

**Palm Springs Art Museum
Docent Council**

Volunteer Information Center

**Posting Hours and
Self-Scheduling**

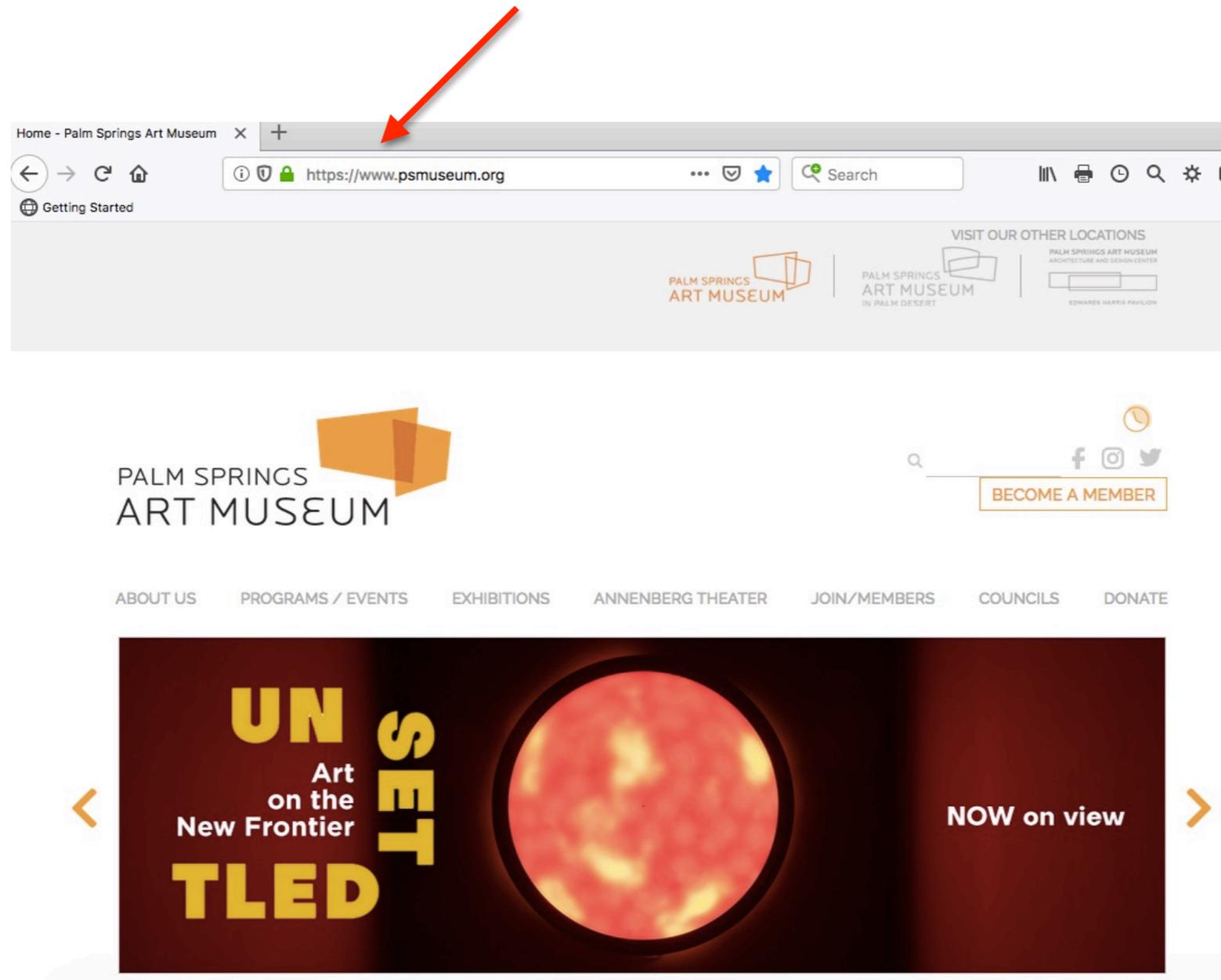
Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

There are two ways to access VIC

-  **1) Through the Palm Springs Art Museum website
www.psmuseum.org**
- 2) Through the docent Portal**

