



Volunteer Information Center

How to use VicNet: A Guide for Group Coordinators

VicNet is an online portal that allows your volunteer group to access the database used by Three Rivers Park District's Volunteer Resources Section. You will be able to log on to VicNet from home, school, work or any place with an internet connection.

VicNet allows you, as a group coordinator, to:

- View your group's schedule
- Self schedule and report hours
- Receive news and messages
- Check your group's service records
- Update or correct your group's profile

GROUP COORDINATORS

How to Log into VicNet

Go to: (www.ThreeRiversParks.org/volunteer).

This will take you to our Volunteer webpage. Click on the "Resource Center" tab.

Scroll down to the bottom of the list and click the "**VicNet**" link.

The materials on this page are intended for use by current Three Rivers Park District volunteers. All documents are PDFs.

Volunteer Information and Publications

- [Event Recruitment Letter - Spring/Summer 2010](#)
- [Volunteer Fun Pass Program Fact Sheet](#)
- [Volunteer Park Patrol Guide](#)
- [Volunteer Newsletter - Spring 2010](#)

Volunteer Forms

- [Volunteer Application Form](#)
- [Volunteer Permission Form](#)

Volunteer Manuals

- [Volunteer Manual](#)
- [Volunteer Manual Supplement - Park Patrol](#)
- [Bloodborne Pathogens Exposure Control Plan](#)

Park Patrol Logs

- [Regional Trails](#)
- [Summer Horse Trails](#)
- [Winter Horse Trails](#)
- [Summer Park Trails](#)
- [Winter Park Trails](#)

VicNet

• Certain volunteer workgroups may view and sign up on schedules and report hours online though [VicNet](#)

Here is the direct link to the VicNet Volunteer Log in:
<https://www.volgistics.com/ex/portal.dll/?From=10867>

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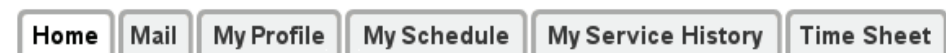
Save this webpage to your "favorites" or create a shortcut to your desk top.

In the *Login name* field, enter your email address. Be sure the email address you enter is the same one that the Volunteer Office has on file. If you attempt to use an email address that does not match the one on file, you will not be able to log into VicNet.

In the *Password* field enter your VicNet password emailed to you. If you have lost your password or experience difficulty accessing your information, contact the Volunteer Office at 763-694-1104 for further assistance.

Navigating in VicNet

VicNet features and the basic purpose of each tab are shown on the next pages.



The Home tab

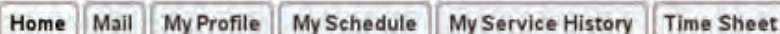


Depending on your worksite and/or your assignment some of the tabs shown here may not be visible to you.



Volunteer Information Center (VicNet)

Volunteer information for Target Corporate Offices ([REDACTED])



Check your schedule

Post your hours

Check messages

Sign-up

Currently you can sign-up for:

Project Assistant - Dakota Rail RT [Regional & Horse Trails\Adopt-a-Trail]

For volunteers under 18 years old

If you are an ongoing volunteer under the age of 18, please make sure we have your Permission Form on file. Please ask your volunteer supervisor to check on this if you are unsure.

[Document Link](#)

Instructions

Should you encounter difficulties with VicNet please call or email Brad Blackett, Volunteer Resources Assistant at 763-694-1104 or bblackett@threeriversparkdistrict.org

Exit

Navigating in VicNet

The Mail tab



The Mail tab in VicNet is where you can see any messages (called Vic Mail) sent to you.

New messages appear on top, and a list of previously read messages appear on the bottom. The messages listed here will disappear after 2-4 weeks.

The Vic Mail messages you receive here may be different than messages sent to you via email, because of this be sure to check them out once in a while.

The screenshot shows the user interface for the Three Rivers Park District Volunteer Information Center (VicNet). At the top left is the logo for Three Rivers Park District, featuring a stylized wave in green and blue above the text "Three Rivers" in a blue serif font and "PARK DISTRICT" in a smaller blue sans-serif font below it. To the right of the logo, the text "Volunteer Information Center (VicNet)" is displayed in a bold black sans-serif font. Below this, the user's name "Volunteer information for Brad Blackett" is shown in a bold black sans-serif font. A horizontal navigation bar contains several buttons: "Home", "Mail", "My Profile", "My Schedule", "My Service History", and "Time Sheet". Below the navigation bar, there are three sections: "Instructions" with the text "To view a message, simply click on the message subject.", "New messages" with the text "No new messages", and "Old Messages" with the text "No old messages". At the bottom left of the main content area is a green "Exit" button. At the very bottom of the page, there is a footer with the text "Return to Web Site | Privacy policy".

Navigating in VicNet

The My Profile tab

My Profile The Profile tab lets you see and update your group's information. You can use this tab to update address, telephone numbers, and emergency contact information.

Three Rivers
PARK DISTRICT

Volunteer Information Center (VicNet)

Volunteer information for Target Corporate Offices (Jennifer [redacted])

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

Instructions
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.

