

Now you are at the VicNet log in web page:

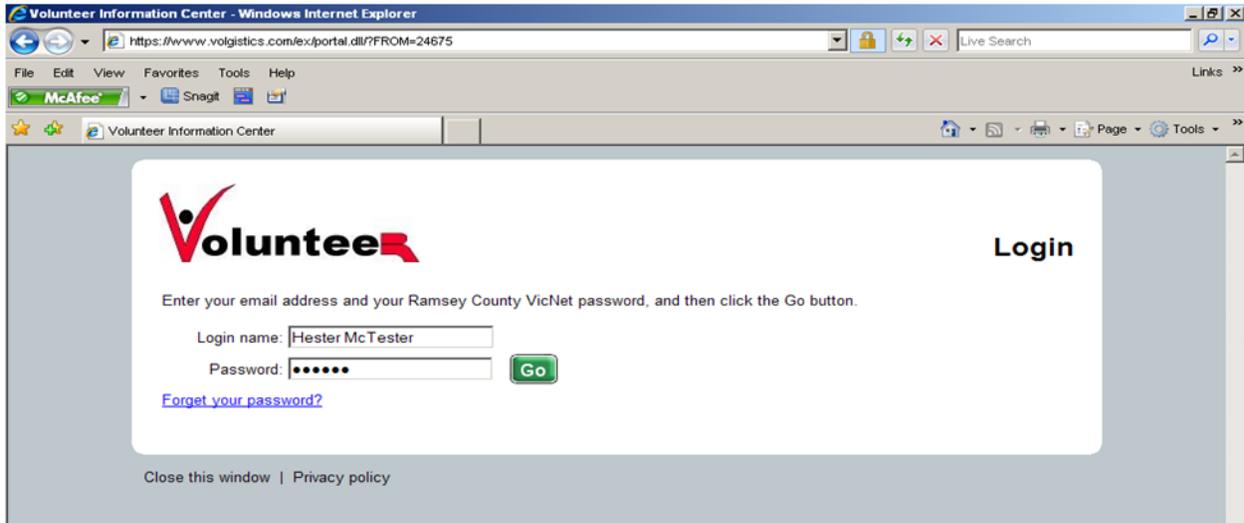
<https://www.volgistics.com/ex/portal.dll?FROM=24675>

HINT: Save this webpage as one of your “favorites” so you can easily get back to it.

To log in:

Your log in name is the email address you provided to Volunteer Services.

Your password is your volunteer PIN number, that will be emailed to you by Volunteer Services.



TAB TOUR:

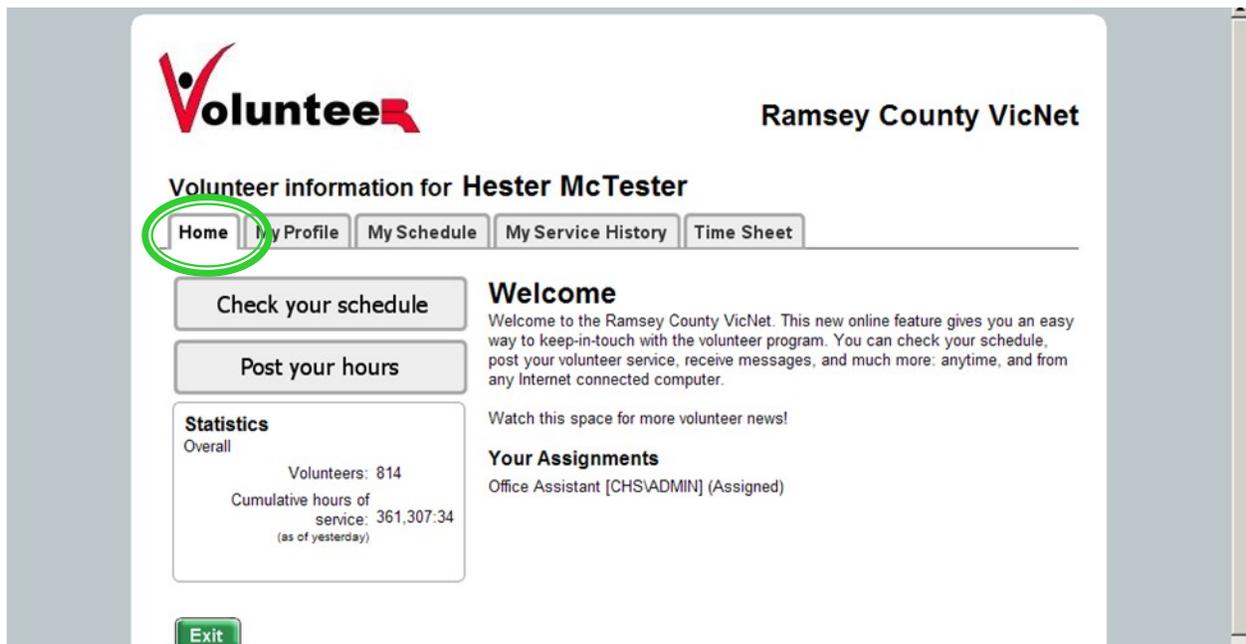
Click on the tabs with your mouse to move from screen to screen in VicNet

Click on  to end the session.

