Introduction

(You can find a complete guide to VicNet for both app and browser **here**).


The App's icon

Loading screen

The VicNet portal provides a way for volunteers to schedule their volunteer shifts, record volunteer hours, and contact the volunteer coordinator from any device with an internet connection. **VicNet is optional** - if you prefer to record your volunteer hours using the **web browser** (almost identical to the app) or clipboard, these methods are also available to you.

You can download VicNet through **Apple's App Store** or **Google Play.**

Logging into VicNet for both Web & App

This is the link to log in via web browser: tinyurl.com/vol4SPL (link is case-sensitive)

Log in page - it looks the same whether you're using the phone app or logging in through a web browser.
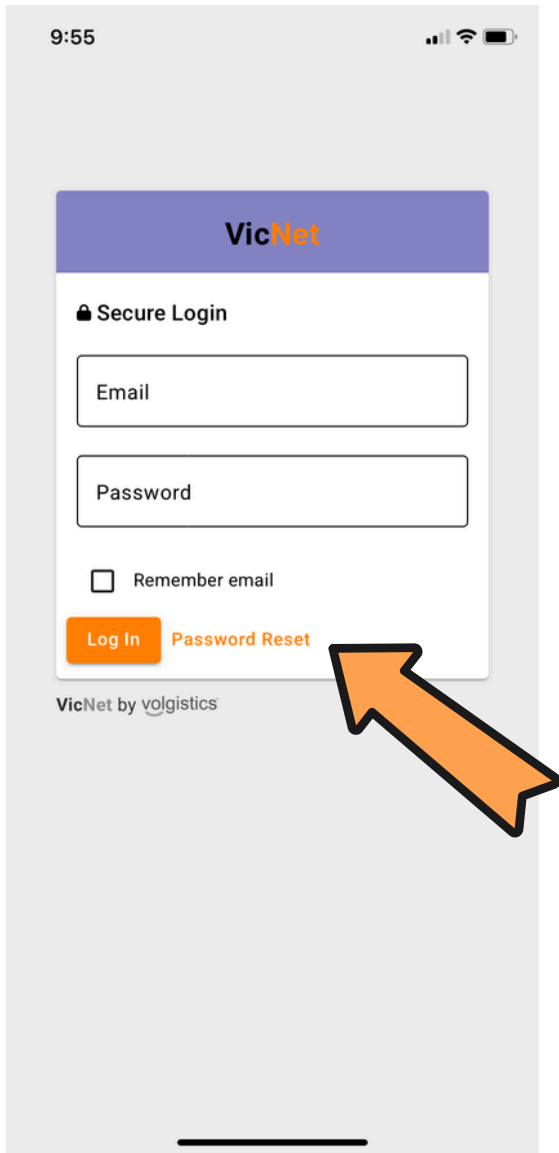
This is the login screen, which is identical for the app and web browser. You'll use the same email address and password whether you use the app or a web browser.

If this is your first time logging in, you will need to click on the "Password Reset" link to create a password. As long as the email matches the one we have on file, you'll receive an automated email with a link you can use to create a new password.

Additional password help can be found at **Set a VicNet Password**.

IMPORTANT: If you use VicNet to volunteer at multiple organizations that use VicNet, make sure you are using the same password for all of the organizations. This is counter-intuitive, but that's how your login is linked across organizations.

