



Miracles in Motion

THERAPEUTIC EQUESTRIAN CENTER

How to enter your volunteer hours

How to Access Volgistics

- Can be accessed via computer or mobile, just need WiFi or data
- In order to access volgistics:
 - Go to <https://miraclesinmotion.com/>
 - Click **Volunteer Now**
 - Click **Access your volunteer account**
- When completing the Miracles in Motion application, a Volgistics account was set up for you
 - Use the email you used in the application for your username
 - If you don't know the password, click **Need a password?**

When Logging Your Hours...

- Include your drive time
 - If I volunteered at Miracles for 2 hours and it took me 30 minutes to get there, my total time would be 3 hours.
- The date only goes back 2 months. **The correct date is not as important as the times.**
 - For example, if you had hours to log in November 2019 and wanted to log them now, you can choose the oldest date and log your hours so we still get the hour totals.

How to Log Hours

- For mobile site only: Click the menu (three lines in the top left hand corner)
- Choose **Time Sheet**
- Choose the date you want to log hours on
- Choose the assignment
- Choose the number of hours you volunteered
- Click **save**
- You will then be asked to confirm your entry.