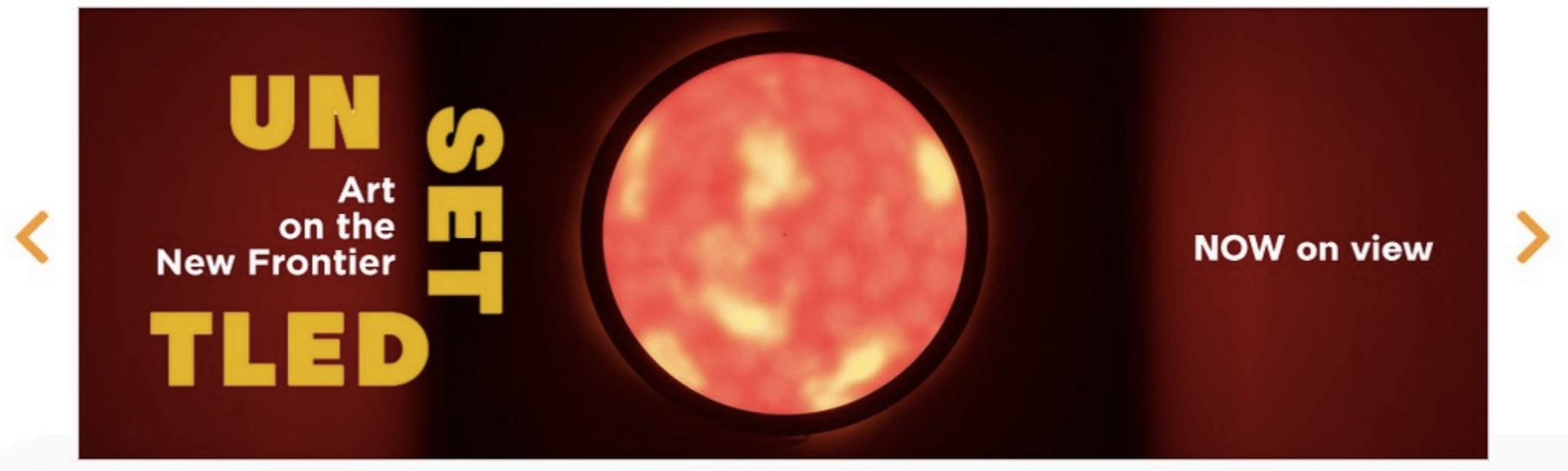
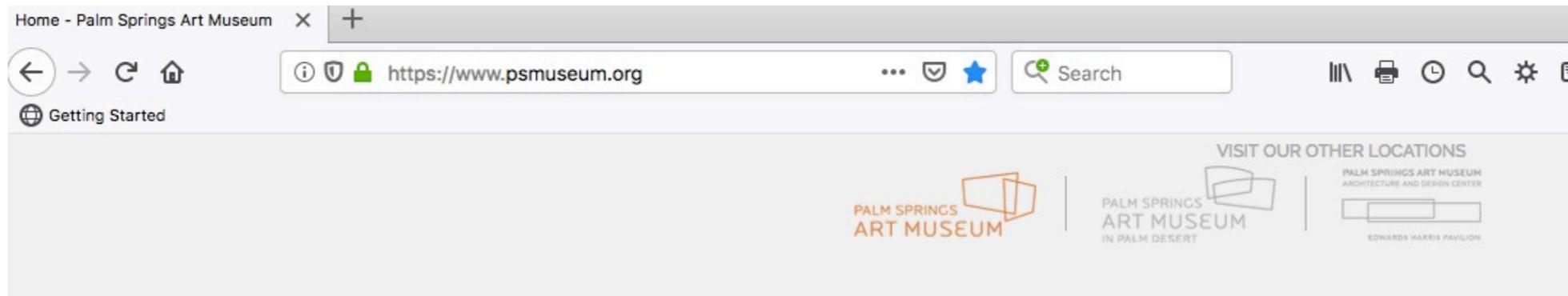
Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Access VIC through PSAM website
www.psmuseum.org



Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Access VIC through PSAM website
www.psmuseum.org