Navigating the Home Page

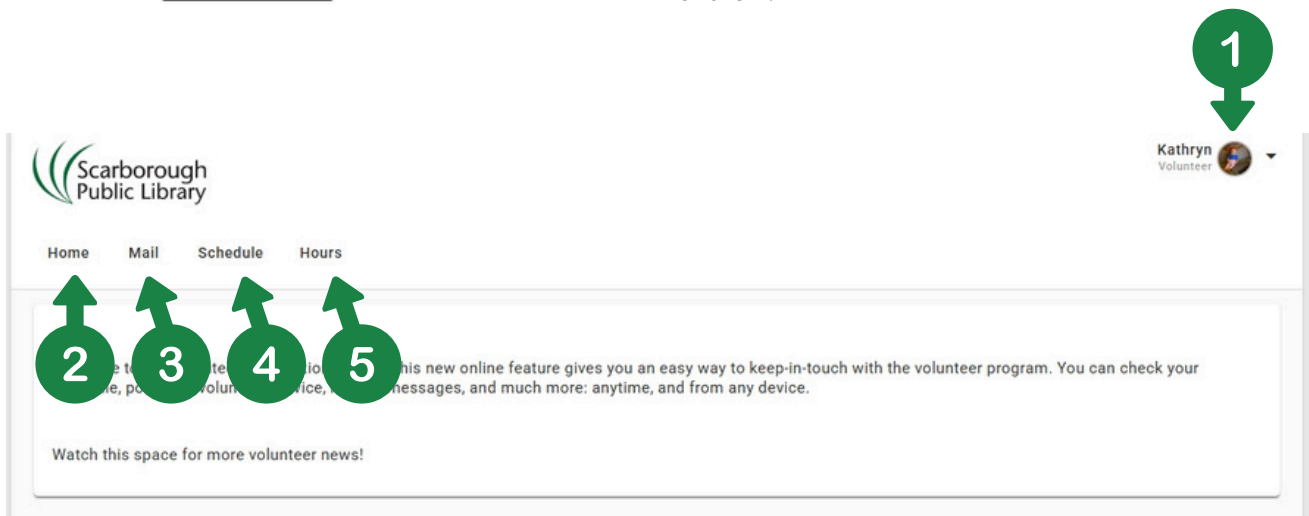For more information about the Home page, click **here**.
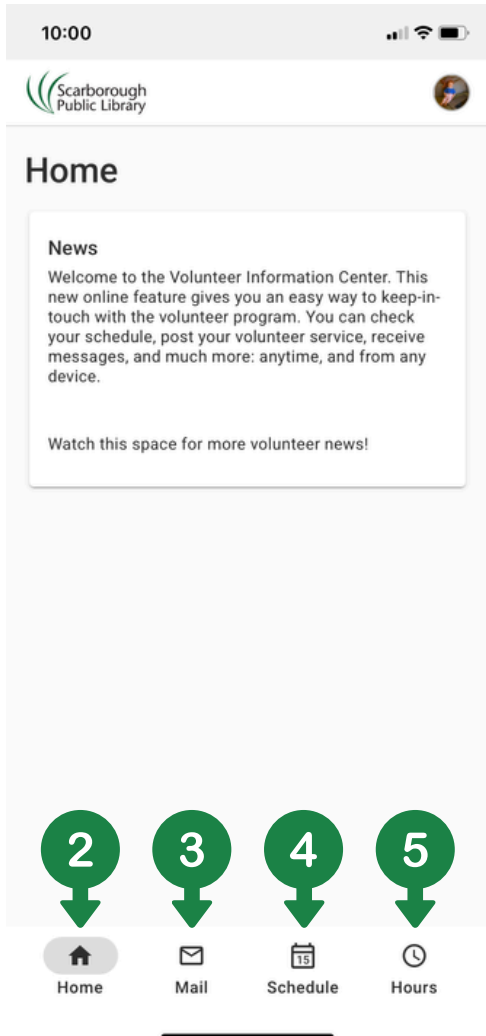
Left: the Home page as seen in in the app. Below: the Home page as seen in your web browser.

In addition to any general updates from me under "News", this is what you'll find on the Home page's main menu:

1. **Profile Icon**: Click here to edit your Profile or Account, or log out.
2. **Home**: Takes you back to this screen.
3. **Mail**: Click this to view messages.
4. **Schedule**: Sign up for shifts, check availability of shifts, or cancel a sign-up here.
5. **Hours**: This is where you record your time spent volunteering.