Contact Information

First name: *
Last name: *
Middle name:
Preferred Name: *
Classification (Type of Volunteer):
Street 1: Target Corporate Offices *
City: Minneapolis *
State: MN * Zip: 55403-2467 *
Home phone: * OK to call me here
Work phone: (612) [redacted] OK to call me here
Cell phone:
Email address: @target.com
Password:
Confirm password:
2nd Email:
House Hold Number:

Save

Emergency Contact

First name: James *
Last name: Blackett
Street 1:
Street 2:
Street 3:

Before moving from one section to the next be sure you save your updates by clicking the **Save** button.

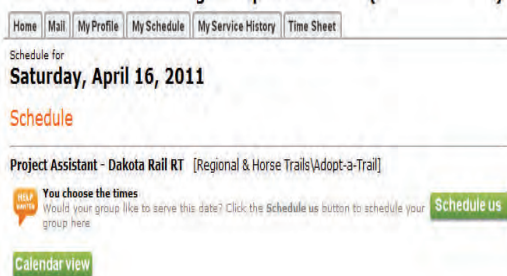
Navigating in VicNet

The My Schedule tab

My Schedule



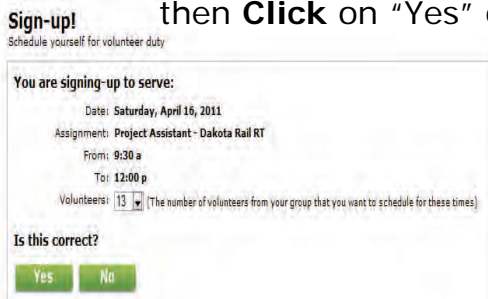
- A. To Self-Schedule, Using the "calendar view" **Click on a Help Wanted** balloon on the date your group wishes to volunteer.
- B. Then follow the next four screens displayed below:
 1. Find the right assignment and **Click** on the "Schedule us" button.



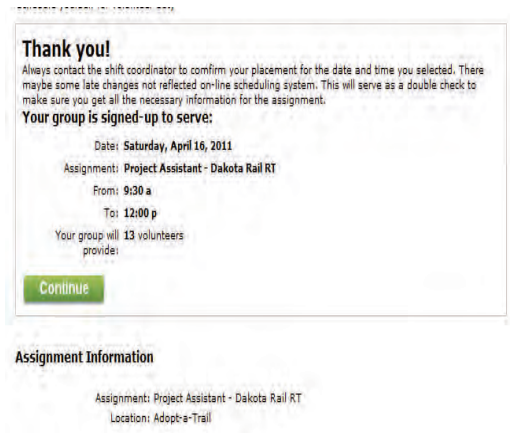
2. Enter start and finish times then **Click** on "continue".



3. Enter number of volunteers then **Click** on "Yes" or "No".



4. Check to see if everything is correct before finishing by **Clicking** the "Continue" button



Navigating in VicNet

My Service History tab

My Service History

On this tab, it is possible to see your Group's record of service, and the total number of hours volunteered for the Park District.

Three Rivers
PARK DISTRICT

**Volunteer Information Center
(VicNet)**

Volunteer information for Brad Blackett

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

Instructions
Click the "Printable view" button for a printable view of this information.

Totals
Start date: **February 5, 2010**
Year-to-date hours: **0.00**
Life hours: **0.00**

Service by year
Click on a year to view your records for the year.

[Printable view](#)

[Exit](#)

Return to Web Site | Privacy

If you need a record of your service, just click the "Printable View" button. You can now print this whenever you need it.

Navigating in VicNet

Time Sheet tab

Time Sheet

Use the Time Sheet tab to enter your hours, number of volunteers participating and the assignment.

This entry method exists for only five days beyond the service date. Contact the Volunteer Office or submit your reporting form to your supervisor.

Three Rivers
PARK DISTRICT

Volunteer Information Center (VicNet)

Volunteer information for **Target Corporate Offices ([redacted])**

Home Mail My Profile My Schedule My Service History Time Sheet

Instructions
To post your hours, enter your service information in the Time Sheet box and then click the "Continue" button.

Group Time Sheet

What was the date of your service?
 Thursday, April 7, 2011
 Friday, April 8, 2011
 Saturday, April 9, 2011
 Sunday, April 10, 2011
 Monday, April 11, 2011
 Tuesday, April 12, 2011

What times did you serve? 8:00 a until 9:00 a

Volunteers: 0 (How many members from your group served during these times?)

Which assignment did you serve in? Choose one

Continue

Group Time Sheet

Please confirm your entry:

You served on: Saturday, April 9, 2011
From: 9:30 am until 12:00 pm
Assignment:
Volunteers: 13 (The number of members from your group who participated in this service)

Is this correct?

Yes Click Yes to save this entry
No Click No if you want to make a change

Posted

Thank you for serving! Your service entry has been recorded. If you need to make another entry now, click "Another."

Another

1. **Click** on date.
2. **Enter** start and finish times.
3. **Enter** number of volunteers.
4. **Select** assignment from drop down menu if not already displayed or incorrectly displayed. **Click** "Continue".
5. Confirm your entry. **Click** "Yes" or "No".
6. To enter another date **Click** "Another". **Click** "Exit" to log out or navigate to another tab.

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