



## VIP (Volunteer Information Portal)

### ONLINE REGISTRATION SYSTEM INSTRUCTIONS

The online VIP system provides an easy way to schedule and cancel volunteer shifts, check your service hours and print or export a PDF of your service hours; all from anywhere you can access the internet. All volunteers have access to their own personal VIP account.

Please follow the steps below to set up your personal VIP account and feel free to contact the volunteer office with any questions.

#### SET UP INSTRUCTIONS:

**STEP 1:** Access the VIP Portal via the CLT website/Volunteer page or use the direct link below:  
<https://www.volgistics.com/ex2/vicnet.dll/?from=153161>

**STEP 2:** Click Need a password and then enter the email you submitted with your online Volunteer Application. (This is not the PIN you use to clock in. You'll make a separate password.)

**STEP 3:** You will receive an email with the link to set up your password.

**STEP 4:** Login to the VIP link with your email and the password you created. This will be your permanent login.

#### VOLUNTEER SHIFT REGISTRATION INSTRUCTIONS

Log-in to your VIP Portal and click the Sign-Up button located on the home page.

Click the date you would like to volunteer, and the list of volunteer options will appear.

**\*As needed:** Check out the top toolbar sections on your VIP homepage to view/revise your contact info, current volunteer schedule or print service hours.

Need to cancel your shift? Simply log-in to your VIP and click the Remove Me button for the shift you need to cancel.

Have questions? Email Michelle: [mbrown@clotheslesstraveled.org](mailto:mbrown@clotheslesstraveled.org)