Note that the main menu is located at the top of the website screen and at the bottom of the phone/app's screen. Otherwise, there is very little difference between the web version and the app version.

Navigating the Profile & Account Pages

For more information about the Profile & Account pages, click **here** and **here**.

*Home page after clicking on the profile icon.*
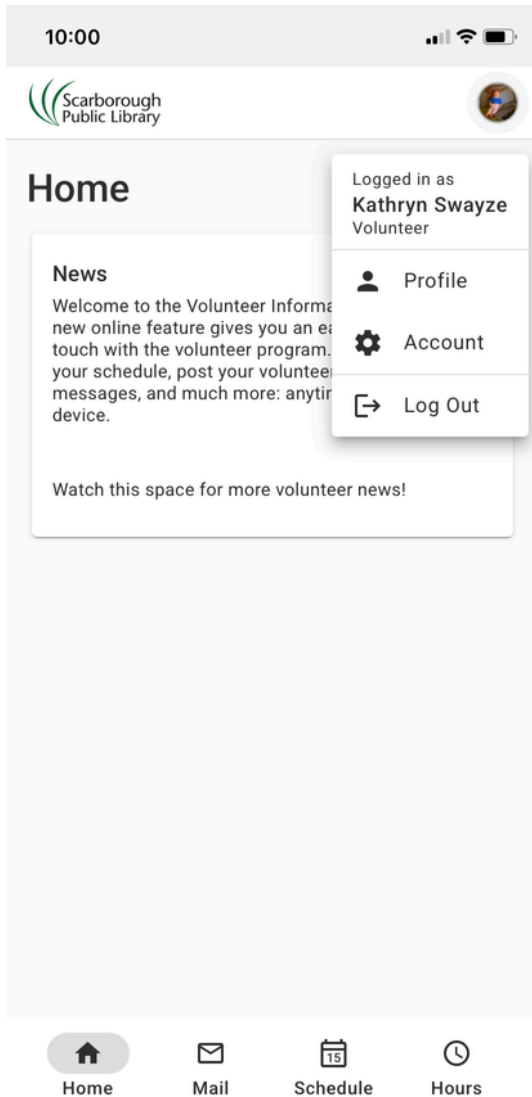
Click on **Profile** if you want to update your address, contact details, personal details, volunteer interests/skills, or upload a profile photo. This is the best way to make sure that we have your most up-to-date information on file.

Click on **Account** if you want to change your password or manage your message preferences. Currently, we do not send text messages, only emails to reach volunteers.
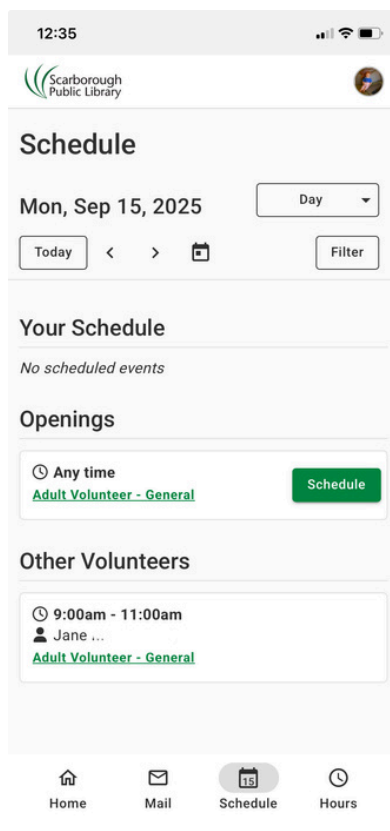
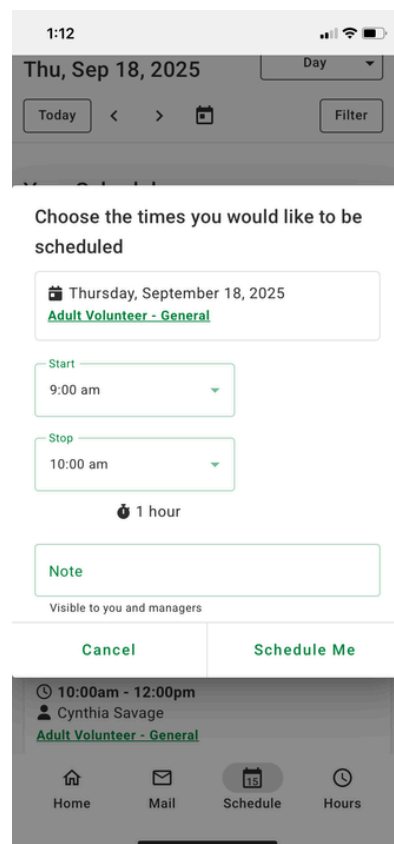# Navigating the Schedule Page

