

### How to Make a New Account (For New Volunteers):

Click this link and fill out the *Volunteer Interest Form*.

<https://www.volgistics.com/appform/650461975>

### How to Download the App:

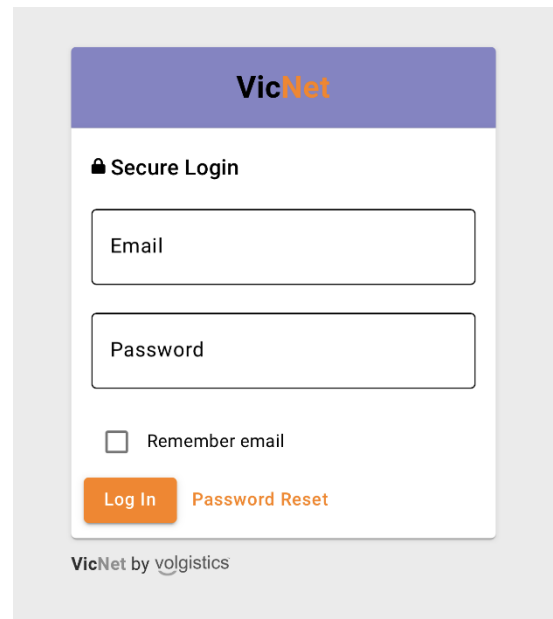
Go to the google play store or Apple app store and type Vicnet into the search bar. The logo for the app will look like this:



Once you have downloaded the app you

Will see a login page that looks like this:

You will use the email address that you used when filling out the volunteer interest form. If you have not created a password, you can click on password reset and follow the instructions in the app.



