

Volunteer with the J: How to create an account, log in, and sign up for events in Volgistics

Step 1: Create an account

In order to sign up for any volunteer event, you will be required to:

- 1) Create a Volgistics account by **clicking here** and filling out the necessary fields to complete a profile. This process takes less than 10 minutes.

And, if you are 18 years or older:

- 2) Complete and submit consent to perform a background check.

****If you are over 18, you must have a completed and approved background check in order to volunteer with SJCC for any event.****

****If you are not over 18 you will not be required to submit consent to perform/pass a background****

Step 2: Log into your account

- 1) Go to **<http://sjcc.org/about/volunteer/>** and click on the button that says “HAVE AN ACCOUNT? LOG IN TO VIEW OPPORTUNITIES”
- 2) Input your information and hit “login”
- 3) Here is 1 minute video on logging into Volgistics: <https://www.volgistics.com/videos/HT2297.htm>

Step 3: Signing up for an event

- 1) Log into your account (see above)
- 2) Click “Check Your Schedule”
- 3) A visual calendar will pop up and show you all of the volunteer opportunities available. You will see an orange button that reads “HELP WANTED!” on dates we are coordinating volunteer events.
- 4) Click on the orange “HELP WANTED” button, and then click the “Schedule Me” button on the right side of your screen.
- 5) Confirm sign-up by clicking “Yes”
- 6) Click “continue” to complete the process

**** After you’ve completed this process, Vogistics will send you a confirmation email with details for the event that you’ve signed up for.****