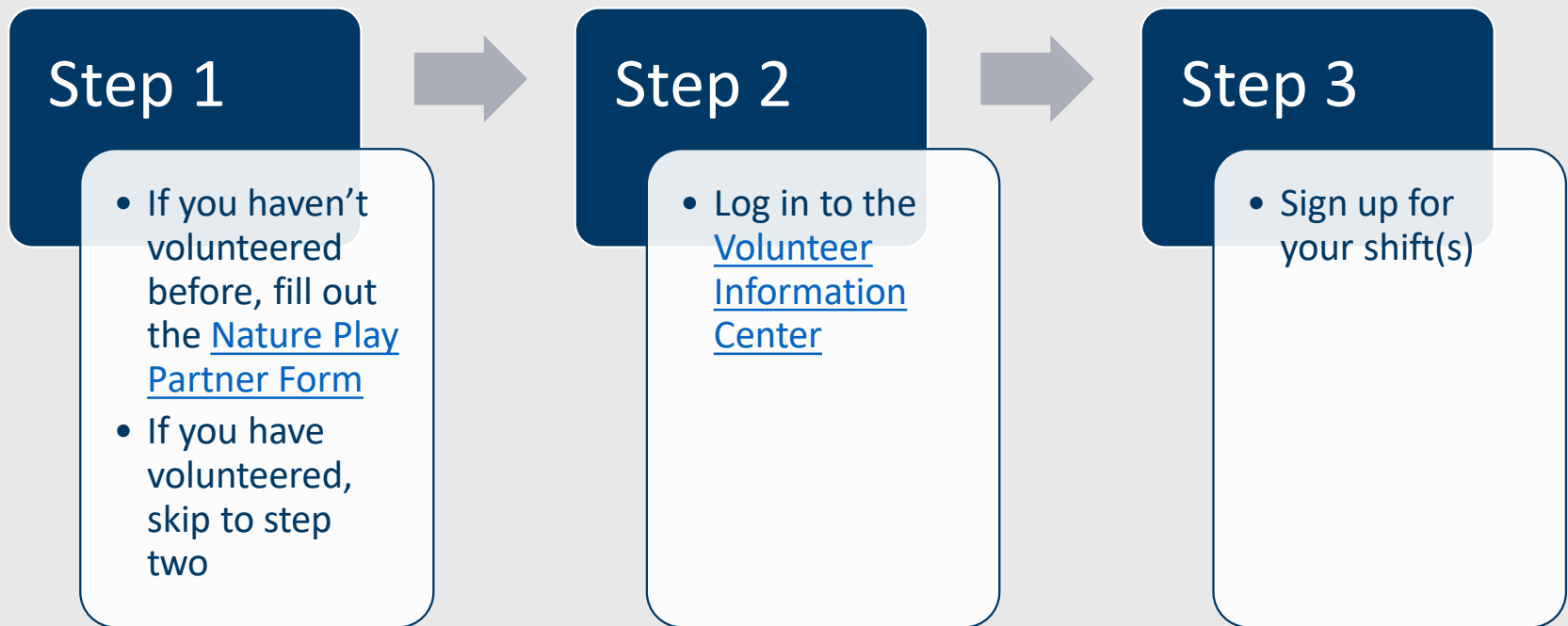




## 2024 Nature Play Area Volunteer Sign Up


# Steps to sign up for shifts



The following slides will take you through this process.

# Step 1

- Fill out the Nature Play Area Partner Form  
\*Please include your organization (nature center, UofM Master Naturalists, etc.) or district (ECFE volunteers)
- Remember your email address and password, since you will need this information to sign-up for shifts!
- Then look for a confirmation email and click the “Volunteer Information Center” link in the email

Nature Play Area Partner

Please complete this application form if you are interested in becoming a Minnesota Pollution Control Agency volunteer in the Nature Play area.

Once you complete the form, click the Submit button.

Thank you for volunteering!

