



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

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

VicNet allows you, as a volunteer, to:

- ♦ View your schedule (if applicable)
- ♦ Self schedule and report hours (if applicable)
- ♦ 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](#)" link.

 [Directions to classes](#)

 [Bloodborne Pathogens Handouts](#)

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](#)

 [VicNet Guide for Individual Volunteers](#)

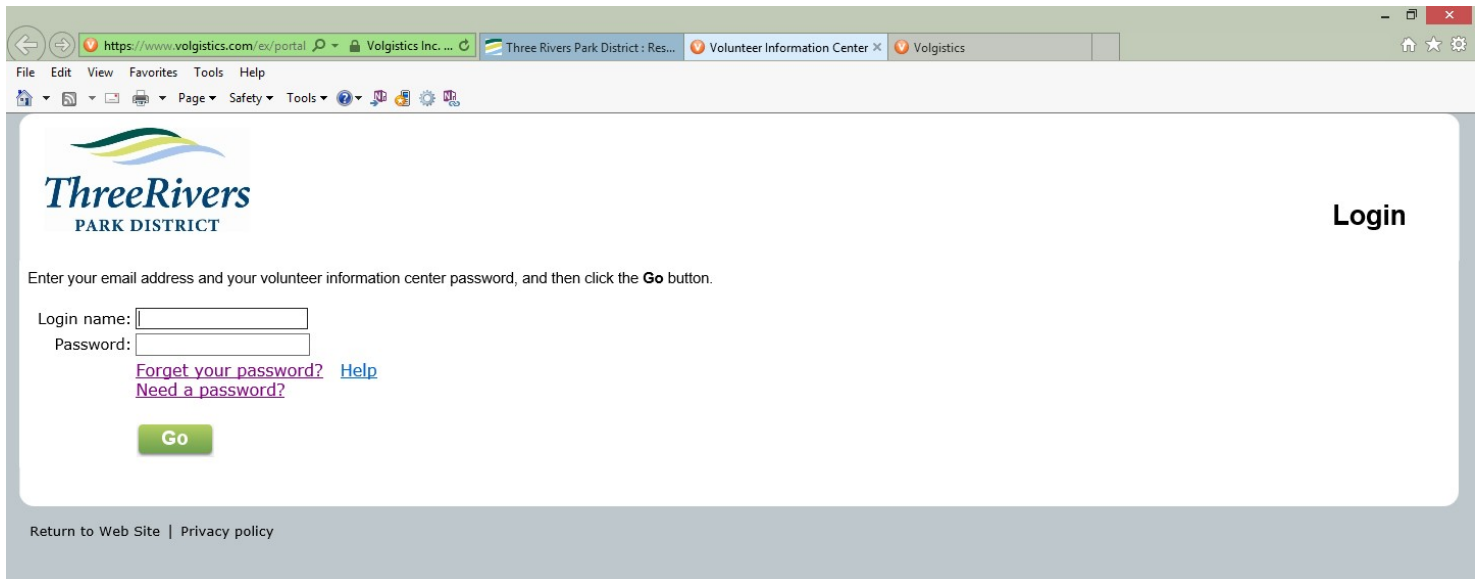
 [VicNet Guide for Group Volunteers](#)

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 **Rebecca Conser**



Currently you can sign-up for:

Program Instructor [Education - Gale Woods\Gale Woods Farm]

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 parent 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
Patrol slots are full but we still need more volunteers in other areas.

CHAIR LIFT RIDES

Fri. Oct. 2, 4:30-9:30 PM & Sat. Oct. 3, 3:30-9:30 PM in shifts, 763-694-7679
Assignment: Park Patrol [Education - Hyland Lake\Richardson Nature Center]

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

Assignment: Park Patrol [Recreation\1. Outdoor School]

If you don't see the assignment indicated, contact the volunteer office at volunteer@threeriversparkdistrict.org.

Patrollers are needed for other events as well:
www.threeriversparks.org/news/volunteering/event-volunteers-needed.aspx

Park District news and construction updates:
www.threeriversparks.org/news.aspx

Instructions

Should you encounter difficulties with VicNet please call or email Deb Vosler, Volunteer Coordinator, at 763-559-6704 or volunteer@threeriversparkdistrict.org

Navigating in VicNet

The Mail Tab

Mail

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.



