

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:

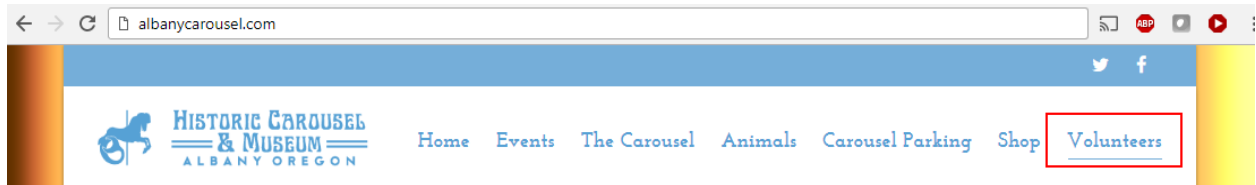


Figure 1: Accessing the Volunteers Page

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.

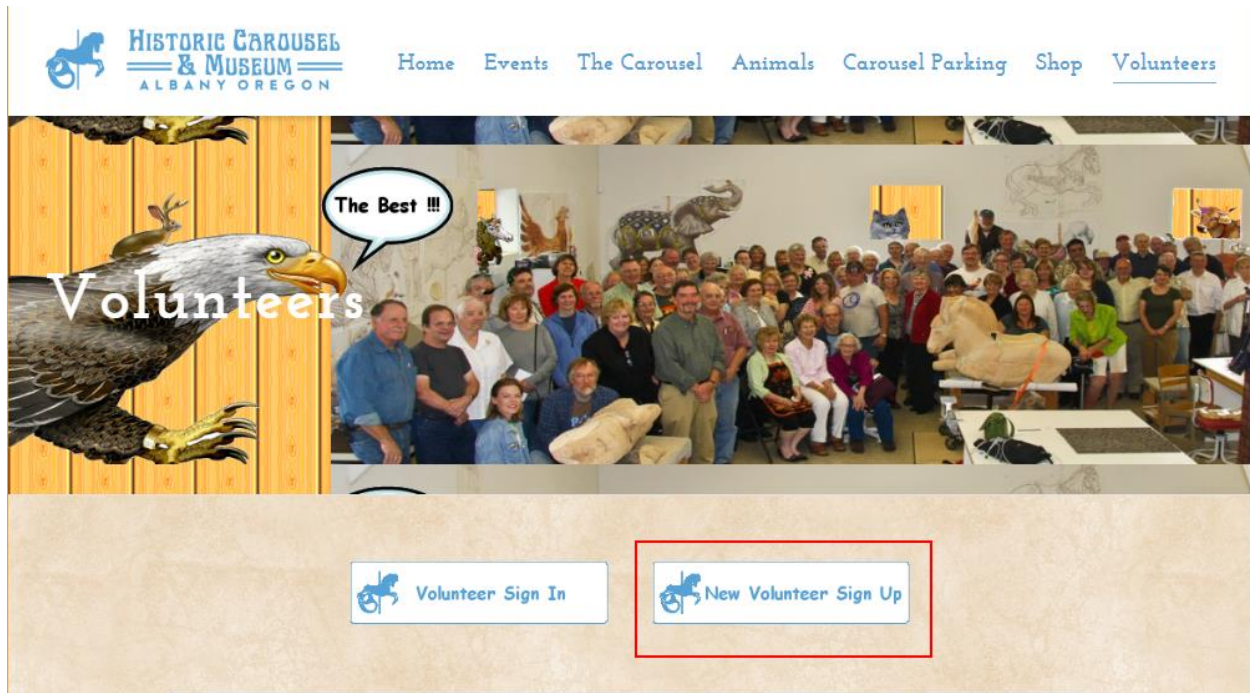



Figure 2: Accessing the New Volunteer Application

Volgistics Inc. [US] | <https://www.volgistics.com/ex/portal.dll/ap?ap=1336466415>



Volunteer Application Form

Please complete this application form if you are interested in becoming a 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:



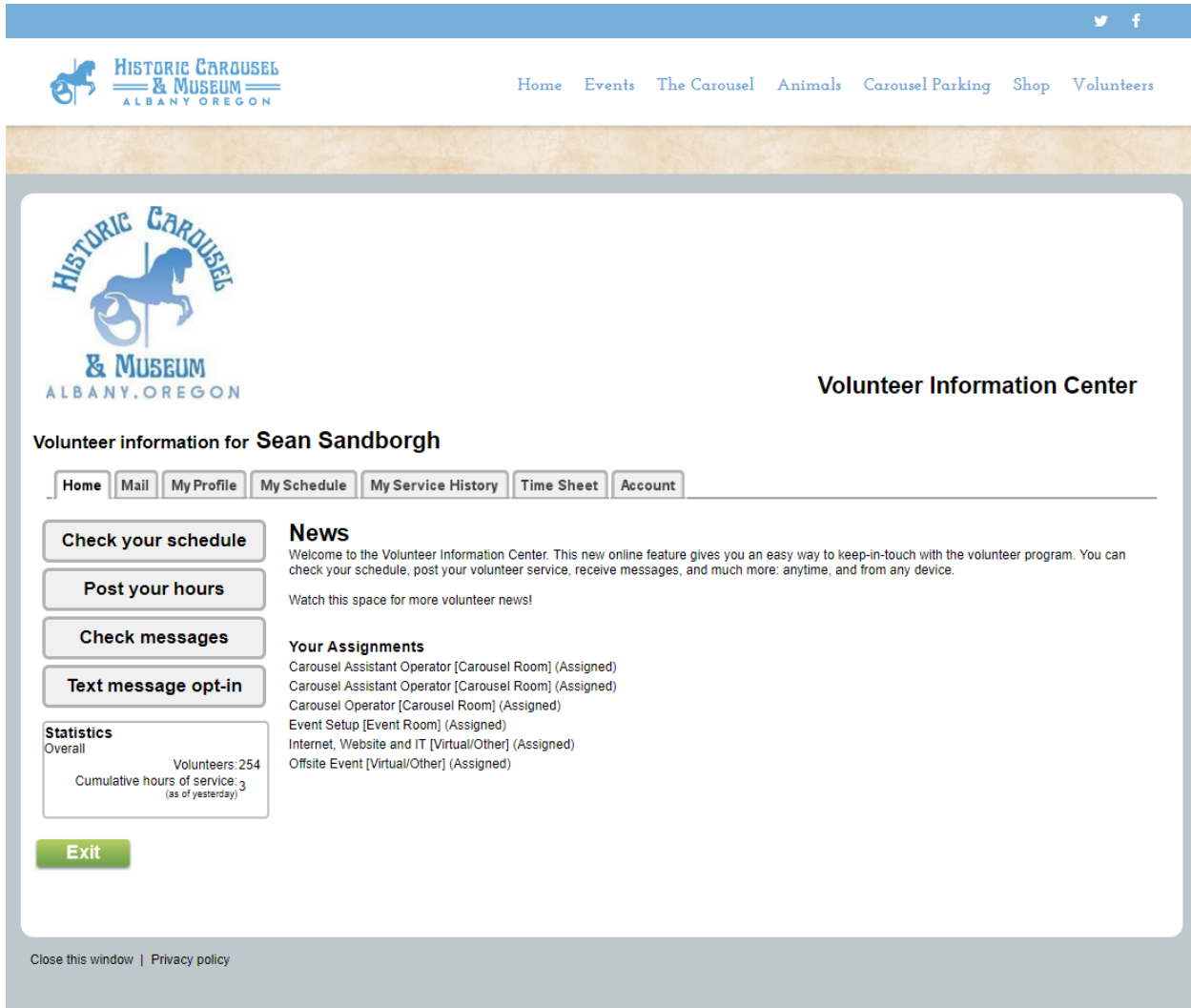
Figure 4: Accessing the Volunteer Sign In Area

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 VolNet Main Volunteer Information Page for Sean Sandborgh. The page has a blue header with the Historic Carousel & Museum Albany Oregon logo and navigation links: Home, Events, The Carousel, Animals, Carousel Parking, Shop, and Volunteers. Below the header is a white content area with a blue sidebar on the left and a main content area on the right. The sidebar contains the museum logo, the title "Volunteer information for Sean Sandborgh", and a navigation bar with links: Home, Mail, My Profile, My Schedule, My Service History, Time Sheet, and Account. The sidebar also has buttons for "Check your schedule", "Post your hours", "Check messages", and "Text message opt-in". A "Statistics" box shows "Overall Volunteers: 254" and "Cumulative hours of service: 3 (as of yesterday)". A green "Exit" button is at the bottom of the sidebar. The main content area has a "News" section with a welcome message and a "Your Assignments" section listing various roles and their status (Assigned).

