

Quick Guide: Signing Up for a Volunteer Shift

Step 1: Log in to your Volgistics account. Your homepage should appear and look like the one below.

The screenshot shows the homepage of the Cape Fear Habitat for Humanity volunteer portal. The header is blue with the organization's logo on the left and a user profile for 'Heather Volunteer' on the right. A navigation bar below the header contains links for 'Home', 'Mail', 'Schedule', and 'Service'. The main content area is divided into three columns. The left column features three sections: 'Construction Safety' with a 'Click Here' button, 'ReStore Safety' with a 'Click Here' button, and 'Volunteer Newsletters' with buttons for 'January Edition', 'December Edition', and 'November Edition'. The middle column is titled 'Volunteer News & Notes' and contains two paragraphs of text. The right column is titled 'Volunteer Resources' and contains a list of eight resource buttons: 'Adult Volunteer Waiver', 'Minor Volunteer Waiver', 'Volunteer Code of Conduct', 'How To Clock In While On Site', 'Volunteer Benchmark Incentives', 'Volunteer Handbook', 'Construction Manual', 'Construction Task Descriptions', and 'Construction Volunteer FAQ'. The footer includes 'VicNet by volgistics' on the left and 'Privacy Policy' on the right.

Cape Fear Habitat for Humanity

Heather Volunteer

Home Mail Schedule Service

Construction Safety

Please click below to watch a construction safety video!

[Click Here](#)

ReStore Safety

Please click below to watch a ReStore safety video!

[Click Here](#)

Volunteer Newsletters

[January Edition](#)

[December Edition](#)

[November Edition](#)

Volunteer News & Notes

Welcome to the CFHFH Volunteer Information Center. This online feature gives you an easy way to stay engaged with the volunteer program. You can check your schedule, post your volunteer service, receive messages, and much more: anytime, and from any device.

The inclement weather line is back up and running! If you need to double check about a shift before driving out to the site, you can call (910)762-4744 ext 132 for that information.

Please remember to sign up 24 to 48 hours in advance for ReStore shifts! This gives staff time to prepare for your shift!

Volunteer Resources

Please check out the resources available below! If there's something you'd like to see added to the list, please let us know!

[Adult Volunteer Waiver](#)

[Minor Volunteer Waiver](#)

[Volunteer Code of Conduct](#)

[How To Clock In While On Site](#)

[Volunteer Benchmark Incentives](#)

[Volunteer Handbook](#)

[Construction Manual](#)

[Construction Task Descriptions](#)

[Construction Volunteer FAQ](#)

VicNet by volgistics

Privacy Policy

Step 2: Click on the My Schedule tab at the top of the page.

Cape Fear Habitat for Humanity

Home Mail **Schedule** Service


Use the next and previous arrows to move to a different date range.

Today < > February 2023 Filter Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
					4 Openings	7 Openings
5	6	7	8	9	10	11
	7 Openings	8 Openings	9 Openings	8 Openings	7 Openings	7 Openings
12	13	14	15	16	17	18
	7 Openings	7 Openings	9 Openings	8 Openings	8 Openings	9 Openings
19	20	21	22	23	24	25
	8 Openings	8 Openings	12 Openings	8 Openings	6 Openings	8 Openings
26	27	28	1	2	3	4

Step 3: Click on the date you're interested in to view the volunteer schedule for that day. (See the alternate calendar option on the last page)

Use the next and previous options to move to a different date range.

Today < > 📅 Saturday, February 4, 2023  Filter Day ▾

Your Schedule
No scheduled events

Openings

The address for the construction site is located here.

- 🕒 7:45am - 2:00pm **1008 N. 7th Street - Veterans Build** • Cape Fear Habitat for Humanity\Construction
👤 9 more needed 📄 Interior & Exterior Finishes [Schedule](#)
- 🕒 9:00am - 1:00pm **AM Shift** • Cape Fear Habitat for Humanity\Monkey Junction Restore
👤 1 more needed 📄 Monkey Junction ReStore [Schedule](#)
- 🕒 9:00am - 1:00pm **AM Shift** • Cape Fear Habitat for Humanity\Downtown Restore
👤 1 more needed 📄 Downtown ReStore [Schedule](#)
- 🕒 9:00am - 1:00pm **AM Shift (Homeowners)** • Cape Fear Habitat for Humanity\Monkey Junction Restore
👤 1 more needed 📄 Monkey Junction ReStore [Schedule](#)
- 🕒 1:00pm - 5:00pm **PM Shift** • Cape Fear Habitat for Humanity\Monkey Junction Restore
👤 1 more needed 📄 Monkey Junction ReStore [Schedule](#)
- 🕒 1:00pm - 5:00pm **PM Shift** • Cape Fear Habitat for Humanity\Downtown Restore
👤 1 more needed 📄 Downtown ReStore [Schedule](#)
- 🕒 1:00pm - 5:00pm **PM Shift (Homeowners)** • Cape Fear Habitat for Humanity\Monkey Junction Restore
👤 1 more needed 📄 Monkey Junction ReStore [Schedule](#)

For ReStore shifts, be sure to double check that you have signed up for the location you prefer!