For more information about the Schedule page, click **here**.
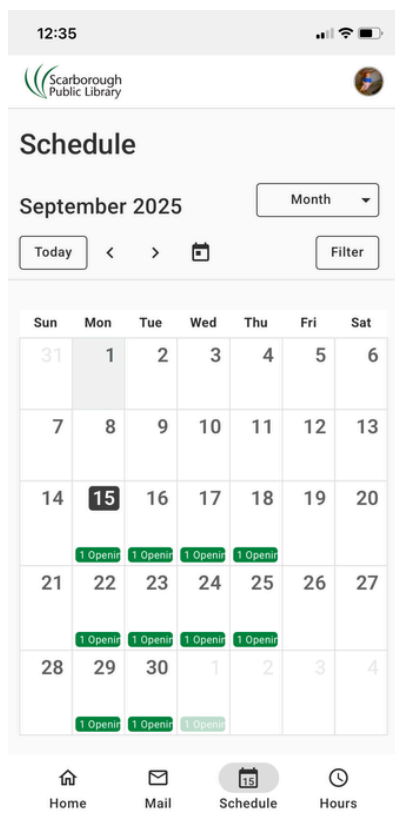
The calendar view shows you which days have openings for volunteers. Click on the shift that interests you.

This is what you see after clicking on an opening; it is currently set so volunteers can see who will be signed up with them.


This is what appears after clicking on the green "Schedule" button. You then click on "Schedule Me." A confirmation email will be sent to you.

This page is the most complex section of VicNet. If anything about it is unclear, please refer to the underlined full description of this page or reach out the Volunteer Coordinator. Basically, you click on a shift that says it has an opening and then click on the green button that says "Schedule." If you wish to schedule a recurring shift, email Katie at kswayze@scarboroughlibrary.org