Volunteer Information Center

Volunteer information for **Sean Sandborgh**

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

Check your schedule

Post your hours

Check messages

Text message opt-in

Statistics
Overall Volunteers: 254
Cumulative hours of service: 3 (as of yesterday)

Exit

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!

Your Assignments
Carousel Assistant Operator [Carousel Room] (Assigned)
Carousel Assistant Operator [Carousel Room] (Assigned)
Carousel Operator [Carousel Room] (Assigned)
Event Setup [Event Room] (Assigned)
Internet, Website and IT [Virtual/Other] (Assigned)
Offsite Event [Virtual/Other] (Assigned)

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:

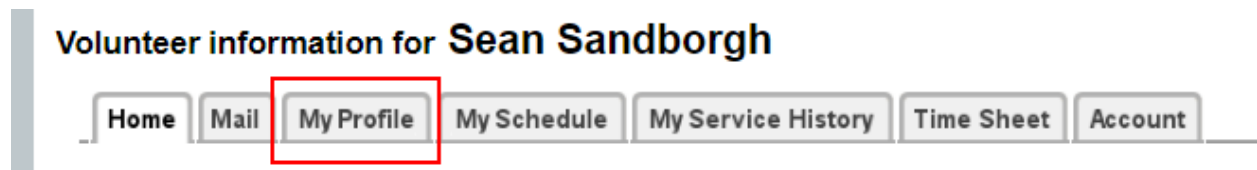


Figure 7: Navigating to Your Profile Page

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!

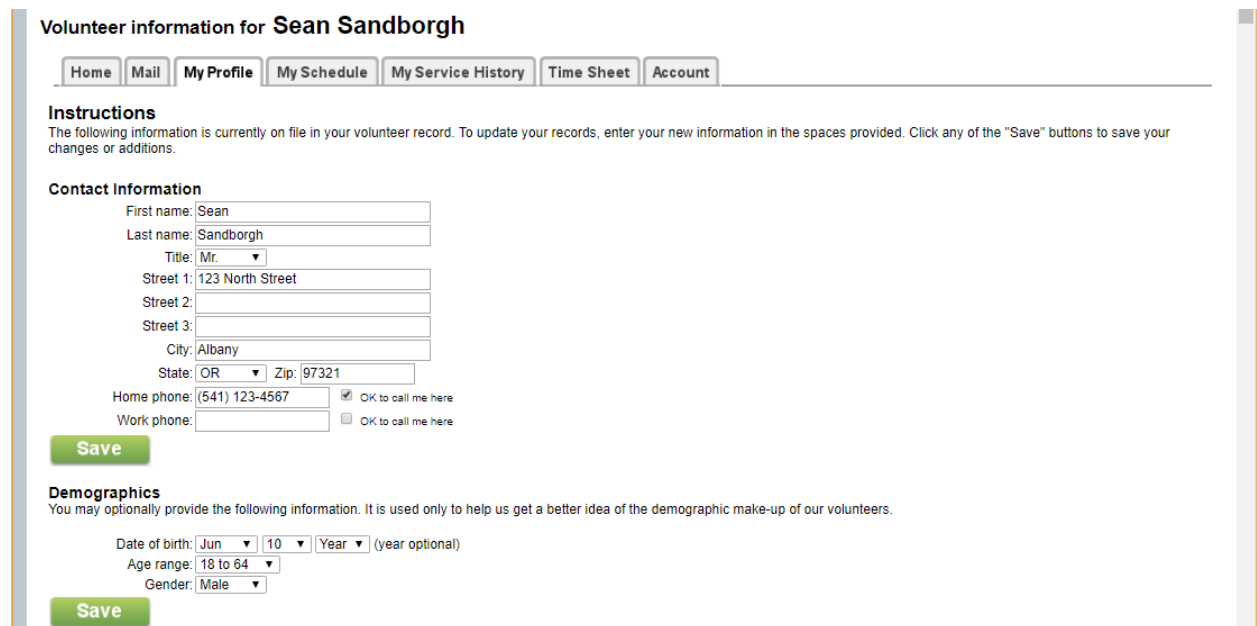
A screenshot of the "My Profile" page in VolNet. The title is "Volunteer information for Sean Sandborgh". Below the title is a row of seven tabs: "Home", "Mail", "My Profile", "My Schedule", "My Service History", "Time Sheet", and "Account". The "My Profile" tab is selected. Below the tabs is a section titled "Instructions" with the text: "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." Below the instructions are two sections: "Contact Information" and "Demographics". The "Contact Information" section has fields for: 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), and Work phone. There are checkboxes for "OK to call me here" for both home and work phones. A green "Save" button is at the bottom of this section. The "Demographics" section has fields for: Date of birth (Jun 10 Year), Age range (18 to 64), and Gender (Male). A green "Save" button is at the bottom of this section.

