

Welcome to VicNet, Your Volunteer Concierge

VicNet allows volunteers to submit online applications, view opportunities, sign up for postings, check schedules and print service records all from any computer with internet access. This is how you will find and book the volunteer opportunities that work for you.

To Log In:

- Go to ideaexchange.org/volunteers
- Select “Volunteers” tab
- Select “Log In” and log in with your email address and password
- *(If you can't find or haven't received a password check your SPAM filter and/or select the “Need a password” button and one will be emailed to you)*

To Book Volunteering:

- Select the “Sign Up” button
- Find a “Help Wanted” sign on a date that you are available. Click it.
- Review the opportunities available to you.
- Double check the location and time to ensure you can make the commitment.
- Hit “Schedule Me” to book or calendar view to return to the calendar.
- Select “YES” to confirm
- Scroll down and find the date and event you've signed up for to review the confirmation information such as staff contact, notes and check in location

To Review The Details of a Volunteer Placement

- Select check your schedule.
- Select the booking you would like to check by clicking on it.
- Select the [DESCRIPTION](#) button.
- Review this list until you find the event you are checking. All the details will be there.

To Remove Yourself (Up to two days before the event; after that please call in)

- Select the event you are booked for on the calendar. Click on that event
- Select Remove Me

To View or Print your Service Record

- Select My Service History
- To Print Select Printable View and print

To Change Personal Information

- Visit the My Profile Tab
- Amend your information as necessary

To Find New Volunteer Opportunities

- Visit the home tab! Lots of great information here!