

VicNet Volunteer Scheduling Platform Log-in and User Instructions

1. Go to: <https://www.volgistics.com/vicnet>
2. Enter your email and select “**Password Reset**”

VicNet works on any device! It's smart technology moves with any device being used for easy readability and navigation. You can also download the app for free.

VicNet

Secure Login

Email

Password

Remember email

Log In Password Reset

VicNet by volgistics

3. You'll immediately receive an email with a link to reset your password. Open the email and set your password. Please choose a password that you can remember. This is how you will see all your profile and service information for Tri-Lakes Cares.
4. Once logged into VicNet, the Homepage appears with our Logo at the top left corner.

TRI-LAKES CARES

Jessica Volunteer

Home Mail Schedule Service

News

Welcome to the Volunteer Information Center. This new online feature gives you an easy way to keep-in-touch with the volunteer program. You can check your schedule, post your volunteer service, receive messages, and much more: anytime, and from any device.

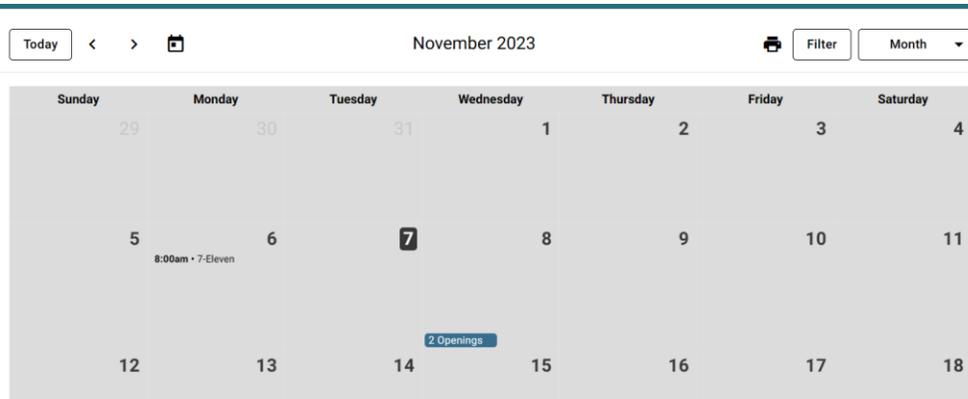
Watch this space for more volunteer news!

5. Navigate through the Homepage by selecting the buttons under our logo.
6. Choose “**Schedule**” to see TLC’s schedule of volunteers by month. Here you have the opportunity to see any openings that TLC has to fill, and assign yourself, should you choose to fulfill that specific need. The Volunteer Manager will be notified immediately by email if an assignment is fulfilled.

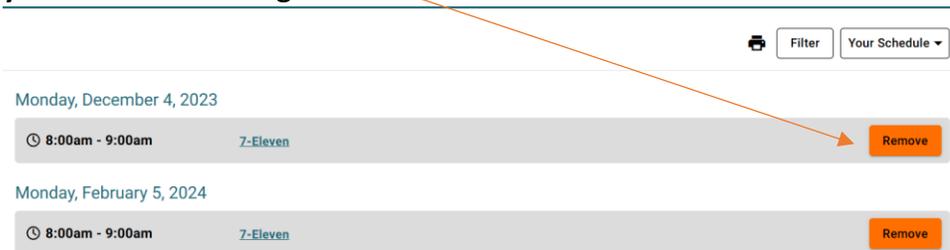
Today < > 📅 November 2023 🖨️ Filter Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5 8:00am - 7:15pm	6	7	8	9	10	11
12	13	14	15 2 Openings	16	17	18

7. You can then select the dropdown on the upper right of the calendar to see your specific schedule:



8. By selecting “Your Schedule” from the dropdown menu, you can see the assignments you are assigned to. Here you can remove yourself from any assignment. The volunteer manager will be notified by email automatically when you “Remove” yourself from an assignment.



9. By selecting “Service” from the upper navigation buttons, you’ll see that you can post service hours completed at Tri-Lakes Cares. This is broken down into Date of Service, Hours, and Assignment. ****Please do not post hours that you have already been scheduled for! The Volunteer Manager posts all hours that have been assigned. This section is ONLY for service not already scheduled.****

Board Members: This is your section!

Post Service

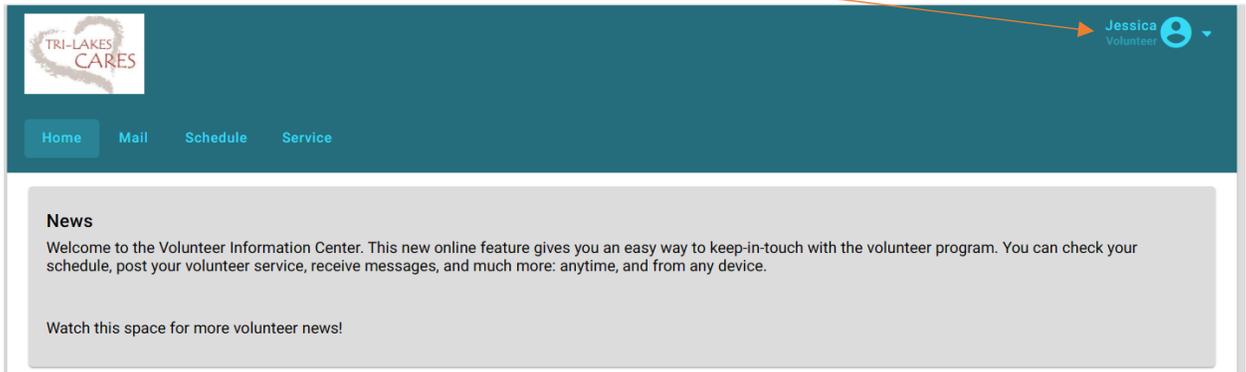
Date of Service *
11/7/2023

Hours

Assignment *
7-Eleven

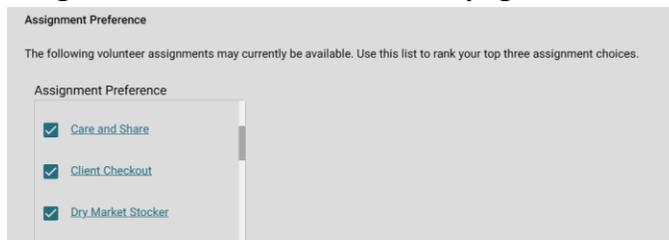
To
Board Hours
Pantry Set-Up

10. Choose the dropdown that is located to the right of your name. This is where you can update your profile and account information.



11. Please navigate through the “Profile” section of this dropdown and enter or edit any information you would like. It is important that your email, physical address, and phone number are accurate as well as an Emergency Contact.

- a. We also LOVE to celebrate your birthday, so please fill out your birthday (Year Not Required). This is located under the “Demographics” Dropdown.
- b. By selecting “Assignment Preferences”, you’ll have the ability to see any open assignments on the main calendar page.



12. Please navigate through the “Account Tab” and set your message preferences. Please, “Opt In” for text messaging, as this is how you’ll be notified via text messaging when an immediate need arises at TLC for volunteer coverage.

- a. This section also allows you to change your password for the account.