Other Volunteers

You can click on the blue volunteer shift titles if you'd like more detailed information about the shift.

Step 4: Select which shift you would like to sign up for by hitting the green “schedule me” icon.

The screenshot displays a volunteer scheduling interface for Saturday, February 11, 2023. At the top, there is a navigation bar with a calendar icon, the date "Saturday, February 11, 2023", a printer icon, a "Filter" button, and a "Day" dropdown menu. Below this is a section titled "Your Schedule" with the text "No scheduled events". The main area is titled "Openings" and lists several job openings. Each opening includes a time slot, a shift name, a location, and a "Schedule" button. A confirmation dialog box is overlaid on the screen, asking "Are you sure you want to schedule here?". The dialog box contains the following information: "Saturday, February 11, 2023", "7:45am - 2:00pm", "Saturday Construction - TBD", and "Cape Fear Habitat for Humanity\Construction" with "15 more needed". At the bottom of the dialog box are two buttons: "Cancel" and "Schedule Me".

Today < > 📅 Saturday, February 11, 2023 🖨️ Filter Day ▾

Your Schedule
No scheduled events

Openings

- 🕒 7:45am - 2:00pm **Saturday Construction - TBD** • Cape Fear Habitat for Humanity\Construction [Schedule](#)
👤 15 more needed
- 🕒 9:00am - 1:00pm **AM Shift** [Down](#) [Schedule](#)
👤 3 more needed
- 🕒 9:00am - 1:00pm **AM Shift** [Monke](#) [Schedule](#)
👤 1 more needed
- 🕒 1:00pm - 5:00pm **PM Shift** [Monke](#) [Schedule](#)
👤 1 more needed
- 🕒 1:00pm - 5:00pm **PM Shift** [Downtown ReStore](#) [Schedule](#)
👤 3 more needed
- 🕒 1:00pm - 5:00pm **PM Shift (Homeowners)** • Cape Fear Habitat for Humanity\Monkey Junction Restore [Schedule](#)
👤 1 more needed [Monkey Junction ReStore](#)
- 🕒 1:00pm - 5:00pm **PM Shift (Homeowners)** • Cape Fear Habitat for Humanity\Ogden Restore [Schedule](#)
👤 1 more needed [Ogden ReStore - Showroom Organizer](#)

Other Volunteers

Step 5: Review the information and click “Schedule Me” to confirm.

Step 6: After completing your volunteer shift, you can enter your service hours using the “Service” tab. Enter the date of your shift, along with the time you began and ended your shift. Select the address (construction) or store location of your shift and click “Post”.

Cape Fear Habitat for Humanity

Home Mail Schedule **Service**

Post Service

Date of Service *
2/1/2023

Time
08 : 00 AM to 09 : 00 AM
1 hour

Assignment *
Select the location of your volunteer shift.

Post

Totals

Start Date: Sep 25, 2020
YTD Hours : 0
Total Hours: 0

Service by Year

No Service Found

VicNet by volgistics Privacy Policy

Alternate Step: Filtering Calendar

You can filter which openings you see by department, job site, etc. Click the “filter” button, pick the option you’d like and select “apply”.

The screenshot shows the Cape Fear Habitat for Humanity volunteer schedule interface. At the top left is the organization's logo and name. The top right shows the user's name, 'Heather Volunteer', with a profile icon. Below the header is a navigation bar with 'Home', 'Mail', 'Schedule', and 'Service' buttons. The main area is a calendar grid with dates from 29 to 4. A 'Filter Schedule' modal is open in the center, allowing users to filter assignments. The modal includes a title, a description, a list of assignments with checkboxes, and 'Apply', 'Reset', and 'Close' buttons. A red arrow points to the 'Filter' button in the top right of the calendar area, and another red arrow points to the 'Apply' button at the bottom of the modal.

Cape Fear Habitat for Humanity

Home Mail Schedule Service

Use the next and previous options to move to a different date range.

Today < > 📅

Filter Month

Friday Saturday

2 4

4 Openings 7 Openings

9 10 11

7 Openings 7 Openings

16 17 18

8 Openings 9 Openings

19 20 23 24 25

8 Openings 8 Openings 12 Openings 8 Openings 6 Openings 8 Openings

26 27 28 1 2 3 4

Filter Schedule

Change what you see on the schedule to tailor it to your liking.

Assignments

All selected [Expand All](#)

- All
- Cape Fear Habitat for Humanity
 - Construction
 - Home Repair Program
 - Deconstruction
 - Sponsor Builds
 - Monkey Junction Restore

[Apply](#) [Reset](#) [Close](#)