How to use VicNet:
A guide for **GROUPS**

VicNet is an online portal that allows your volunteer group to access the Volgistics database used by Three Rivers Volunteer Office. You can log onto VicNet from any device that has an internet connection.

VicNet allows you, as a group coordinator, to:

- View your schedule
- Self schedule and report hours
- Receive news and messages
- Check your service records
- Update or correct your personal profile
- Change your password
How to Log into VicNet

1. Go to: www.threeriversparks.org/volunteer. This will take you to our Volunteer webpage.
2. Click on the “Resource Center” box.
3. Scroll down to the bottom of the list and click the “Online scheduling and reporting tool” link.

NATURAL RESOURCES MATERIALS

- Invasive Species Guide
- Data Sheets
- Bluebird Nesting Summary Form
- Bluebird Monitoring Data Sheet
- Buckthorn Removal Packet
- Garlic Mustard Removal Packet
- Prairie Seed Collection Packet

VICNET

- Online scheduling and reporting tool

ADOPTION PROJECTS

- Adopt a Woodlot
  - Application
  - Instructions
  - Reporting Form
  - Training Presentation
- Adopt a Garden
  - Application
  - Instructions
  - Garden List
  - Reporting Form
- Adopt a Trail
  - Instructions
  - Reporting Form
  - Training Presentation
Save this webpage to your “favorites” or create a shortcut to your desktop.

In the **Login name** field, enter the email address that is on your Volgistics record. This is the email where you receive communication from the Volunteer Office. If you use a different email address, you will not be able to log into VicNet.

**Password field:**

1. If this is your first time using VicNet, click on “Need a Password?”. Enter your email to receive a link that allows you to set a password.

2. If you have forgotten your password, Click on the “Forget your password?” link, enter your email, and follow the instructions to reset your password.

If you have any difficulties with this process, contact the Volunteer Office at 763-694-2070 for further assistance.
Navigating in VicNet

Let’s tour VicNet tab by tab and provide some explanation on the basic purpose of each one.

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

The Home Tab

Volunteer Information Center (VicNet)

Volunteer information for [Northwest Passage High School]

Currently you can sign-up for:
Natural Resources Surveyor (Invasive Species) [Natural Resources/Forestry]
Project Assistant [Invasive species] [Natural Resources/Forestry]

New Park Patrollers:
Before you may schedule and report hours for a site, contact the unit supervisor for a brief site orientation. Ask them to add an assignment to your record so you can schedule & report your hours on VicNet.

Minor Permission:
Groups are responsible for obtaining parental permission of minors under age 18. Ongoing volunteers must have a Permission Form on file.

News and Updates

PATROLLERS NEEDED

AUTUMN WOODS CLASSIC: Sat, Oct. 10, 7:30 AM-noon, Elm Creek Park
Patrol slots are full but we still need more volunteers in other areas.

CHAIR LIFT RIDES:

MOUNTAIN BIKE RACES:
-Murphy Nocturnal: Wed. Oct. 28, 5-9 PM (Rain date Wed. Nov. 11)
-Elm Creek Nocturnal: Wed. Oct. 14 & Nov. 4, 5-9 PM (Rain date Wed. Nov. 11)

ADAPTIVE EVENTS:
-Sun. Sept. 28, 4-8 PM, Adaptive Mountain Bike Open House, Elm Creek Park
Assignment: Park Patrol [Recreation/1. Outdoor School]

If you don’t see the assignment indicated, contact the volunteer office at volunteer@three riversparkdistrict.org.

Patrollers are needed for other events as well:

Park District news and construction updates:
www.three riversparks.org/news.aspx
Navigating in VicNet

The Mail Tab

The Mail tab in VicNet is where you can see messages (called Vic Mail) sent to you from the Volunteer Office or from one of the sites where you volunteer. 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. Vic Mail is not frequently used in Three Rivers. The Vic Mail messages you receive here will probably be different than the messages sent to your regular email. Because of this, be sure to check your mail tab once in a while.
Navigating in VicNet

The My Profile Tab

The Profile tab lets you see and update your personal information. Use this tab to update your address, telephone numbers, password, demographics, assignment preferences, and emergency contact information. You can even add a photo if you wish.

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

To self-schedule, **click on** an orange *Help Wanted* balloon to view openings.

Find the right assignment and **click on** the “Schedule us” button.

**Enter** start and finish times then **click on** “Continue”.

**Enter** number of Volunteers and **Click on** “Yes” or “No”.

**Check** to see if everything is correct before **clicking** on the “Continue” button.
Navigating in VicNet

My Service History Tab

On this tab, it is possible to see your record of service and the total number of hours you have volunteered for the Park District (Life Hours).

Click on the year to get an annual hours report.

If you need a record of service, just click the “Printable View” button. You can now print this whenever you need it.
Navigating in VicNet

**Time Sheet tab**

Use the Time Sheet tab to enter your hours. **Do not enter hours in VicNet if you are also logging hours at your site.**

1. **Select** date of service.
2. **Enter** start and finish times.
3. **Enter** number of volunteers.
4. **Select** assignment from drop down menu (if not already 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 another tab.
Navigating VicNet

**Account tab**

Use this tab to change your password.

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Don’t forget to save!

To close your session in VicNet, click Exit on any of the tab screens.