

VicNet Quick Start Guide

Thank you for volunteering for the Albany Historic Carousel and Museum. In order to manage our volunteers we use a database system called Volgistics. One of the main tools in the program to make volunteer scheduling easier is the volunteer web portal called VicNet. This VicNet Quick Start Guide will guide you through the basic steps of using VicNet to update your user information in the system, as well as schedule your volunteer shifts for the Carousel.

Getting Started

The volunteer portal can be found at our website, <http://albanycarousel.com/>
First, navigate to the Volunteers page from the main Carousel page:

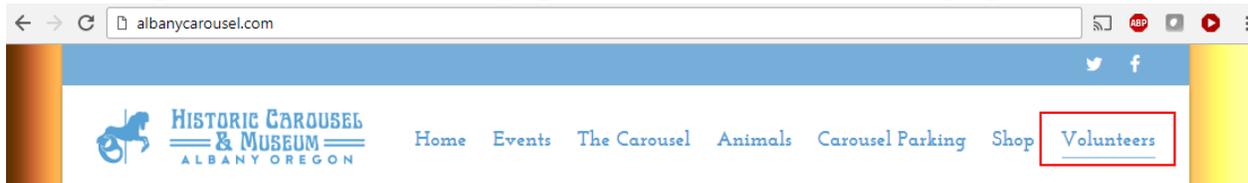


Figure 1: Accessing the Volunteers Page

New Volunteer

If you are a brand new volunteer and do not have a login to the Volgistics system yet, please click the button “[New Volunteer Sign Up](#)”. A new window will open up on the browser with the Carousel’s online volunteer application. Simply fill out this application and submit, and the Volunteer Coordinator will contact you to get you scheduled for initial training.