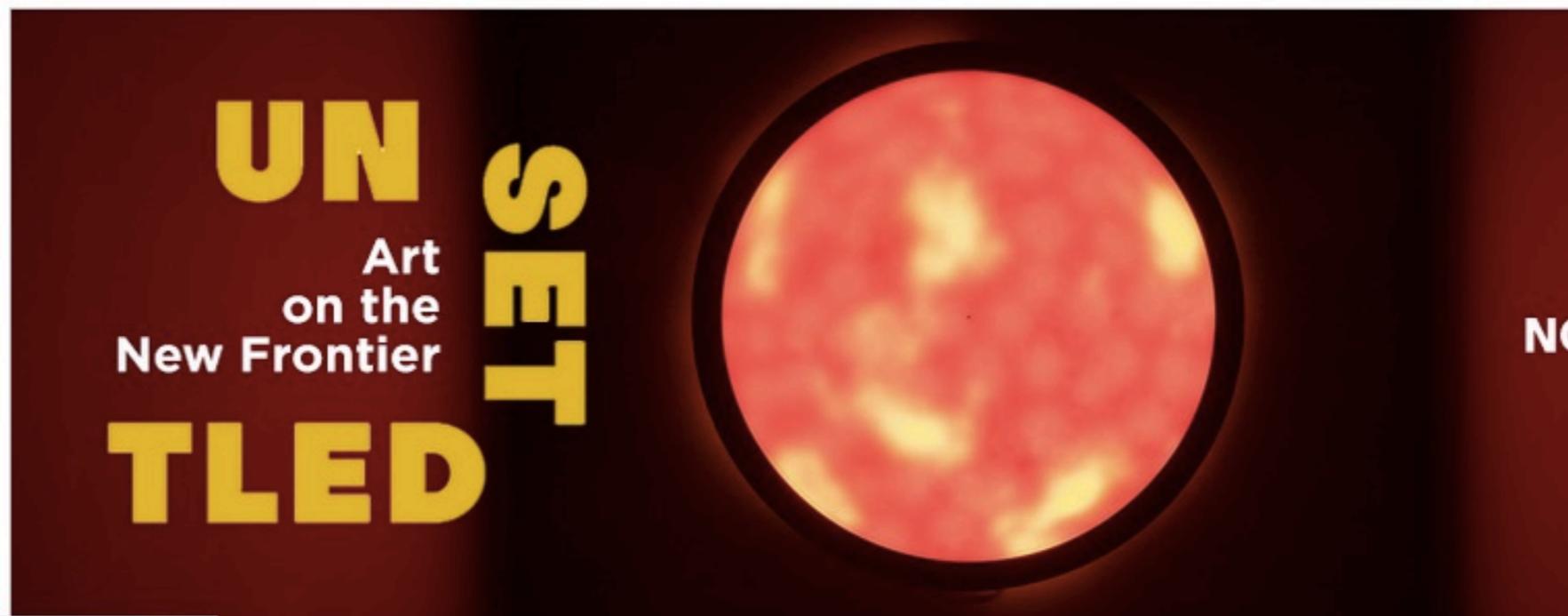


Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Access VIC through PSAM website
www.psmuseum.org



- ABOUT US
- PROGRAMS / EVENTS
- EXHIBITIONS
- ANNENBERG THEATER
- JOIN/MEMBERS
- COUNCILS**
- DONATE



- Councils
- Annenberg Theater (ATC)
- Architecture and Design (ADC)
- Contemporary Art (CAC)
- Docent (DC)
- Museum Associates (MAC)
- Museum Service (MSC)
- Photography Collection (PCC)
- Western Art (WAC)

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Access VIC through the Docent Webpage



[Home](#) / [Docent \(DC\)](#)

DOCENT COUNCIL



For more information:

Daniel Hogan
Manager of Volunteer
Programs

dhogan@psmuseum.org

2018-2019
Docent Executive
Council Officers:

The Palm Springs Art Museum's Docent Council is made up of generous volunteers who are passionate about art and life long learning. Our docents connect visitors to the art work in our galleries and provide positive museum experiences for adults and school children.

During the past season, Museum Docents led a record number of visitors and students on tours of the highly popular Andy Warhol exhibition. In preparation for the new season, Docent Specialists have already started researching and preparing for the new exhibitions which will cover everything from glass to fabrics and design. In October, Docents will welcome 22 new Provisional Docents with an extensive training schedule throughout the seven months of the season. With the additional new Provisional Docent class, the Docent Council will number 74 members who will be offering tours at the main Museum, the Galen in Palm Desert, the Architecture & Design Center and the Frey House.

[Docent VIC access](#)

Sign Up for our Newsletter!

Subscribe to our e-newsletter to stay up to date on exhibitions, events, performances and special offers.