Home

News of general interest to all volunteers

Quick access to the Volunteer Information Center features



My Profile

The My Profile tab contains the information currently on file in your record including address, phone number, email address and emergency contacts.

You can update information in your own volunteer record. Make changes as needed and

Save

Volunteer Ramsey County VicNet

Volunteer information for **Hester McTester**

Home **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: *

Street 1: *

Street 2:

City: *

State: * Zip: *

Home phone:

Work phone:

Cell phone:

Email address:

We need your help keeping your profile current.
Please review your profile regularly and keep it up-to-date.

My Schedule

The department/program to which you are assigned, may or may not use the on line schedule. Please consult with Volunteer Services staff to confirm the use of this feature.

Volunteer information for **Hester McTester**

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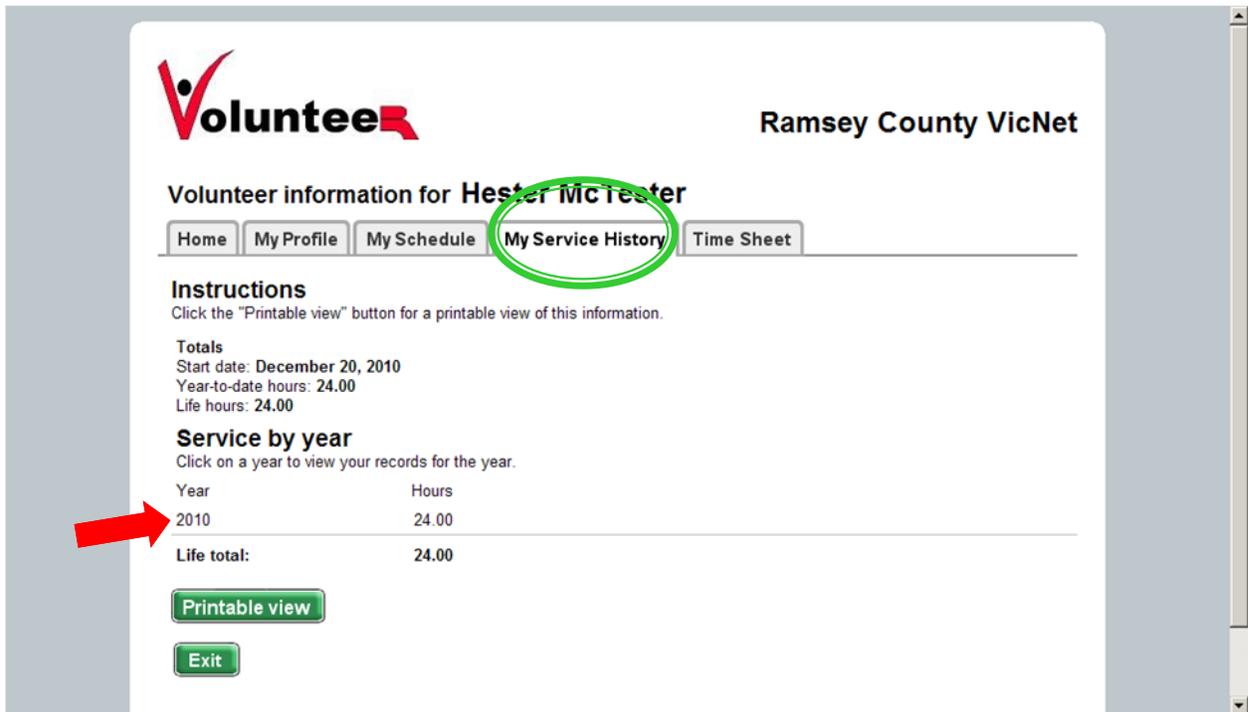
Instructions
Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.

February 2011

| 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 | | | | | |

My Service History

All volunteers can view their service history on the My Service History tab. Service hours are summarized by calendar year. Details are available by clicking on a specific year. Hover the cursor over the year and click to view details.