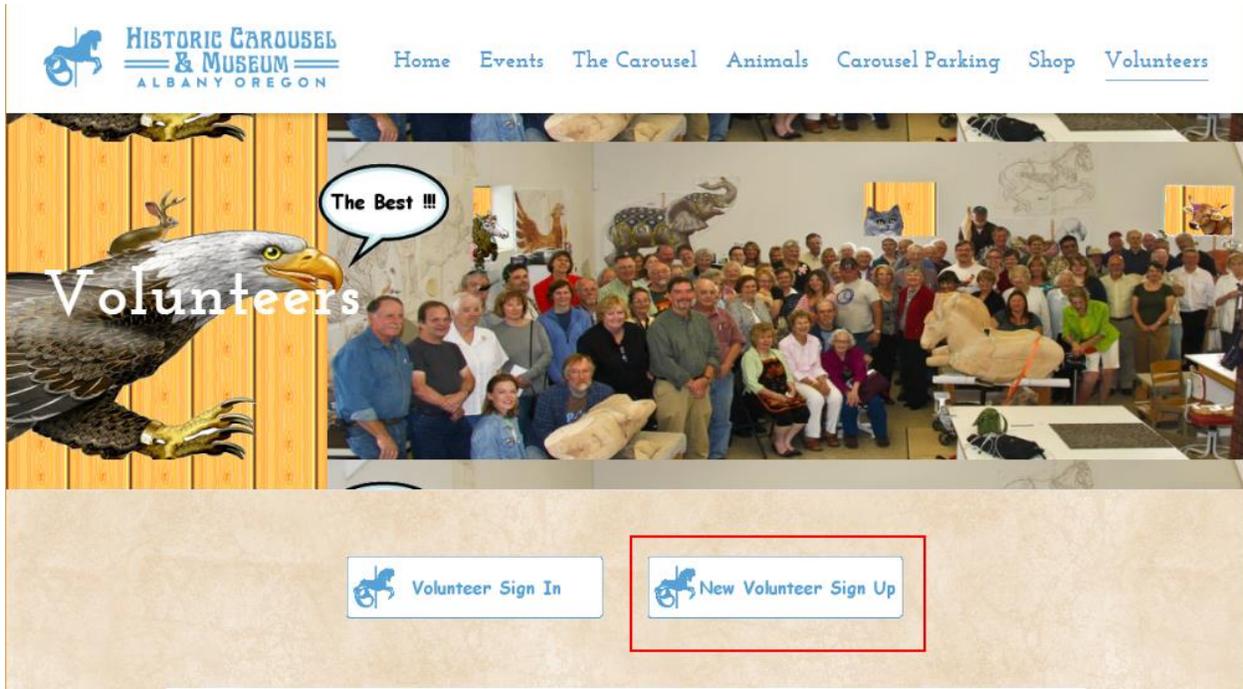
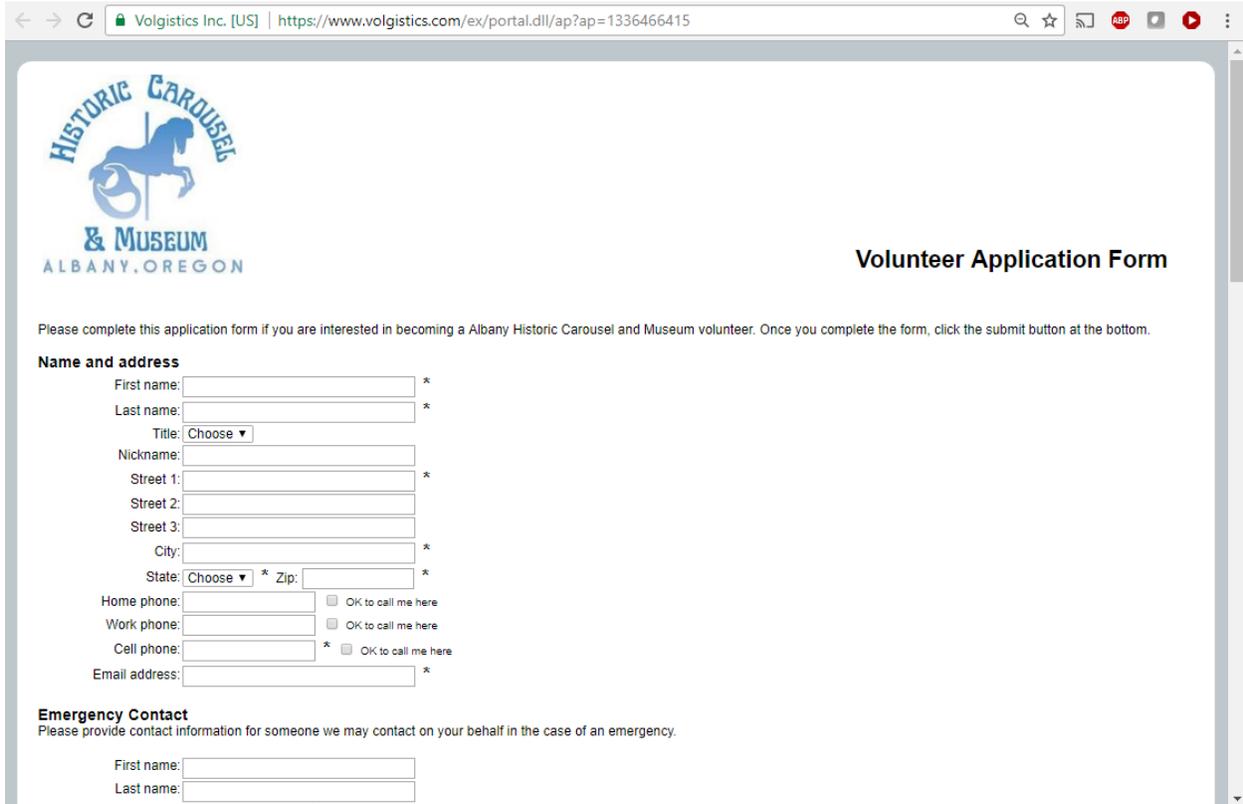


Figure 2: Accessing the New Volunteer Application




Volunteer Application Form

Please complete this application form if you are interested in becoming an Albany Historic Carousel and Museum volunteer. Once you complete the form, click the submit button at the bottom.

