer Services to assist you.

**Account:** Allows you to change your password.

If you have any questions, please contact IMA Volunteer Services at 317-923-1331 ext. 297 or [volunteer@imamuseum.org](mailto:volunteer@imamuseum.org)