Volunteer Ramsey County VicNet

Volunteer information for **Hester McTester**

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

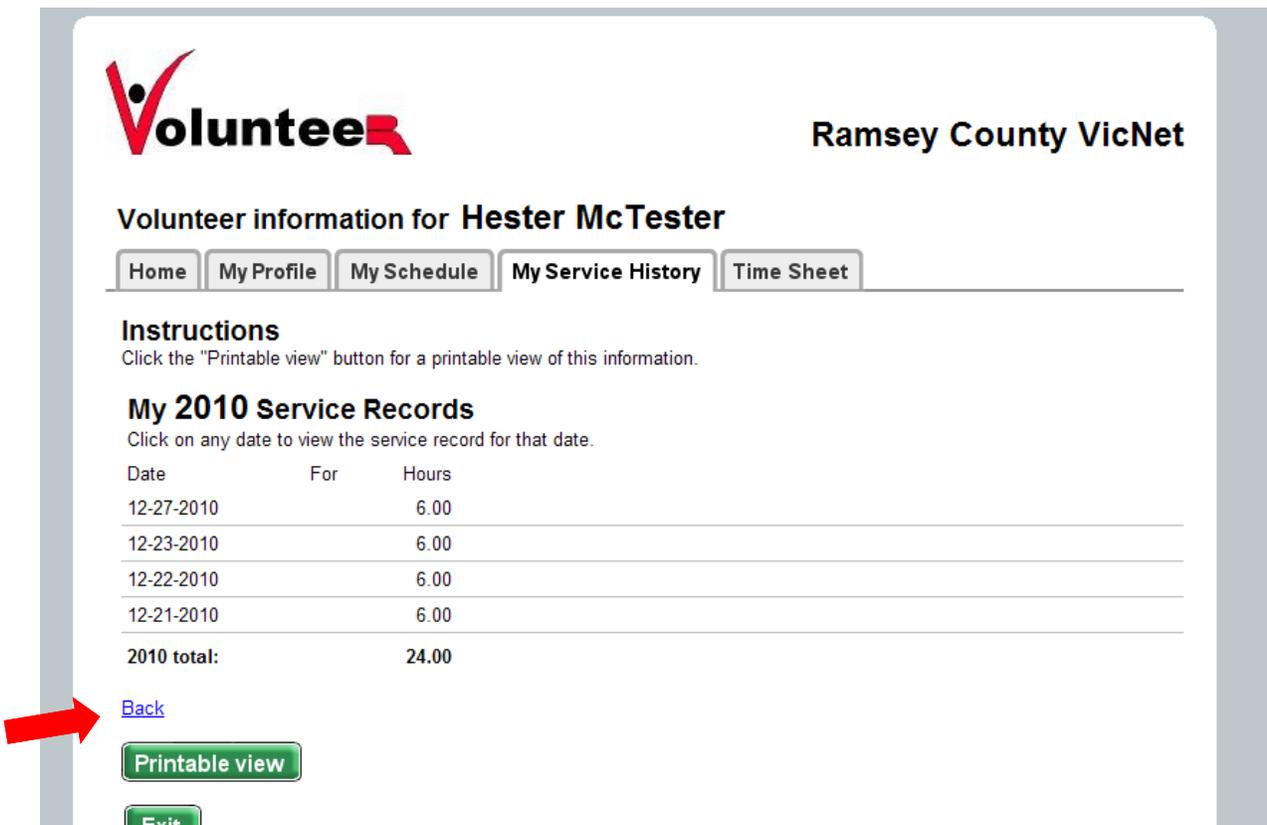
Totals
Start date: December 20, 2010
Year-to-date hours: 24.00
Life hours: 24.00

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

| Year | Hours |
|--------------------|--------------|
| 2010 | 24.00 |
| Life total: | 24.00 |

Printable view
Exit

Hint: When viewing the service details, use the [Back](#) link to return to the summary.



Volunteer Ramsey County VicNet

Volunteer information for **Hester McTester**

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

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

My 2010 Service Records
Click on any date to view the service record for that date.

| Date | For | Hours |
|--------------------|-----|--------------|
| 12-27-2010 | | 6.00 |
| 12-23-2010 | | 6.00 |
| 12-22-2010 | | 6.00 |
| 12-21-2010 | | 6.00 |
| 2010 total: | | 24.00 |

[Back](#)
Printable view
Exit

Time Sheet

The Time Sheet feature in the Volunteer Information Center is an alternative to using paper forms. If you have a question about submitting time sheets contact Volunteer Services staff. It is easy to submit your time sheet electronically. Simply click on the **Time Sheet** tab and follow the instructions.

Volunteer Ramsey County VicNet

Volunteer information for **Hester McTester**

Home 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.

Time Sheet

November 2010

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| C | C | C | C | C | C | C |

1. Select the date from the calendar

What was the date of your service?

| | | | | | | |
|----|----|----|----|----|----|----|
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| C | C | C | C | C | C | C |

August 2010

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| C | C | C | C | C | C | C |

2. Enter the start and end times you worked:

What times did you serve? 9:30 a until 1:00 p

3. Select your assignment for this date from the drop down list:

Which assignment did you serve in?

Choose one

Choose one

Database Conversion [Park & Recreation\Volunteer Services]

Special Mailings [Park & Recreation\Recreation]

Continue

NOTE: It is important that you select the correct assignment from the list. Accurate reporting of volunteer hours helps Volunteer Services manage the programs most efficiently. Click on the

Continue

4. You will receive a confirmation screen:

Please confirm your entry:

You served on: Friday, August 27, 2010

From: 9:30 am until 1:00 pm

Assignment: Database Conversion [Park & Recreation\Volunteer Services]

Is this correct?

Yes Click Yes to save this entry

No Click No if you want to make a change

5. At this point you can post another service entry, move to a different tab, or Exit.

Posted

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

Another

This is the end of the Tab Tour. If you have questions contact Volunteer@co.ramsey.mn.us.