**Tennessee Warning and Privacy Policy**

Pursuant to Minn. Stat. § 13.43, some of the information that you are being asked to provide regarding your service as an Eco Experience volunteer for the Minnesota Pollution Control Agency (MPCA) is classified as private data on individuals, as described in Minn. R. 1205.0200, subp. 9, Minn. R. 1205.0400 and Minn. Stat. § 13.02, subd. 12. The data that you will be providing will be stored on a computer system controlled/owned by Volgestics, not by the MPCA. Therefore, these data are subject to the terms and conditions set forth in [Volgestics' Privacy Policy](#). The MPCA does not have any control over what Volgestics may do with the provided data. However, as per Minn. Stat. § 13.05, subd. 11, whenever a governmental entity such as the MPCA enters into an agreement with another party to perform any of its functions, this party is subject to the requirements of the Minnesota Government Data Practices Act, found in Chapter 13 of Minnesota statutes.

You are being asked to provide this information to assist the MPCA in working with you while you serve as a volunteer. You are not legally required to provide any of the requested information. If you supply the requested information, it will be used to assist the MPCA in working with you as a volunteer. If you do not supply the requested information, it may be more difficult for the MPCA to work with you as a volunteer. The non public data that you provide will be available only to those personnel within the MPCA and Volgestics whose work assignments reasonably require access and to those entities/persons authorized by court order or law.

