

## Welcome to VicNet: Your Volunteer Concierge

VicNet is part of Volgistics, our volunteer management program. VicNet allows volunteers to submit online applications, view opportunities, sign up for postings, check schedules and post hours all from any computer with internet access.

### Log In:

- 1) Go to: <https://www.volgistics.com/ex/portal.dll?FROM=158642>
- 2) Log-In with your email address, and your temporary password (sent via email).
- 3) Reset your password to something that you will easily remember.

Once you've logged-in, take some time to explore the program.

### Look Around:

#### **Home Tab:**

The home tab gives you an overview of what's happening for you at Idea Exchange. You can easily access your schedule, post your hours, check your messages from here. Or read our latest Volunteer Newsletter,

#### **Mail Tab:**

On this tab you will receive any email sent via VicNet from the volunteer coordinator

#### **My Profile Tab:**

This tab gives you the ability to update your contact information, add a photo, offer an emergency contact and share notes in regard to any special concerns you have when you volunteer with us, ie. mobility restrictions, health concerns, or other.

#### **My Schedule:**

This is a calendar style snap shot of all your upcoming volunteer placements. It also contains the "Sign Up: Help Wanted" feature so you can find other opportunities to participate.

#### **My Service History:**

Take a peek at how many hours you have accumulated. Print them off to submit for school.

#### **Time Sheet:**

You can post your volunteer hours from here. It's a digital version of your time sheet.

#### **Account:**

This tab allows you to change your password when needed.

### Personalize Your Account:

When you visit your "My Profile" tab you will have an opportunity to add some personal information, upload a picture and make any changes to contact information if necessary. Please consider doing the following:

- Add a picture. Selfies welcome! A picture is a great introduction to you for the staff members you will be working with.
- Provide emergency contact information. If we ever need to get ahold of someone quickly, this helps!
- Share notes: Let us know more about specific requirements you may have. Do you carry an epipen? Have mobility restrictions? We should know about it so that we can make your time with us safe and productive.
- Would you be interested in connecting online? If you have a webpage or are active on Facebook, Twitter or Instagram let us know! We like to stay in touch – and love to make new friend online!




# Welcome to VicNet: Your Volunteer Concierge

## Booking assignments:

When you met with the volunteer coordinator at your volunteer interview together you chose which volunteer assignments were best for you. You will now be able to sign yourself up for the openings that interest you and work with your schedule.

## To search for open volunteer positions and sign up:

- 1) Select the **MY SCHEDULE** tab.
- 2) In the blue “Sign-Up!” box, select “All my assignments” from the drop down menu then browse the calendar. If you’d like to look for a specific kind of volunteer assignment, ie. “One Day Special Programs Clemens Mill” or “Reading Buddies Preston” you can narrow it down by making a selection from the drop down menu. Please note: You will only see the openings for volunteer positions you have been assigned to. If you have heard of other positions – or see a “HOT POSTINGS” listing on the page and are interested, please contact the volunteer coordinator to discuss.
- 3) Scroll through the monthly calendar until you see a **HELP WANTED** icon on a date that works for you. Click on that button. Make sure to check the location of the opening to ensure you have transportation available for that event or program.
- 4) If the date and time works for you, click **SCHEDULE ME**.
- 5) Review the date, time, assignment and location as noted and if it is correct, select **YES**. Consider the assignment booked and your placement confirmed. If the date, assignment, time or location does not work for you select **NO** and return to the calendar to browse for something that works better.



## VicNet! Your Online Volunteer Concierge

**Volunteer information for Sample Volunteer**

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

Check your schedule

Post your hours

Check messages

Sign-up

**Preston NEEDS Reading Buddies!**

Teen volunteers! We need you! Plenty of little buddies are waiting for your encouragement and guidance.

**Statistics**

Overall


Volunteers: 466

Cumulative hours of service: 179:15  
(as of yesterday)

**It's fall and we are LIVE!!**

Welcome to your Idea Exchange Volunteer profile! It's fall and we have TONS of exciting stuff coming up!

Watch this space for more volunteer news!



**Volunteer Newsletter**

Keep in the loop on upcoming volunteer events and exciting new positions. Meet other volunteers in our Volunteer Profile. Enjoy!

[Current Volunteer Newsletter](#)

**Openings You Can Sign Up For:**