To Remove Yourself from the Schedule

For more information about the Schedule page, click **here**.
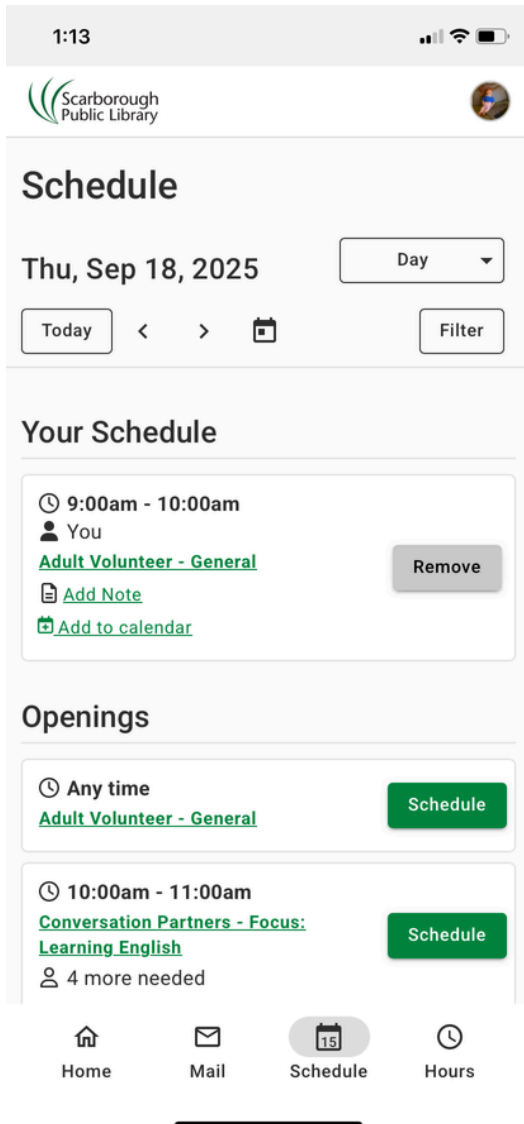
To cancel a specific volunteer shift , click on the gray "Remove" button.
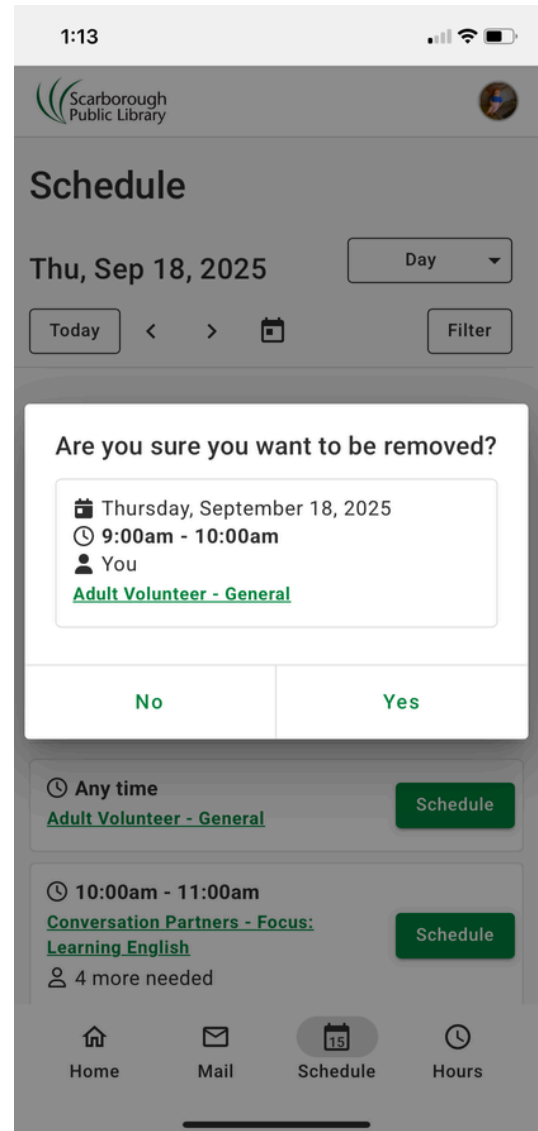
You will be asked to confirm the cancellation. After you click "Yes" a confirmation email will be sent to you.

The above steps are for cancelling single shifts. If you will be away for an extended period or need to remove yourself from the schedule entirely, email Katie at kswayze@scarboroughlibrary.org

Navigating the Hours Page

For more information about the Hours (aka "Service") page, click **here**.

This is where you record your hours in the app. The web version has the same format.

The Hours page is where you record your time spent volunteering. You have 30 days to complete this form, so don't worry if you forget to complete this form on the day you volunteer.

Enter in the date you volunteered, the time you started (set in 15-minute increments) and the time you left. VicNet automatically calculates the length of your shift.

For Assignment, note your role. The only option(s) that should appear for you are roles that you've been assigned to. If you tutor people in English, you'll see "Conversation Partners." If you are a weekly volunteer, you may see something like "Adult Volunteer - General."

Finally, there is an opportunity to leave a note if you'd like. The volunteer coordinator is not notified of these notes, but will see them tucked away in your record.