For Email Newsletters you can trust

Museum Hours

Palm Springs Art Museum

Sun, Mon, Tue, Fri, Sat 10 a.m. - 5 p.m.
Thu 12-8 p.m.; free admission from
4:00-8:00 p.m.
(Free admission sponsored by the City
of Palm Springs)
Closed Wed
[\(760\) 322-4800](tel:7603224800)

Palm Desert

Tues-Sun 10 a.m. - 5 p.m.
Closed Mon and major holidays
First Fridays Nov-May open 10 a.m. - 9
p.m.

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Access VIC through the Docent Webpage

The screenshot shows the Palm Springs Art Museum website. At the top, there is a navigation bar with links for ABOUT US, PROGRAMS / EVENTS, EXHIBITIONS, ANNENBERG THEATER, JOIN/MEMBERS, COUNCILS, and DONATE. Below the navigation bar, the breadcrumb trail reads 'Home / Docent (DC)'. The main heading is 'DOCENT COUNCIL'. To the left of the main text is a photograph of a group of people gathered around a sculpture. Below the photo, it says 'For more information: Daniel Hogan, Manager of Volunteer Programs, dhogan@psmuseum.org'. The main text describes the Docent Council and mentions that Docent Specialists have started researching and preparing for new exhibitions. At the bottom of the page, there is a link for 'Docent VIC access' which is highlighted with a red arrow. On the right side of the page, there are two sidebars: 'Sign Up for our Newsletter!' with an email address field and a 'Go' button, and 'Museum Hours' listing the hours for Palm Springs Art Museum and Palm Desert.

PALM SPRINGS ART MUSEUM

Today, we're open from 10am-5pm

BECOME A MEMBER

ABOUT US PROGRAMS / EVENTS EXHIBITIONS ANNENBERG THEATER JOIN/MEMBERS COUNCILS DONATE

Home / Docent (DC)

DOCENT COUNCIL



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Docent VIC access

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Daniel Hogan
Manager of Volunteer Programs
dhogan@psmuseum.org

2018-2019 Docent Executive Council Officers:

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Email Address Go

For Email Newsletters you can trust

Museum Hours

Palm Springs Art Museum
Sun, Mon, Tue, Fri, Sat 10 a.m. - 5 p.m.
Thu 12-8 p.m.; free admission from 4:00-8:00 p.m.
(Free admission sponsored by the City of Palm Springs)
Closed Wed
(760) 322-4800

Palm Desert
Tues-Sun 10 a.m. - 5 p.m.
Closed Mon and major holidays
First Fridays Nov-May open 10 a.m. - 9 p.m.

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

VIC Sign In Screen
Logon name = e-mail address
Default password = DOC101



Enter your email address and your Palm Springs Art Museum volunteer password.

Login name:
Password:

[Forget your password?](#) [Help](#)

[Need a password?](#)



[Close This Window](#) | [Privacy Policy](#)

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

There are two ways to access VIC

**1) Through the Palm Springs Art Museum website
www.psmuseum.org**



2) Through the docent Portal

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Access VIC through the Docent Portal



PSAM DOCENT WEB PORTAL



Information, Lectures, References & Resources for PSAM Docents

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Access VIC through the Docent Portal



PSAM DOCENT WEB PORTAL



Information, Lectures, References & Resources for PSAM Docents

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

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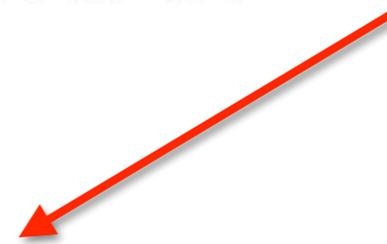
Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Access VIC through the Docent Portal

HOME CURRENT EXHIBITIONS UPCOMING EXHIBITIONS MORE ▾

PSAM DOCENT WEB PORTAL

[SIGN ON TO VIC HERE](#)



VIC-VOLUNTEER INFORMATION CENTER OVERVIEW/INSTRUCTIONS

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

VIC Sign In Screen
Logon name = e-mail address
Default password = DOC101



Enter your email address and your Palm Springs Art Museum volunteer password.

Login name:
Password:

[Forget your password?](#) [Help](#)

[Need a password?](#)



[Close This Window](#) | [Privacy Policy](#)

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

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Logon name = e-mail address
Default password = DOC101



Enter your email address and your Palm Springs Art Museum volunteer password.