**VicNet**

🔒 Secure Login

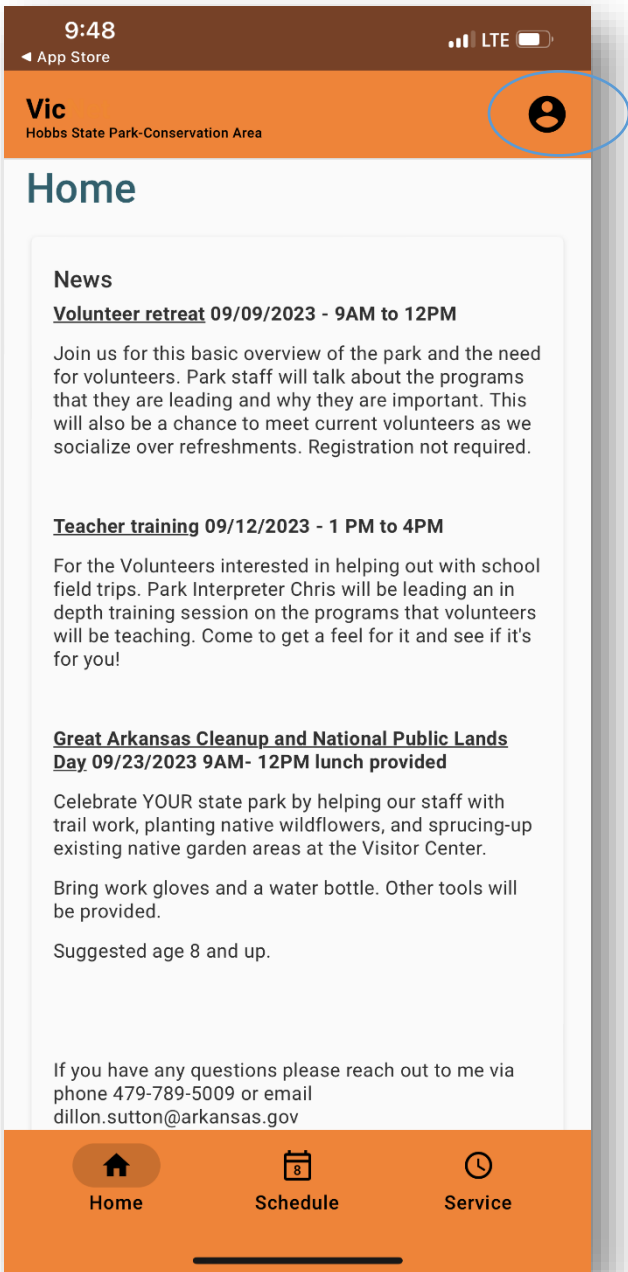
Email

Password

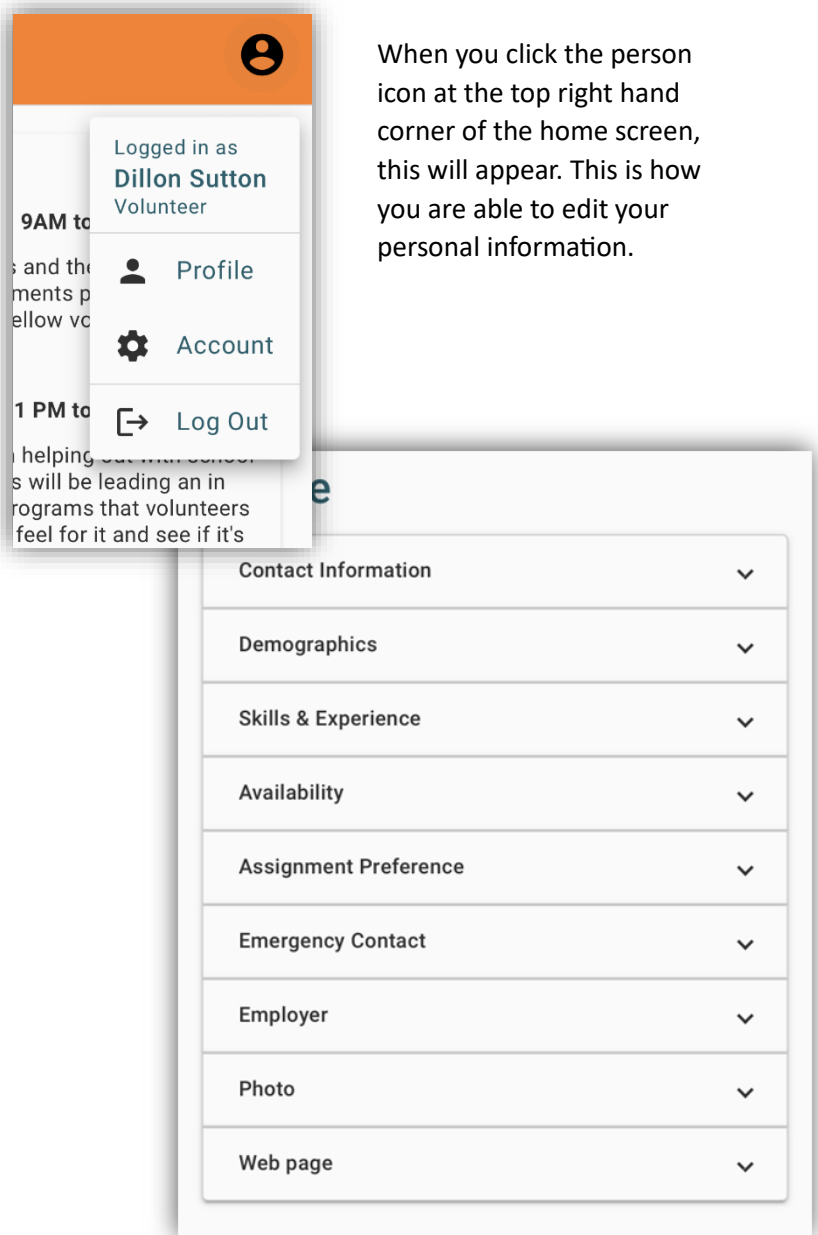
Remember email

Log In Password Reset

VicNet by volgistics

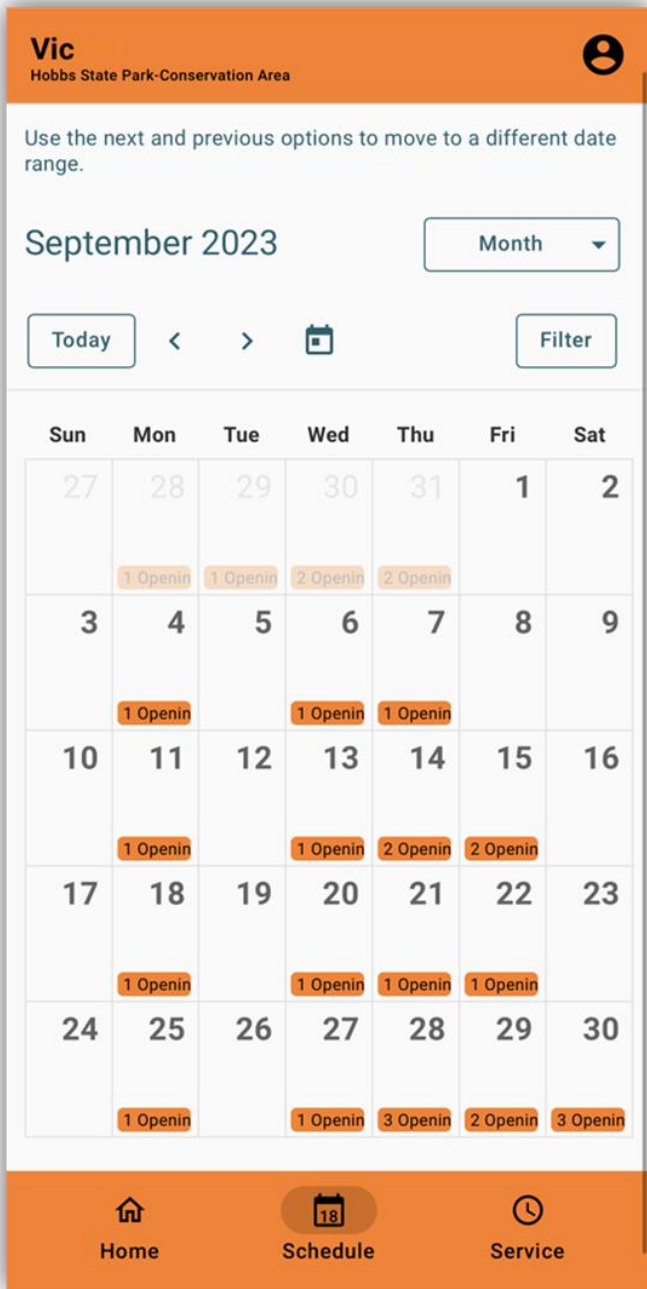


Once logged in you will be brought to the home screen. This is where volunteers will see important upcoming events, as updated by the Volunteer Coordinator.



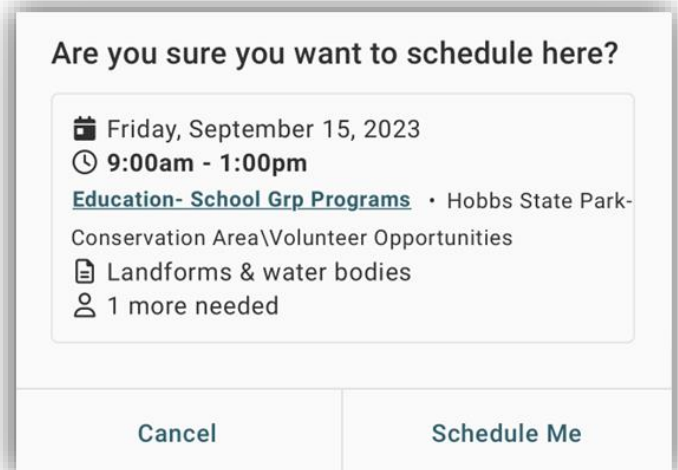
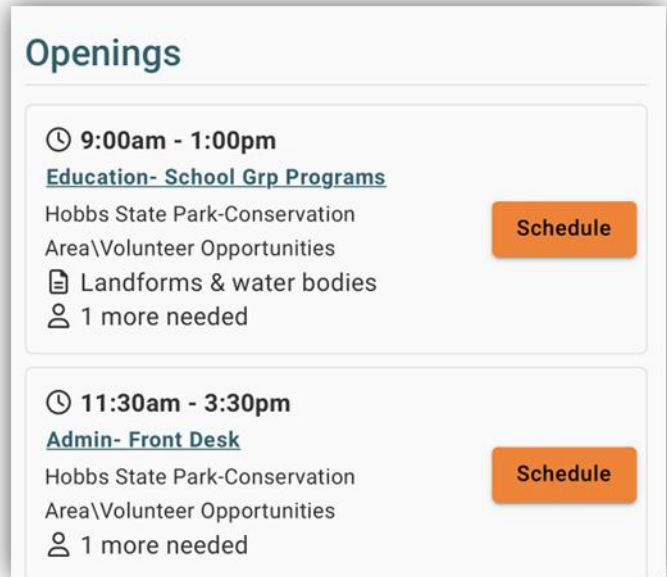
When you click the person icon at the top right hand corner of the home screen, this will appear. This is how you are able to edit your personal information.

From the icon you will have the opportunity to add or edit your personal information such as your address, phone number, or emergency contacts.



You can self schedule by clicking on the schedule button. You will be given the chance to confirm that you want to volunteer that day.

In the app you will have access to the calendar of job listings. You can click on any day and see what is going on, with descriptions of the jobs, as well as who else is scheduled for that day.



You can post your service hours through the app by clicking the time clock at the bottom right hand corner of your screen.

Click on the date of service area to add your time, you can add your hours and assignment type from this page.