Name and address

First name: *
 Last name: *
 Title: Choose ▾
 Nickname:
 Street 1: *
 Street 2:
 Street 3:
 City: *
 State: Choose ▾ * Zip: *
 Home phone: OK to call me here
 Work phone: OK to call me here
 Cell phone: * OK to call me here
 Email address: *

Emergency Contact
 Please provide contact information for someone we may contact on your behalf in the case of an emergency.

First name:
 Last name:

Figure 3: New Volunteer Application

Existing Volunteer

If you are an existing Carousel Volunteer and already have a login to VolNet, you can simply log into the system by clicking on the “Volunteer Sign In” button:



Figure 4: Accessing the Volunteer Sign In Area

A login window to VolNet will be displayed asking for your VolNet username and password.

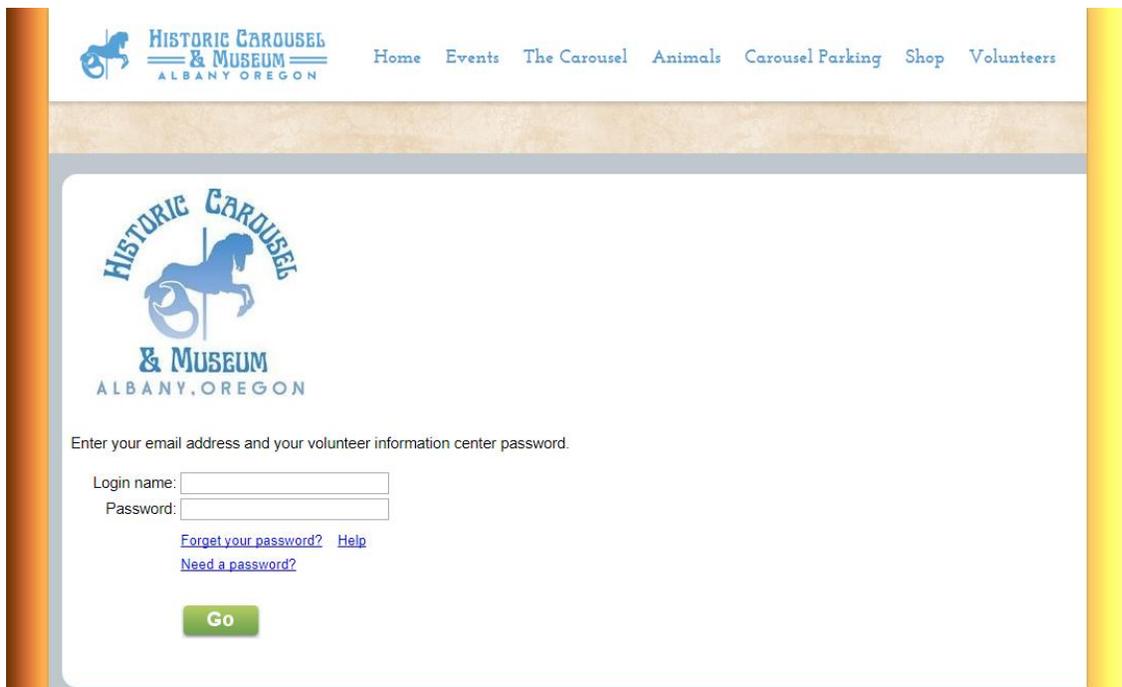
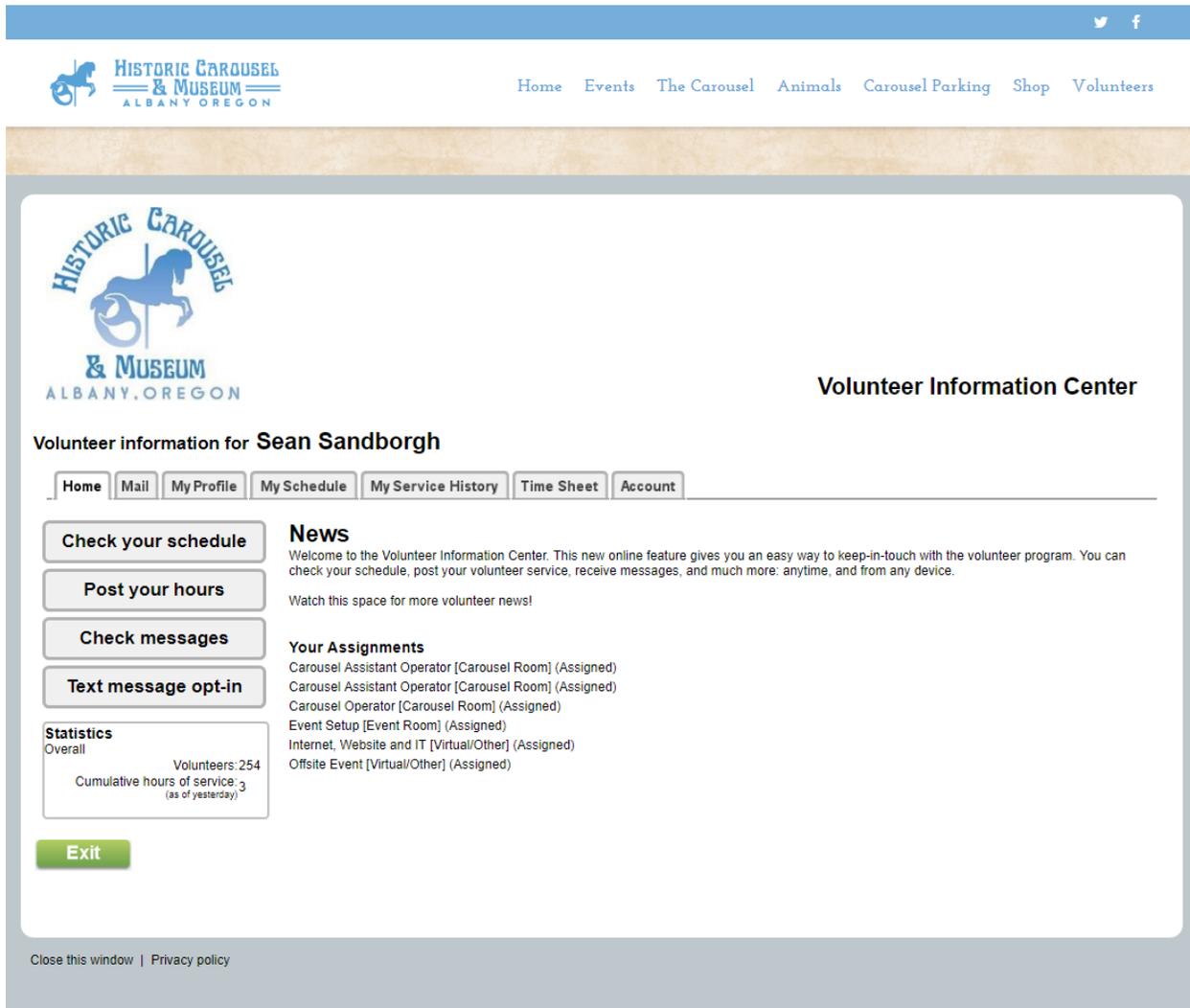


Figure 5: VolNet Sign In Screen

Input your login name (email address) and password and hit “Go” in order to log into VolNet.