Login name:
Password: 
[Forget your password?](#) [Help](#)
[Need a password?](#)



Remember default password = DOC101



[Close This Window](#) | [Privacy Policy](#)

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

VIC Sign In Screen
Logon name = e-mail address
Default password = DOC101

Volunteer information for Daniel Hogan (Docent)

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

You must reset your password

[Help](#)

You have a temporary password. **You must enter a new password** before you can access your volunteer information. Enter your current password, enter your new password twice, and then click the Save button.

Your new password must:

- Be different from your current password.
- Be between 6 and 30 characters long.

Enter your **temporary** password here:

*(Required)



Default password = DOC101

Enter your **new** password here:

*(Required)

Enter your **new** password again:

*(Required)



Enter your personal password twice

[Help](#)

Save

Palm Springs Art Museum

Volunteer Hours Tracking System & Self-Scheduling

Main Menu



Palm Springs Art Museum Volunteer

Volunteer information for **Daniel Hogan (Docent)**

- Home
- My Profile
- My Schedule
- My Service History
- Time Sheet
- Account

Check your schedule

Post your hours

Sign-up

Text message opt-in

News

Welcome to VIC ... the Palm Springs Art Museum Volunteer Tracking System. This new system gives you an easy way to keep-in-touch with the volunteer program. You can check your schedule, post your volunteer hours, receive messages, and much more ... anytime, and from any device.

Watch this space for more volunteer news!

Your Assignments

- Docent Enrichment (travel time added) [Docents\Any location]
- Docent Meetings (travel time added) [Docents\Any location]
- Highlights Tours [Docents\Main Museum]
- Kaptur Tours [Docents\A+D Center]
- Lines in the Sand Tours [Docents\Main Museum]
- Requested Tours [Docents\Main Museum]

Exit

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Important Tip #1

**On all the following screens,
Do not click on 'EXIT'**

**Always click 'CONTINUE' or 'GO'
Use the buttons at the top or along the left side**

**If you click on 'EXIT'
You will exit your VIC session**

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Important Tip #2

Definitions:

Hours = actual hours volunteered

Merit Hours = hours + travel time

Assignment = Tour

Coordinator = Team Captain

**Remember that volunteer hours
and travel time
are logged in 15 minute increments**

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Main Menu - Check Your Assignment Areas



Palm Springs Art Museum Volunteer

Volunteer information for Daniel Hogan (Docent)

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

[Check your schedule](#)

[Post your hours](#)

[Sign-up](#)

[Text message opt-in](#)

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- Kaptur Tours [Docents\A+D Center]
- Lines in the Sand Tours [Docents\Main Museum]
- Requested Tours [Docents\Main Museum]

[Exit](#)

Palm Springs Art Museum

Volunteer Hours Tracking System & Self-Scheduling

Main Menu - Assignment Areas as of February 2019

Docents

A+D Center

[Frey House Tours](#)

[Kaptur Tours](#)

Any location

[Docent Enrichment \(travel time added\)](#)

[Docent Meetings \(travel time added\)](#)

[Docent Specialist Study Hours \(no travel time\)](#)

Main Museum

[Ask-Me](#)

[Highlights Tours](#)

[Lines in the Sand Tours](#)

[Requested Tours](#)

[School Tours](#)

[Unsettled Tours](#)

Palm Desert

[Sculpture Garden Tours](#)

[Shoulder To Shoulder Tours](#)

**Palm Springs Art Museum
Volunteer Hours Tracking System & Self-Scheduling**

**POST
YOUR
HOURS**

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Main Menu - Post Your Hours



Palm Springs Art Museum Volunteer

Volunteer information for **Daniel Hogan (Docent)**

- Home
- My Profile
- My Schedule
- My Service History
- Time Sheet
- Account

Check your schedule

Post your hours

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Text message opt-in

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- Docent Meetings (travel time added) [Docents\Any location]
- Highlights Tours [Docents\Main Museum]
- Kaptur Tours [Docents\A+D Center]
- Lines in the Sand Tours [Docents\Main Museum]
- Requested Tours [Docents\Main Museum]

Exit

Palm Springs Art Museum

Volunteer Hours Tracking System & Self-Scheduling

Post Your Hours

Volunteer information for Daniel Hogan (Docent)

- Home
- My Profile
- My Schedule
- My Service History
- Time Sheet**
- Account

Instructions

To post your volunteer hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

Time Sheet

What was the date of your service?