**Name and address**

First name \*

Last Name \*

Street 1 \*

Street 2

City \*

State \*

Zip \*

Work \*

Ok to call

Cell \*

Ok to call

District/Organization \*

Email address \*

Password \*

Confirm Password \*

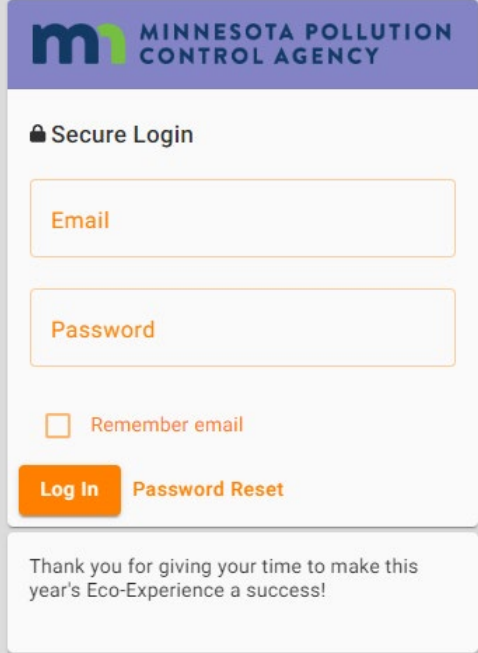
**Requirements**

At least 6 characters long

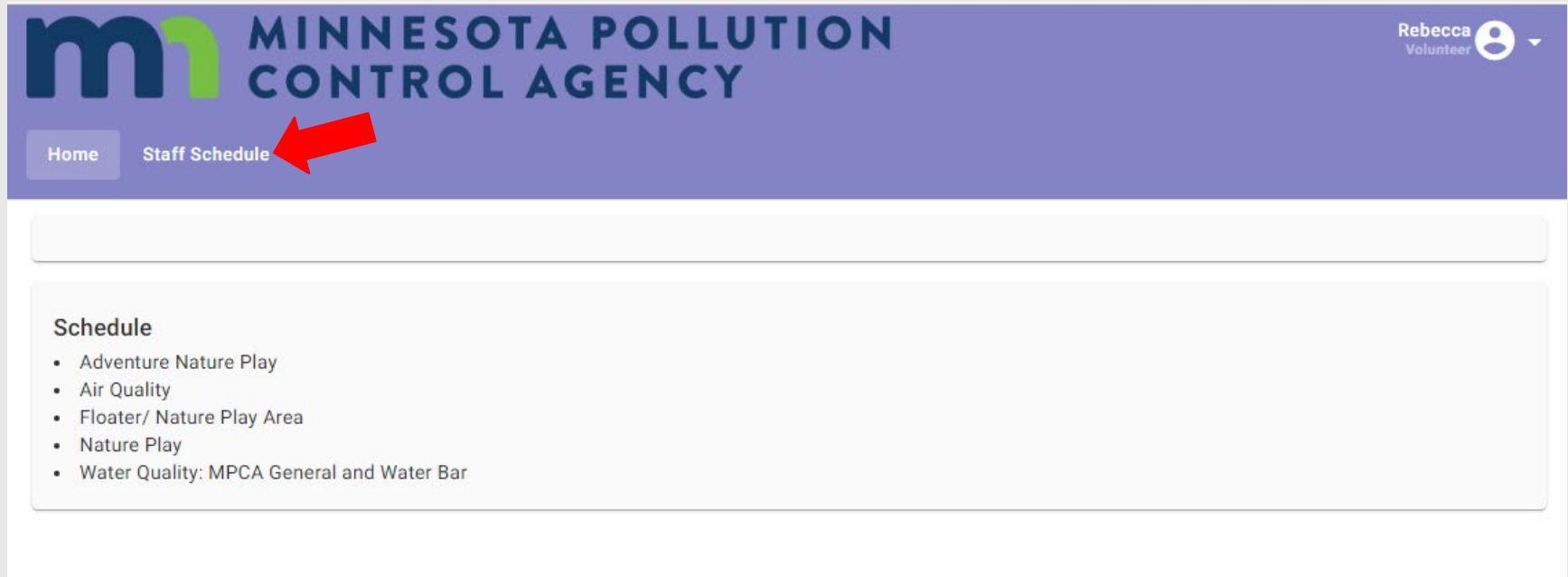
**Submit**

# Step 2

- Login to the [Volunteer Information Center](#) using the email address and password you entered on your Nature Play Area Partner Form



The screenshot shows the login interface for the Minnesota Pollution Control Agency. At the top, there is a purple header with the 'm' logo and the text 'MINNESOTA POLLUTION CONTROL AGENCY'. Below the header, the page is titled 'Secure Login'. There are two input fields: 'Email' and 'Password'. Below the password field is a checkbox labeled 'Remember email'. At the bottom of the form, there are two buttons: 'Log In' (orange) and 'Password Reset' (purple). Below the form, there is a message: 'Thank you for giving your time to make this year's Eco-Experience a success!'. At the very bottom, it says 'VicNet by volgistics'.



The screenshot shows the Minnesota Pollution Control Agency (MPCA) website header. The logo on the left consists of a stylized 'm' and 'i' in blue and green, followed by the text 'MINNESOTA POLLUTION CONTROL AGENCY' in blue. On the right, the user name 'Rebecca Volunteer' is displayed next to a profile icon. Below the header, there are two navigation tabs: 'Home' and 'Staff Schedule'. A red arrow points to the 'Staff Schedule' tab. Below the tabs, there is a search bar and a 'Schedule' section containing a list of activities.

**m** **i** MINNESOTA POLLUTION CONTROL AGENCY

Rebecca Volunteer

Home Staff Schedule

**Schedule**


- Adventure Nature Play
- Air Quality
- Floater/ Nature Play Area
- Nature Play
- Water Quality: MPCA General and Water Bar








- Sign up for your shift(s)
- Click the “Staff Schedule” tab

# Step 3 - continued

- Dates with available shifts that still need to be filled have “X Openings” icons in green.
- Advance to the appropriate month and select the date you prefer

Your scheduled 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.

Today < > 📅 August 2024  Filter Month ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	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	31
						

