

St. Columbkille's Online Stewardship Sign-Up Program

Welcome to St. Columbkille's online stewardship sign-up program. This is a step by step document to assist you to effectively use the program.

The first thing you will need to do is to build your personal data base in the program. This is a private secure sight; therefore it is for the St. Columbkille community only.

Use this link: <https://www.volgistics.com/ex/portal.dll/ap?AP=104586325>

This link is the online Application form for the St. Columbkille sight. This form is to be filled out **only once**. There should only be one log on per family so be sure to include every family member on the application form. If you feel that you might have filled something out in error, you can change any of the information that you supplied once you are in the program.

To fill out the Application Form:

Fill out each section with the appropriate information.



Stewardship Application Form (St. Columbkille)

Please complete this application form to sign up for the online stewardship program for St. Columbkille. Once you complete the form, click the submit button at the bottom.

Only one form per family.

ONLY FILL THIS FORM OUT ONE TIME

Name and address

First name:

Last name:

Street:

City:

State: Zip:

Home phone: OK to call me here

Work phone: OK to call me here

Cell phone: OK to call me here

Email address:

Please enter a password that:

- Is between 6 and 30 characters long

Password: *

Confirm password: *

Spouse's name:

Child:

There is a list of assignment preferences. Feel free to check as many opportunities that you would like. This does not limit you in helping out with other opportunities in the future nor does it bind you to that particular ministry. It will just give us an idea of the needs of the ministries.

Assignment Preference:	<input type="checkbox"/>	A.K.T.S. (7th and 8th Grade Students at St. Columbkille) [School Stewardship]
	<input type="checkbox"/>	Adult Crossing Guard [School Stewardship]
	<input type="checkbox"/>	Alter Linens [Parish Stewardship]
	<input type="checkbox"/>	ArtReach [School Stewardship]
	<input type="checkbox"/>	Athletic Committee [Parish Stewardship]
	<input type="checkbox"/>	Book Fair [School Stewardship]
	<input type="checkbox"/>	Box Tops [School Stewardship]
	<input type="checkbox"/>	Boy/Girl Scouts [Parish Stewardship]
	<input type="checkbox"/>	Campbell's Soup Labels [School Stewardship]
	<input type="checkbox"/>	CARE [Parish Stewardship]
	<input type="checkbox"/>	Celli [Parish Stewardship]
	<input type="checkbox"/>	Classroom Projects & Donations [School Stewardship]
	<input type="checkbox"/>	Classroom Room Parent & Parties [School Stewardship]
	<input type="checkbox"/>	Communication Envelopes [School Stewardship]
	<input type="checkbox"/>	Computer/Technology [Parish Stewardship]
	<input type="checkbox"/>	Crisis Coordinator [Parish Stewardship]
	<input type="checkbox"/>	Directory [School Stewardship]
	<input type="checkbox"/>	Enrichment Programs [School Stewardship]
	<input type="checkbox"/>	Family Fun Festival [Parish Stewardship]
	<input type="checkbox"/>	Field Trip Chaperone [School Stewardship]
	<input type="checkbox"/>	Fun Lunch [School Stewardship]
	<input type="checkbox"/>	Fundraiser Committee [School Stewardship]
	<input type="checkbox"/>	Funeral Luncheons [Parish Stewardship]
	<input type="checkbox"/>	Grounds/Playground Maintenance [Parish Stewardship]
	<input type="checkbox"/>	Health Screening [School Stewardship]
	<input type="checkbox"/>	HSA [School Stewardship]
	<input type="checkbox"/>	HyVee Receipt Coordinator [School Stewardship]
	<input type="checkbox"/>	Knights of Columbus [Parish Stewardship]

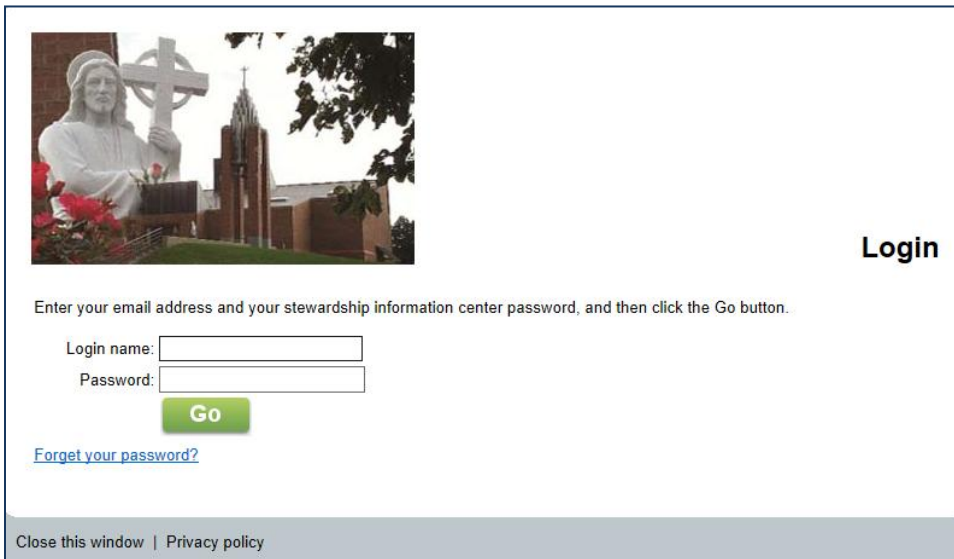
When you have completed the form push the continue button.