December 2018

S	M	T	W	T	F	S
23	24	25	26	27	28	29
30	31					

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22				

What times did you serve? 1:45pm until 3:15pm

Which assignment did you serve in? Highlights Tours [Docents\Main Museum]

Docents: Number of Persons in Tour? 8

Continue

Palm Springs Art Museum

Volunteer Hours Tracking System & Self-Scheduling

Post Your
Hours -

Enter
Date,
Hours,
and Tour

January 2019

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>
		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
6 <input type="radio"/>	7 <input type="radio"/>	8 <input type="radio"/>	9 <input type="radio"/>	10 <input type="radio"/>	11 <input type="radio"/>	12 <input type="radio"/>
13 <input type="radio"/>	14 <input type="radio"/>	15 <input type="radio"/>	16 <input type="radio"/>	17 <input type="radio"/>	18 <input type="radio"/>	19 <input type="radio"/>
20 <input type="radio"/>	21 <input type="radio"/>	22 <input checked="" type="radio"/>				



What times did you
serve?

1:45pm until 3:15pm

Which assignment did you
serve in?

Highlights Tours [Docents\Main Museum]

Docents: Number of
Persons in Tour?

8

Continue

Palm Springs Art Museum

Volunteer Hours Tracking System & Self-Scheduling

Post Your
Hours -

Enter
Date,
Hours,
and Tour

January 2019

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>
		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
6 <input type="radio"/>	7 <input type="radio"/>	8 <input type="radio"/>	9 <input type="radio"/>	10 <input type="radio"/>	11 <input type="radio"/>	12 <input type="radio"/>
13 <input type="radio"/>	14 <input type="radio"/>	15 <input type="radio"/>	16 <input type="radio"/>	17 <input type="radio"/>	18 <input type="radio"/>	19 <input type="radio"/>
20 <input type="radio"/>	21 <input type="radio"/>	22 <input checked="" type="radio"/>				

What times did you
serve?

1:45pm until 3:15pm

Which assignment did you
serve in?

Highlights Tours [Docents\Main Museum]

Docents: Number of
Persons in Tour?

8

Continue

Palm Springs Art Museum

Volunteer Hours Tracking System & Self-Scheduling

Post Your Hours -

Enter Date, Hours, and Tour

January 2019

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22				

What times did you serve?

1:45pm until 3:15pm

Which assignment did you serve in?

Highlights Tours [Docents\Main Museum]

Docents: Number of Persons in Tour?

8

Continue

Palm Springs Art Museum

Volunteer Hours Tracking System & Self-Scheduling

Post Your
Hours -

Also
Enter
of Persons
on Your
Tour

January 2019

<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>
		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>
6 <input type="radio"/>	7 <input type="radio"/>	8 <input type="radio"/>	9 <input type="radio"/>	10 <input type="radio"/>	11 <input type="radio"/>	12 <input type="radio"/>
13 <input type="radio"/>	14 <input type="radio"/>	15 <input type="radio"/>	16 <input type="radio"/>	17 <input type="radio"/>	18 <input type="radio"/>	19 <input type="radio"/>
20 <input type="radio"/>	21 <input type="radio"/>	22 <input checked="" type="radio"/>				

What times did you
serve?

1:45pm until 3:15pm

Which assignment did you
serve in?

Highlights Tours [Docents\Main Museum]

Docents: Number of
Persons in Tour?

8

Continue

Palm Springs Art Museum

Volunteer Hours Tracking System & Self-Scheduling

Post Your
Hours -

Confirm
Your
Entry

Volunteer information for Daniel Hogan (Docent)

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

Instructions

To post your volunteer hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

Time Sheet

Please confirm your entry:

You served on: Tuesday, January 22, 2019

From: 1:45 pm until 3:15 pm

Assignment: Highlights Tours [Docents\Main Museum]

Hours: 1.50

Docents: Number of
Persons in Tour: 8

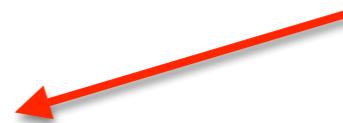
Is this correct?

Yes

Click **Yes** to save this entry

No

Click **No** if you want to make a change



Palm Springs Art Museum

Volunteer Hours Tracking System & Self-Scheduling

That's it
Your Hours
Have Been
Logged

Volunteer information for Daniel Hogan (Docent)

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

Instructions

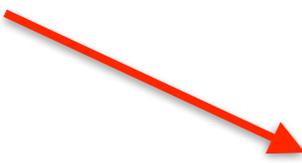
To post your volunteer hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

Posted

Thank you for volunteering! Your service entry has been recorded. If you need to make another entry now, click "Another."