# Step 3 - continued

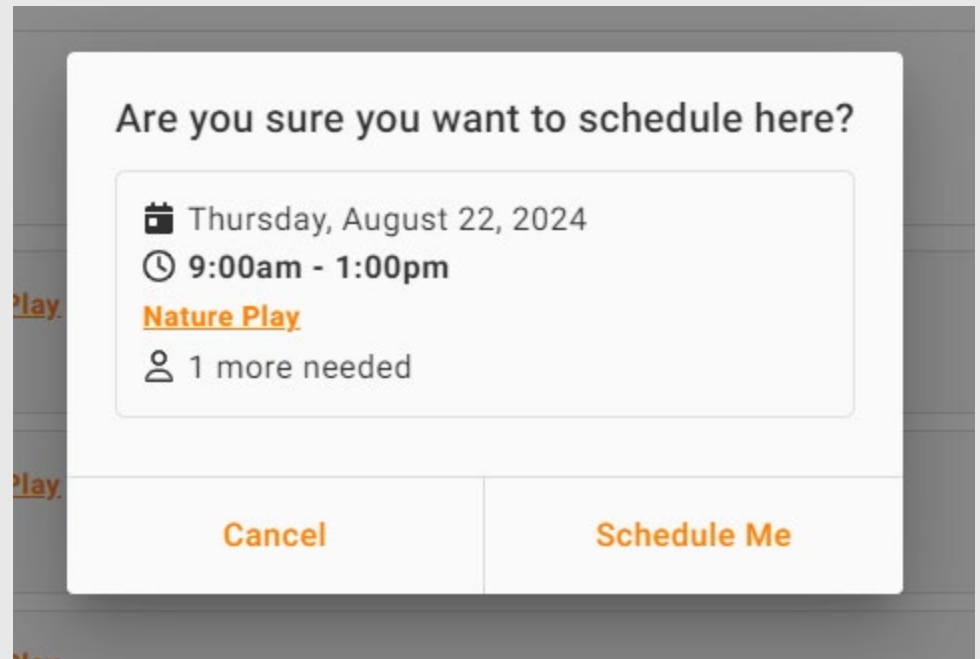
- Once you find a shift you would like to fill, click “Schedule” next to the shift
- You will only see shifts you are eligible to work (in this case Nature Play shifts)
- When shifts begin filling, you will also be able to see the names of others working that day via this screen

The screenshot displays the Minnesota Pollution Control Agency's staff scheduling interface. At the top, the agency logo and name are visible, along with a user profile for 'Rebecca Volunteer'. Navigation tabs for 'Home' and 'Staff Schedule' are present. A message informs users that scheduled shifts appear on a calendar and provides instructions for navigating between months and viewing a printable version. The current date is Thursday, August 22, 2024. The 'Your Schedule' section shows 'No scheduled events'. The 'Openings' section lists three shifts, each for 'Nature Play' and requiring one more person. Each shift has a green 'Schedule' button. The 'Other Volunteers' section shows 'No volunteers scheduled'.

Shift Time	Activity	Status	Action
9:00am - 1:00pm	Nature Play	1 more needed	Schedule
1:00pm - 4:00pm	Nature Play	1 more needed	Schedule
4:00pm - 7:00pm	Nature Play	1 more needed	Schedule

## Step 3 - continued

- After selecting a shift, you will confirm the shift by clicking “Schedule Me” in the pop-up box





# Confirmation

- You will then see your scheduled shift under “Your Schedule” and receive a confirmation email
- You can select the “Staff Schedule” tab to return to calendar view and sign up for more shifts if you’d like
- Log out when done

Thanks for signing up to volunteer at the Eco Experience!

The screenshot shows the Minnesota Pollution Control Agency's staff schedule interface. At the top, there is a purple header with the agency logo and name. A user profile for 'Rebecca Volunteer' is visible in the top right. Below the header, there are navigation tabs for 'Home' and 'Staff Schedule'. A message informs users that scheduled shifts appear on the calendar and provides instructions for navigating between months and viewing a printable version. The current date is Thursday, August 22, 2024. The 'Your Schedule' section shows a single shift from 9:00am to 1:00pm for 'Nature Play' with a 'Remove' button. The 'Openings' section lists two available shifts: 1:00pm - 4:00pm and 4:00pm - 7:00pm, both for 'Nature Play', each with '1 more needed' and a 'Schedule' button. The 'Other Volunteers' section indicates that no other volunteers are scheduled.

**m** MINNESOTA POLLUTION CONTROL AGENCY

Rebecca Volunteer

Home Staff Schedule

Your scheduled 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.

Today < > 📅 Thursday, August 22, 2024 🖨️ Filter Day ▾

### Your Schedule

🕒 9:00am - 1:00pm [Nature Play](#) Remove  
👤 You

### Openings

🕒 1:00pm - 4:00pm [Nature Play](#) Schedule  
👤 1 more needed

🕒 4:00pm - 7:00pm [Nature Play](#) Schedule  
👤 1 more needed

### Other Volunteers

*No volunteers scheduled*

# Questions?

Please contact Kelly Amoth (volunteer coordinator) with  
any questions about signing up:

[kelly.amoth@state.mn.us](mailto:kelly.amoth@state.mn.us)

651-757-2344