The screenshot shows the 'Volunteer Information Center' for Sean Sandborgh. At the top, there is a navigation bar with links for Home, Events, The Carousel, Animals, Carousel Parking, Shop, and Volunteers. Below this is a sidebar with buttons for 'Check your schedule', 'Post your hours', 'Check messages', and 'Text message opt-in'. The main content area includes a 'News' section with a welcome message, a 'Your Assignments' section listing roles like 'Carousel Assistant Operator' and 'Event Setup', and a 'Statistics' section showing 'Volunteers: 254' and 'Cumulative hours of service: 3 (as of yesterday)'. There is also an 'Exit' button and a footer with 'Close this window | Privacy policy'.

Figure 6: VolNet Main Volunteer Information Page

Although VolNet has everything a volunteer would need to schedule shift, add hours volunteered, summarize your volunteer history, and more, this document is only going to focus on the two most important things for the Carousel: Updating your Profile information, and volunteering for shifts.

Updating Profile Information

Keeping your profile information up-to-date in Volgistics is important as it provides important information to the Carousel Volunteer Coordinator about how to get in contact with you, your emergency contact information, your interests, and your general schedule for volunteering. Profile information is originally populated by filling out the online application form, but we know that people move, interests change, and emergency contacts may change. Please check your profile page every six months or so to make sure that nothing has changed. In order to access your profile page, simply choose the “My Profile” tab in VolNet:

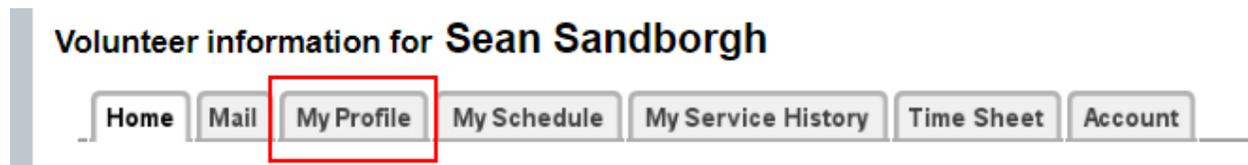
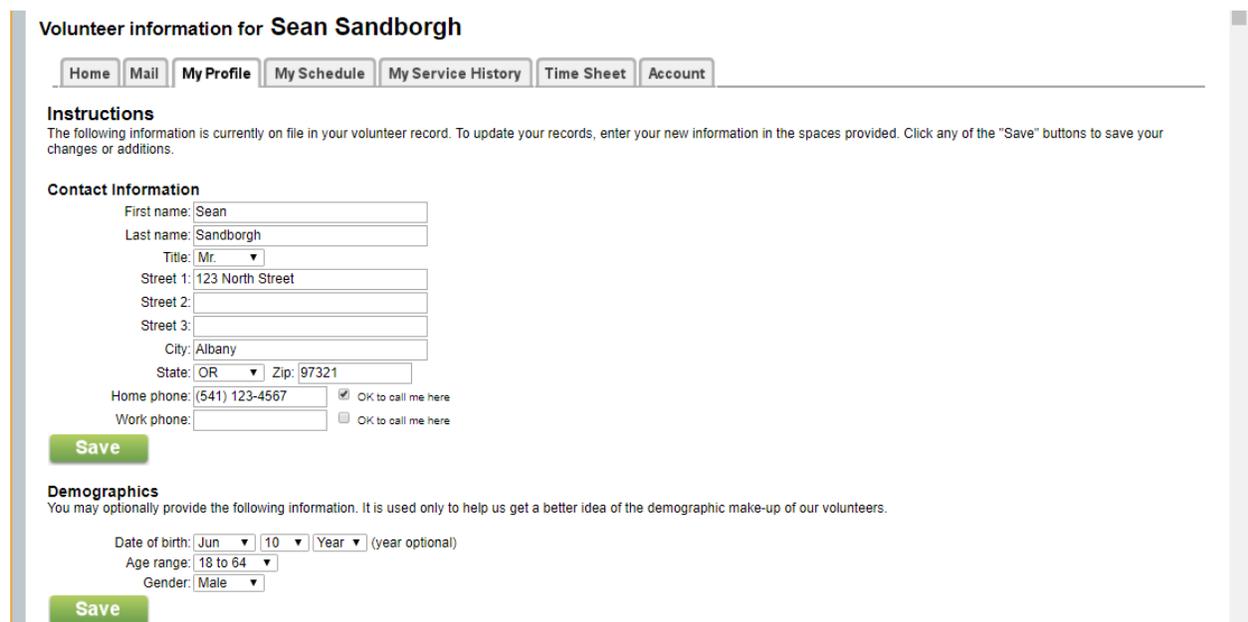