[Another](#)

Your recent service entries:



Date	Assignment	Hours	Docents: Number of Persons in Tour
01-22-2019	Highlights Tours [Docents\Main Museum]	1.50	8
12-31-2018	Docent Meetings (travel time added) [Docents\Any location]	1.00	0
12-31-2018	Docent Enrichment (travel time added) [Docents\Any location]	1.00	0
12-20-2018	Unsettled Tours [Docents\Main Museum]	1.00	0
12-20-2018	Unsettled Tours [Docents\Main Museum]	1.00	0

For your complete service history select the "My Service History" tab.

[Exit](#)

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

To see your travel time (automatically added)
Go to 'My Service History'



Palm Springs Art Museum Volunteer

Volunteer information for **Daniel Hogan (Docent)**

- Home
- My Profile
- My Schedule
- My Service History
- Time Sheet
- Account

Check your schedule

Post your hours

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Text message opt-in

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- Lines in the Sand Tours [Docents\Main Museum]
- Requested Tours [Docents\Main Museum]

Exit

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

To see your travel time (automatically added)
Go to 'My Service History'

Volunteer information for Daniel Hogan (Docent)

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

Instructions

Your volunteer service information appears below. Expand a year to see details.

My 2019 Service Records

Click on any date to view the service record for that date.

Date	Hours	Merit hours
01-22-2019	1.50	2.00
2019 total:	1.50	2.00

[Back](#)

Printable view

Exit

**Palm Springs Art Museum
Volunteer Hours Tracking System & Self-Scheduling**

**SELF-
SCHEDULING**

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Main Menu - Sign-up



Palm Springs Art Museum Volunteer

Volunteer information for **Daniel Hogan (Docent)**

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- My Profile
- My Schedule
- My Service History
- Time Sheet
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Check your schedule

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- Lines in the Sand Tours [Docents\Main Museum]
- Requested Tours [Docents\Main Museum]

Exit

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

IMPORTANT TIP:
Make sure you are looking at the correct month

Volunteer information for **Daniel Hogan (Docent)**

- Home
- My Profile
- My Schedule**
- My Service History
- Time Sheet
- Account

Instructions

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



Sign-Up!

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

Show openings in

[Prev month](#)
[Next month](#)
February 2019

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		

- [Prev month](#) [Next month](#)
- [Printable view](#)
- [Exit](#)

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Change 'All My Assignments' to a Specific Assignment or Tour

Volunteer information for Daniel Hogan (Docent)

Home My Profile My Schedule My Service History Time Sheet Account

Instructions

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



Sign-Up!

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

Show openings in All my assignments



Prev month

Next month

February 2019

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

3

HELP

4

5

6

7

1



2



9

Palm Springs Art Museum

Volunteer Hours Tracking System & Self-Scheduling

‘All My Assignments’ changes to ‘Highlights Tour’
NOTE: Be sure you are looking at the correct month

Volunteer information for Daniel Hogan (Docent)

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

Instructions

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



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

Show openings in

[Prev month](#)

[Next month](#)

February 2019

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

3



4

5

6

7

8

9

1



2



Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Click on a 'Help Wanted' bubble
No 'Help Wanted' bubble means all tours already assigned

Volunteer information for Daniel Hogan (Docent)

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

Instructions

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HELP WANTED **Sign-Up!**
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Show openings in

[Prev month](#) [Next month](#) **February 2019**

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

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

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Double check you are picking the correct assignment area
Double check your time slot and click on 'Schedule Me'

Volunteer information for Daniel Hogan (Docent)

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Schedule for

Saturday, February 2, 2019

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Schedule

Only showing information for Highlights Tours

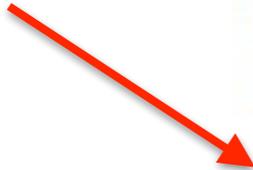
Highlights Tours [Docents\Main Museum] [Description](#)

[Schedule me](#)

2:00pm to 3:00pm Open
1 volunteer still needed
Note: Highlights

[Calendar view](#)

[Exit](#)



Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Confirm everything and click 'Yes'

Volunteer information for Daniel Hogan (Docent)

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Sign-Up!

