

VOLGISTICS/VICNET Information and Instructions

Overview: VICNET is the Volunteer Information Center Network. Through VICNET, you are able to manage your individual volunteer profile and settings. This is also the system where you will log your volunteer/service hours.

Logging In: Once you have clicked on the link for recording your service hours, you will be prompted to enter your login name, which is your email address that was set up on your Volunteer Application. Your password, also on this login page, will be the password that you established in the Volunteer Information Center section of the application. If you have forgotten your password, you can click on the “Forget your password?” and a link will be generated to reset your password. Your Volunteer Information will display in a series of tabs once you have successfully logged in.

Volunteer Information Tabs: There are seven tabs on your volunteer record. Each tab has a different purpose.

1. **Home** – This tab has quick links to your schedule, hours, and volunteer system messages. It will also show system statistics regarding the overall state of the volunteer system – how many volunteers are registered and how many hours have been contributed by all volunteers to TCS. News about upcoming events will be posted on this page and you can also see which areas (assignments) you have chosen to help in.
2. **Messages** – These will be messages sent within the Volgistics system and not necessarily emails that were sent to your email that you registered to become a volunteer.
3. **My Profile** – This tab contains all of the information that you entered on your Volunteer Application. Please keep all information, but especially your contact information and email, current. You may at any time make changes to your preferences or availability so that you can be better informed when opportunities arise that may be of interest to you.
4. **My Schedule** – Once we start posting volunteer opportunities to the master list, they will show up here. If there is a “Help Wanted” icon, you may click on the icon and sign up to serve. Please note that once signed up, either a coordinator or administrator may be needed to delete you from the volunteer list for that event. ***Currently, we are still working on this aspect of the system, so please do not sign up for events unless specifically instructed to do so.***
5. **My Service History** – This page will give you a summary of your service hours performed. If you click on the year, it will show you the dates on which you served and the hours.
6. **Time Sheet** – This is the tab in which you log your service hours. You must enter the date, the time you served (to the nearest quarter hour interval) and the assignment in which you served. When you click continue, it will ask you to verify your entry, and then it will be added to your record. **PLEASE NOTE: Through October 31 you will be permitted to log any service hours from July 1, 2014 through October 31, 2014. Effective November 1, you will be limited to a logging period of the 30 days immediately prior to the date that you are recording your service hours. It will be imperative that you stay current with logging your volunteer hours into the system. DO NOT WAIT UNTIL MAY TO TRY AND RECREATE/ENTER YOUR HOURS FOR THE ENTIRE YEAR!**

- 7. Account** - If you wish to change your account password, here is where you would accomplish that task. The password must be at least eight characters long and contain at least one number.

As we continue to refine the system, you may notice the appearance and/or the content of the tabs changing. You will also begin getting emails for areas in which you have selected as preferences once we have activities in place on the calendar and coordinators in place to oversee events.

If you have any questions regarding the new volunteer system, please send your inquiry to volunteercenter@toledochristian.com.