The screenshot shows the user interface for the Volunteer Information Center (VicNet) for Rebecca Conser. At the top left is the Three Rivers Park District logo. The page title is "Volunteer Information Center (VicNet)". Below the title, it says "Volunteer information for Rebecca Conser". There is a navigation menu with buttons for Home, Mail, My Profile, My Schedule, My Service History, Time Sheet, and Account. The "Mail" button is highlighted. Below the navigation menu, there are sections for "Instructions" (To view a message, simply click on the message subject.), "New messages" (No new messages), and "Old Messages" (No old messages). At the bottom left of the content area is a green "Exit" button. At the bottom of the page, there is a footer with links for "Return to Web Site" and "Privacy policy".

Navigating in VicNet

The My Profile Tab

My Profile

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.

Volunteer information for **Rebecca Conser**

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

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. Be sure that all fields with an * are completed prior to clicking on Save.

Contact Information

Fields marked with a "*" are required

First name: *

Last name: *

Middle name:

Preferred Name:

Classification (Type of Volunteer): **Ongoing**

Street 1: *

City: *

State: * Zip: *

Home phone: * OK to call me here

Work phone: OK to call me here

Cell phone:

Email address:

Please enter a password that:

- Is between 6 and 30 characters long

Password:

Confirm password:

2nd Email:

House Hold:

Save

Emergency Contact

1 First name:

Last name:

Street 1:

Street 2:

Street 3:

City:

State:

Zip:

Home phone:

Work phone:

Relationship:

Save

Exit

2 First name:

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

Save

Navigating in VicNet

The My Schedule Tab

My Schedule

If your workgroup is set up for self-scheduling, you can use VicNet to fill openings on the calendar. To self-schedule, click on a *Help Wanted* balloon to view openings. Otherwise, call or email your supervisor to sign up. If you are able to schedule shifts, this tab also allows you view and print your schedule.

PARK DISTRICT

VOLUNTEER INFORMATION CENTER (VICNET)

Volunteer information for **Rebecca Conser**

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

Instructions

Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.



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

Schedule yourself for volunteer duty

Prev month Next month **September 2015**

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

Prev month Next month

Printable view

Exit

If you need a copy of your schedule, just click the "Printable View" button. You can now print this whenever you need to.

Navigating in VicNet

My Service History Tab

My Service History

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).

Three Rivers
PARK DISTRICT

Volunteer information for Rebecca Conser

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

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

Totals
Start date: **May 1, 1997**
Year-to-date hours: **4.08**
Life hours: **301.30**

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

Year	Hours
2015	4.08
2014	7.22
2008	290.00

Life total: **301.30**

Printable view Exit

Return to Web Site | Privacy policy

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

Time Sheet

You may be able to use the Time Sheet tab to enter your hours for a few limited and specific assignments. **Do not enter hours in VicNet if you are also logging hours at your site** or if you have not been instructed by your supervisor to do this. *(Check with your supervisor to see if you might be able to utilize this feature.)*



Volunteer Information Center (VicNet)

Volunteer information for Rebecca Conser

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

Instructions

While recording your hours you must include an assignment (do not leave the selection blank).

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

Time Sheet

What was the date of your service? September 25 2015

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

Which assignment did you serve in? Choose one

Continue

Your recent service entries:

Date	Assignment	Hours
01-10-2015	Program Instructor [Education - Gale Woods\Gale Woods Farm]	4.08

For your complete service history select the "My Service History" tab.

Exit

As you enter your time you will be prompted to confirm your entry. Your entry will not go on your record until you confirm it is correct. Once your entry is saved you cannot edit it. If you notice an error in your hours contact your supervisor with your corrections.

Navigating VicNet

Account tab

Account

Use this tab to change your password.

Three Rivers
PARK DISTRICT

Volunteer Information Center (VicNet)

Volunteer information for Rebecca Conser

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

Instructions
Initially volunteer passwords are set as the Volunteer ID number. Volunteers are encouraged to choose a more secure password using letters, numbers and symbols at least 6 characters long.

Change your password
You can change the password you use to access your volunteer information. Enter your current password, enter your new password twice, and then click the Save button.

Your new password must:

- Be between 6 and 30 characters long.

Enter your **current** password here: *(Required)

Enter your **new** password here: *(Required)

Enter your **new** password again: *(Required)

Help Save

Powered by **volgistics**

Exit

Don't forget to save!

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