You are now registered in the system and can start using the system. Follow the instructions below to use the system.

Using St. Columbkille's Online Stewardship Sign-Up Program

Use this link to access the St. Columbkille online stewardship sign-up program. (DO NOT USE the APPLICATION LINK ABOVE)

<https://www.volgistics.com/ex/portal.dll/?FROM=105830>



Login

Enter your email address and your stewardship information center password, and then click the Go button.

Login name:

Password:

Go

[Forgot your password?](#)

[Close this window](#) | [Privacy policy](#)


****Your login name is your email address that you identified on the application from.**

****Your password you choose on the application form. If you forgot your password, please proceed to “forgot your password” option.**

Because this is a secure website, you will be asked to log in every time you want to access the program.

HOME TAB:

When first entering the site, you will land on the “Home” page of St. Columbkille Stewardship Program.



St. Columbkille Stewardship Center

Volunteer information for Pamela Roland

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

NEWS

Welcome to the Stewardship Information Center. This new online feature gives you an easy way to keep-in-touch with the volunteer program. You can check your schedule, post your volunteer service, receive messages, and much more: anytime, and from any Internet connected computer.

Watch this space for more stewardship news!

Stewardship Opportunities

There are many stewardship opportunities available! Sign up now!

Family Fun Night

Papio Fun Park
5-8

St. Columbkille Fundraiser

Be Super....Send out donation requests

[Exit](#)

On this page you will find News and information for both the school and the church. Located along the top, there are tabs. [Home, Mail, My Profile, My Schedule, My Service History, Time Sheet, Account]

MAIL TAB:

Is email within the system


MY PROFILE TAB:

My profile tab will show you the profile that you have submitted on the application form. Information can be changed in this section.

MY SCHEDULE TAB:

This tab allows you to sign up for the opportunities in the St. Columbkille community.

Instructions
Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.














Sign-Up!

We need help on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.

Show openings in

Schedule yourself for your stewardship

[Prev month](#) [Next month](#) **September 2013**

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

[Prev month](#) [Next month](#)

[Printable view](#)

By using the drop down box, you can narrow your search to the opportunity that you are looking for.

Instructions
Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.

HELP WANTED **Sign-Up!**
We need help on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.

Show openings in
Schedule yourself for

Prev month **Next month**

Sunday	Monday	Tuesday
1	2	3
8	9	1
15	16	1
22 HELP WANTED	23 HELP WANTED	2
29 HELP WANTED	30	


- Box Tops
- Boy/Girl Scouts
- Campbell's Soup Labels
- CARE
- Ceili
- Classroom Projects & Donations
- Classroom Room Parent & Parties
- Communication Envelopes
- Computer/Technology
- Crisis Coordinator
- Directory
- Enrichment Programs
- Family Fun Festival
- Field Trip Chaperone
- Fun Lunch
- Fundraiser Committee
- Funeral Luncheons
- Grounds/Playground Maintenance
- Health Screening
- HSA
- HyVee Receipt Coordinator
- Knights of Columbus
- Labels for Learning
- Lenten Fish Fry
- Library Assistance
- Liturgical Ministries
- Lunchroom Assistance
- Minister of Care
- Missalettes
- Other (not listed)

Prev month **Next month**

Or you can select the date that you are available to serve.

Once selecting a date you will see a list of the available opportunities on that date.


Adult Crossing Guard [Description](#)

 3:15 p to 3:30 p Open
2 volunteers still needed
Note: SCHOOL DAYS ONLY
Would you like to serve on this date? Click the [Schedule me](#) button to schedule yourself here


[Schedule me](#)

3:15 p to 3:30 p Rosemann, Greg Note: SCHOOL DAYS ONLY

ArtReach [Description](#)


 12:00 p to 2:30 p Open
1 volunteer still needed
Note: 3rd Grade (LEADER)
Would you like to serve on this date? Click the [Schedule me](#) button to schedule yourself here

[Schedule me](#)

 12:00 p to 2:30 p Open
10 volunteers still needed
Note: 3rd Grade (HELPER)
Would you like to serve on this date? Click the [Schedule me](#) button to schedule yourself here


[Schedule me](#)

CARE [Description](#)

 2:30 p to 3:30 p Open
1 volunteer still needed
Note: ONLY ON SCHOOL DAYS
Would you like to serve on this date? Click the [Schedule me](#) button to schedule yourself here

[Schedule me](#)

Lunchroom Assistance [Description](#)

 11:00 a to 12:30 p Open
2 volunteers still needed
Note: SCHOOL LUNCH DAYS ONLY
Would you like to serve on this date? Click the [Schedule me](#) button to schedule yourself here


[Schedule me](#)

[Calendar view](#)

m0AOP5qwAeNFvgU7&KEY=52&CD=41558&OC=1

There is a “description” link with each opportunity. This will give you additional information about that opportunity. Once you decide on the opportunity you would like to serve in. Just push the schedule me button.