Figure 7: Navigating to Your Profile Page

You can then edit any of the sections of the user profile. Please remember to hit the “Save” button associated with any of the sections that you update. If you navigate or exit away from the page before doing so, your changes will not be saved in the system!



The screenshot shows the "My Profile" page for Sean Sandborgh. It features a navigation bar with tabs: Home, Mail, My Profile, My Schedule, My Service History, Time Sheet, and Account. Below the navigation bar, there are two main sections: "Contact Information" and "Demographics".

Contact Information
The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the "Save" buttons to save your changes or additions.

First name: Sean
Last name: Sandborgh
Title: Mr.
Street 1: 123 North Street
Street 2:
Street 3:
City: Albany
State: OR | Zip: 97321
Home phone: (541) 123-4567 OK to call me here
Work phone: OK to call me here

Save

Demographics
You may optionally provide the following information. It is used only to help us get a better idea of the demographic make-up of our volunteers.

Date of birth: Jun | 10 | Year (year optional)
Age range: 18 to 64
Gender: Male

Save

Figure 8: Editing your Profile Page

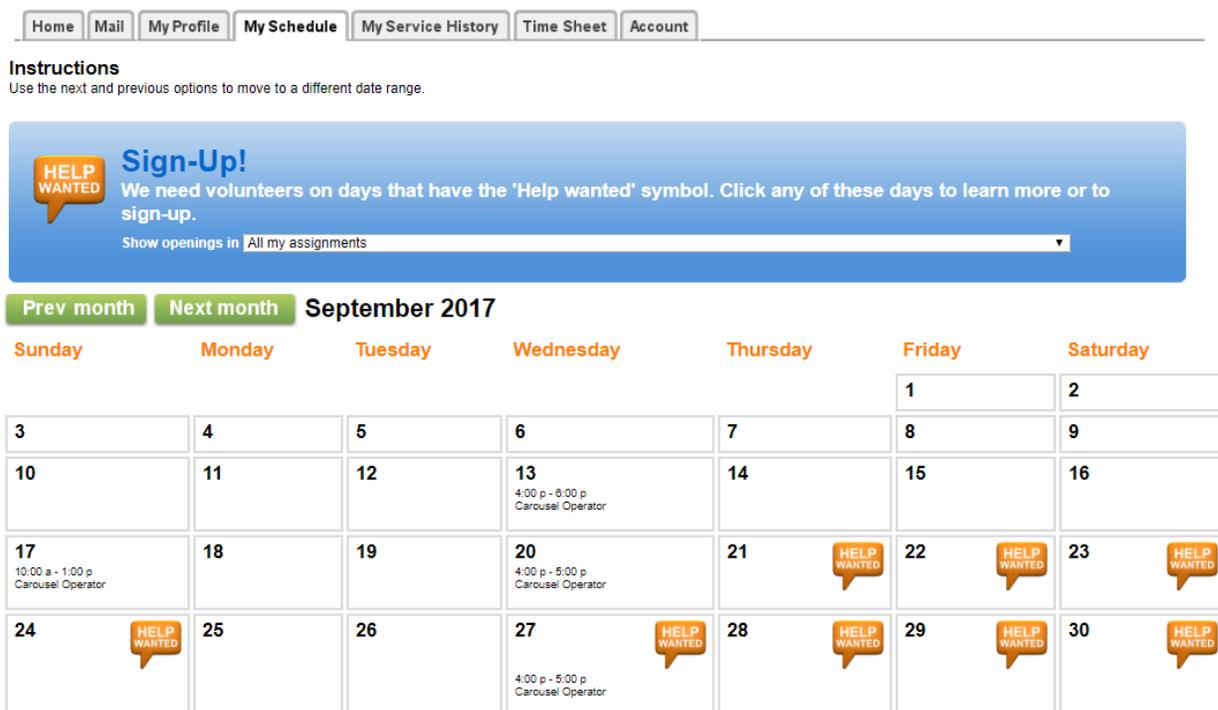
Volunteering for Shifts

Viewing the available shifts, and volunteering for one or more no-reoccurring shifts is easy in VolNet. Start by choosing the “My Schedule” tab in VolNet:



Figure 9: Navigating to My Schedule Page

You will now be brought to your volunteer schedule calendar view page. From this page you can see times that you have already volunteered for, and those days where help is still needed.



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

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 **September 2017**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 4:00 p - 6:00 p Carousel Operator	7	8	9
10	11	12	13 4:00 p - 5:00 p Carousel Operator	14	15	16
17 10:00 a - 1:00 p Carousel Operator	18	19	20 4:00 p - 5:00 p Carousel Operator	21	22	23
24	25	26	27 4:00 p - 5:00 p Carousel Operator	28	29	30

Figure 10: Volunteer Schedule Calendar View