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.

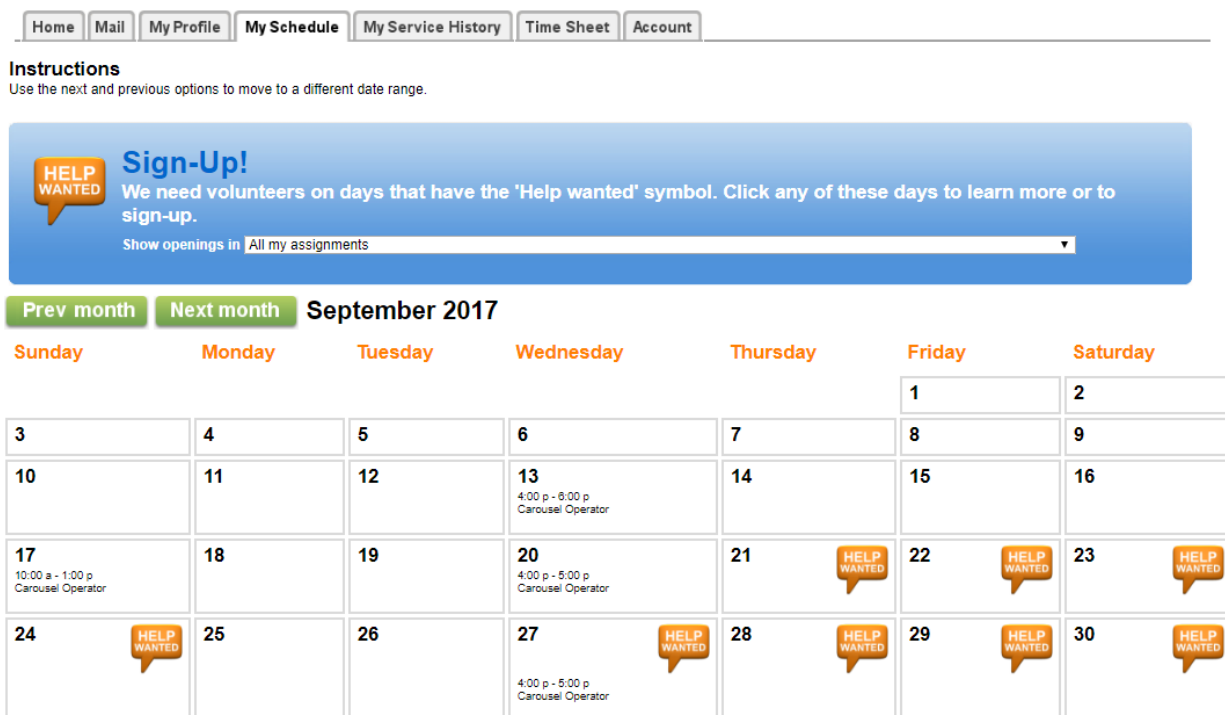


Figure 10: Volunteer Schedule Calendar View

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 [Schedule me](#)

4:00 p to 7:00 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 [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 [Schedule me](#)

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 [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.