You will then need to confirm the opportunity. This confirmation page will show you the date and time of your service and assignment information.



St. Columbkille Stewardship Center

Volunteer information for Pamela Roland

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

Sign-Up!

Schedule yourself for your stewardship

You are signing-up to serve:

Date: Friday, October 11, 2013

Assignment: **Adult Crossing Guard**
SCHOOL DAYS ONLY

Note: SCHOOL DAYS ONLY

From: 3:15 p

To: 3:30 p

Is this correct?

Assignment Information

Assignment: Adult Crossing Guard

Location: St. Columbkille
School Stewardship

Description: Stewards are needed to help students cross the street safely at various intersections after school. Typically the hours are 3:15 to 3:30. No special training needed. Please call/email if you have questions.

Contact: Greg Rosemann
(402) 597-5085 (Home)
(402) 639-3999 (Cell)

Once you confirm, you will see this opportunity on your schedule.

Show openings in **All my assignments**
Schedule yourself for your stewardship

Prev month **Next month** **October 2013**

Sunday **Monday** **Tuesday** **Wednesday** **Thursday** **Friday** **Saturday**

		1	2 HELP WANTED	3 HELP WANTED	4 HELP WANTED	5 HELP WANTED
6 HELP WANTED	7 HELP WANTED	8 HELP WANTED	9 HELP WANTED	10 HELP WANTED	11 HELP WANTED 3:15 p - 3:30 p Adult Crossing Guard SCHOOL DAYS ONLY	12 HELP WANTED
13 HELP WANTED	14 HELP WANTED	15 HELP WANTED	16 HELP WANTED	17 HELP WANTED	18 HELP WANTED	19 HELP WANTED
20 HELP WANTED	21 HELP WANTED	22 HELP WANTED	23 HELP WANTED	24 HELP WANTED	25 HELP WANTED	26 HELP WANTED
27 HELP WANTED	28 HELP WANTED	29 HELP WANTED	30 HELP WANTED	31 HELP WANTED		

Prev month **Next month**

Printable view

To delete this opportunity, click on the date of the opportunity you wish to delete. And select the “remove me” button.

Volunteer information for Pamela Roland

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

Schedule for
Friday, October 11, 2013

You are scheduled

3:15 p to 3:30 p
Adult Crossing Guard [Description](#)
SCHOOL DAYS ONLY

Can't serve on this date? Click the Remove me button to remove yourself from these times **Remove me**

Schedule

Adult Crossing Guard [Description](#)

3:15 p to 3:30 p Open
1 volunteer still needed
Note: SCHOOL DAYS ONLY
Would you like to serve on this date? Click the Schedule me button to schedule yourself here **Schedule me**

3:15 p to 3:30 p Roland, Pamela **Note: SCHOOL DAYS ONLY**
3:15 p to 3:30 p Rosemann, Greg **Note: SCHOOL DAYS ONLY**

ArtReach [Description](#)

12:00 p to 2:30 p Open
1 volunteer still needed
Note: 3rd Grade (LEADER)
Would you like to serve on this date? Click the Schedule me button to schedule yourself here **Schedule me**

12:00 p to 2:30 p Open
10 volunteers still needed
Note: 2nd Grade (HELPER) **Schedule me**

MY SERVICE HISTORY TAB: This tab allows you to see your accumulative hours accrued for the school year.



St. Columbkille Stewardship Center

Volunteer information for Pamela Roland

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Instructions

Click the "Printable view" button for a printable view of this information.

Totals

Year-to-date hours: 98:30

Service by year

Click on a year to view your records for the year.

Year	Hours
2013	98:30

Life total: 98:30

[Printable view](#)

[Exit](#)

TIME SHEET TAB: This tab allows you to document your service hours. (No more filling out papers once a month) To document hours, choose the month, day and year. Then use the drop down box to choose the ministry you served in. Put in your time and select continue. Your last 5 entries will show up at the bottom of this page.



St. Columbkille Stewardship Center

Volunteer information for Pamela Roland

[Home](#)[Mail](#)[My Profile](#)[My Schedule](#)[My Service History](#)[Time Sheet](#)[Account](#)

Instructions

To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

Time Sheet

What was the date of your service?

Which assignment did you serve in?

How many hours did you serve? hours, minutes

[Continue](#)

Your recent service entries:

Date	Assignment	Hours
08 24 2013	HSA	00-00

ACCOUNT TAB: You can change your password in this tab.