Simply choose a day you have availability to volunteer. A detailed list of needs for that day is presented to you. The jobs which are available to you are based upon your job preferences, as well as if you have performed the special training (food handlers card and carousel operator training) required for the position.

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

Schedule for
Thursday, September 21, 2017

Schedule

Carousel Assistant Operator [Description](#)
 10:00 a to 1:00 p Lawrence, Linda
 10:00 a to 1:00 p McCracken, David
1:00 p to 4:00 p Open
 2 volunteers still needed
 Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

HELP WANTED
1:00 p to 4:00 p Open
 2 volunteers still needed
 Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

Schedule me

Carousel Operator [Description](#)
 10:00 a to 1:00 p O'Hern, Nancy
 10:00 a to 1:00 p O'Hern, Wayne
1:00 p to 4:00 p Open
 1 volunteer still needed
 Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

HELP WANTED
1:00 p to 4:00 p Open
 1 volunteer still needed
 Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

Schedule me

Carousel Operator [Description](#)
 1:00 p to 4:00 p Byrnes, Dawn
4:00 p to 7:00 p Open
 1 volunteer still needed
 Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

HELP WANTED
4:00 p to 7:00 p Open
 1 volunteer still needed
 Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here

Schedule me

4:00 p to 7:00 p Montoya, Erin

Calendar view

Exit

Figure 11: Individual Day Scheduling

Clicking any of the “Schedule Me” buttons next to the shift assignments will bring you to a screen where you can verify that the shift is correct. After verifying the shift is correct, you’ll be added to that shift on the schedule.

Keep in mind that this is only for non-reoccurring shifts. If you would like to be signed up for a reoccurring shift (say, Gift Shop, every Saturday evening [4-7 pm shift]), those cannot be setup through VolNet, but can be setup by the Carousel Volunteer Coordinator. Simply email AlbanyCarouselVolunteers@gmail.com with your shift requests and the coordinator will add your reoccurring shift to the system.

Thanks again for showing interest in volunteering for the Albany Carousel...you are the Heart and Soul of our organization! If you have any questions about VolNet, please email them to AlbanyCarouselVolunteers@gmail.com or simply talk to the Carousel Volunteer Coordinator the next time you are in the building.