Schedule yourself for a volunteer shift

You are signing-up to serve:

Date: Saturday, February 2, 2019

Assignment: Highlights Tours [Docents\Main Museum]

Note: Highlights

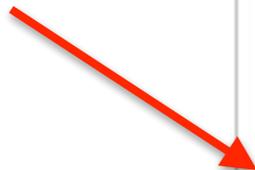
From: 2:00pm

To: 3:00pm

Is this correct?

Yes

No



Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

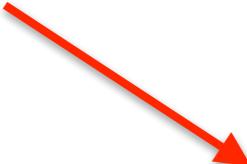
That's it! You're scheduled!

Volunteer information for Daniel Hogan (Docent)

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Sign-Up!

Schedule yourself for a volunteer shift



Thank you!

You are signed-up to serve:

Date: Saturday, February 2, 2019

Assignment: Highlights Tours [Docents\Main Museum]

Note: Highlights

From: 2:00pm

To: 3:00pm

[Continue](#)

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Check the calendar and confirm you are scheduled.

Volunteer information for Daniel Hogan (Docent)

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Instructions

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

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

Prev month Next month **February 2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 HELP WANTED	2 2:00 p - 3:00 p Highlights Tours (Docents' Main Museum) Highlights
3 HELP WANTED	4	5	6	7	8	9
10	11	12 HELP WANTED	13	14	15 HELP WANTED	16 HELP WANTED
17 HELP WANTED	18	19 HELP WANTED	20	21 HELP WANTED	22 HELP WANTED	23 HELP WANTED
24 HELP WANTED	25	26 HELP WANTED	27	28		

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Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

Check the calendar to see who else is scheduled
Just click on any date

Volunteer information for Daniel Hogan (Docent)

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Instructions

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



Sign-Up!

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

Show openings in

[Prev month](#) [Next month](#) **February 2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 	2 2:00 p - 3:00 p Highlights Tours [Docents] Main Museum] Highlights
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		

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Palm Springs Art Museum

Volunteer Hours Tracking System & Self-Scheduling

Check the calendar to see who else is scheduled
Just click on any date

Volunteer information for Daniel Hogan (Docent)

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Schedule for

Saturday, February 9, 2019

[Previous day](#)

[Next day](#)

Schedule

Highlights Tours [Docents\Main Museum] [Description](#)

2:00pm to 3:00pm Peterson, Ralph Note: Highlights

Lines in the Sand Tours [Docents\Main Museum] [Description](#)

11:00am to 12:00pm Matza, Rochelle Note: Lines in the Sand

[Calendar view](#)

[Exit](#)

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

To Remove Yourself from the Schedule:

- 1) Use VIC to remove yourself from the tour**
- 2) Notify your team captain**

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

To cancel, click on the date you are scheduled

Volunteer information for Daniel Hogan (Docent)

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Instructions

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

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

Prev month Next month **February 2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 HELP WANTED	2 2:00 p - 3:00 p Highlights Tours [Docents' Main Museum] Highlights
3 HELP WANTED	4	5	6	7	8	9
10	11	12 HELP WANTED	13	14	15 HELP WANTED	16 HELP WANTED
17 HELP WANTED	18	19 HELP WANTED	20	21 HELP WANTED	22 HELP WANTED	23 HELP WANTED
24 HELP WANTED	25	26 HELP WANTED	27	28		

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Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

To cancel, click on 'Remove me'

Volunteer information for Daniel Hogan (Docent)

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Schedule for

Saturday, February 2, 2019

Previous day

Next day

You are scheduled

Remove me

2:00pm to 3:00pm

Highlights Tours [Docents\Main Museum] [Description](#)

Highlights

Schedule

Highlights Tours [Docents\Main Museum] [Description](#)

2:00pm to 3:00pm Hogan (Docent), Daniel Note: Highlights

Lines in the Sand Tours [Docents\Main Museum] [Description](#)

11:00am to 12:00pm Matza, Rochelle Note: Lines in the Sand

Calendar view

Exit

Palm Springs Art Museum Volunteer Hours Tracking System & Self-Scheduling

That's it ... you are no longer on the calendar'

Volunteer information for **Daniel Hogan (Docent)**

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Instructions

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

Sign-Up!

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

Show openings in

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February 2019

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		

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Palm Springs Art Museum

Volunteer Hours Tracking System & Self-Scheduling

QUESTIONS?

Send an e-mail to Daniel Hogan, dhogan@psmuseum.org.