

HOW TO USE VICNET

Online tracking system for volunteer hours and
measures

What is VicNet?

- o VicNet is an online tool that Saint Paul Parks and Recreation uses to track volunteer hours and other measures.
- o It links directly to our volunteer database.
- o The following slides will explain how to log in, log your volunteer hours and other volunteer measures that we need to track, change your password and change your profile.

How to find VicNet

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Restoration Supervisor Resources

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Current Volunteer Resources

Thank you for the incredible work you do to help us make Saint Paul the most livable city in America. Here, you will find important information to guide you in your volunteer work.

This page contains information for existing Saint Paul Parks and Recreation volunteers. To learn about current volunteer opportunities, click [here](#).

Reporting Your Hours and VicNet

Reporting your volunteer hours is crucial to the volunteer program. They allow us to illustrate some of the measurable impact of the work you have done for the City. You can report your hours in two different ways.

1. Through VicNet, an online volunteer database. [How to Use VicNet](#)
 - a. You must email login to the same email you provided on your volunteer application.
 - b. If you've forgotten your password, you can retrieve it from VicNet.
2. You can also email your volunteer hours to Ryanna Jackson, Volunteer Coordinator, at Ryanna.Jackson@ci.stpaul.mn.us. Please email volunteer hours and location(s) as often as possible, at a minimum, please email monthly reports.

Annual Renewal

Volunteer Assignments expire each year on December 31st. For returning volunteers, you need to fill sign a Volunteer Agreement in order to renew your volunteer position for the current year. Reminder emails will be sent out to all current volunteers.

Volunteer Resources

1. [Volunteer Agreement \(PDF\)](#)
2. [Liability Waiver \(PDF\)](#)
3. [Volunteer Handbook \(PDF\)](#)
4. [Maps of Saint Paul parks](#)
5. [How to Use VicNet \(PDF\)](#)

**[Restoration Supervisor Resources](#)

You can access VicNet through the Current Volunteer Resources page on the St. Paul website

(<http://www.ci.stpaul.mn.us/index.aspx?nid=3558>)

Or use this direct link (<http://bit.ly/VicNetLogin>)

Log in to VicNet



The screenshot shows a login page with the following elements:

- Logo:** Como Park Zoo & Conservatory, Saint Paul Parks and Recreation.
- Welcome Message:** "Welcome to the City of St Paul Department of Parks and Recreation Volunteer login page for Operations and for the Como Park Zoo and Conservatory. Enter your login and password. If you do not know your information please contact the lead staff at either location for assistance."
- Form Fields:** "Login name:" and "Password:" with corresponding input boxes.
- Submit Button:** A green button labeled "Go".
- Link:** "[Forget your password?](#)"
- Footer:** "Return to the Volunteer Page | Privacy policy"
- Text:** "Login" in red text on the right side of the page.

Your login name is your email address that we have on file for you.

You password can be retrieved by clicking on the “Forget your password?” link.

Welcome to VicNet!

The screenshot shows the homepage of the VicNet Volunteer Information Center. At the top left is the logo for Como Park Zoo & Conservatory, which includes a stylized bird and the text 'COMO PARK ZOO & CONSERVATORY' and 'Saint Paul Parks and Recreation'. To the right of the logo is the text 'Volunteer Information Center'. Below the logo is a navigation bar with buttons for 'Home', 'My Profile', 'My Schedule', 'Time Sheet', and 'Account'. The main content area is titled 'Volunteer information for Ryanna Jackson'. It features two buttons: 'Check your schedule' and 'Post your hours'. Below these are sections for 'News', 'Your Assignments', and 'Need Help Reporting Your Hours?'. The 'News' section contains a welcome message. The 'Your Assignments' section lists three roles: Greenhouse Assistant, Park Steward, and Restoration Supervisor, each with a 'More...' link. The 'Need Help Reporting Your Hours?' section contains a link to 'How to Use VicNet'. At the bottom left is an 'Exit' button. At the bottom of the page is a footer with the text 'Return to the Volunteer Page | Privacy policy'.

COMO PARK ZOO & CONSERVATORY
Saint Paul Parks and Recreation

Volunteer Information Center

Volunteer information for **Ryanna Jackson**

Home My Profile My Schedule Time Sheet Account

Check your schedule

Post your hours

News
Welcome to the Volunteer Information Center. This new online feature gives you an easy way to keep in touch with the volunteer program. Here, you can post your volunteer service hours anytime, and from any Internet-connected computer.
Don't be confused by the Como Zoo logo, you are on the Parks and Recreation volunteer page.

Questions? Comments?
If you have questions or comments about how to use this site, please contact Ryanna at (651) 632-2411 or Ryanna.Jackson@ci.stpaul.mn.us

Your Assignments
Greenhouse Assistant [Parks Operations\Assignments] (Assigned) [More...](#)
Park Steward [Parks Operations\Boyd Park] (Assigned) [More...](#)
Restoration Supervisor [Parks Operations\Citywide] (Assigned) [More...](#)

Need Help Reporting Your Hours?
Follow this link to find detailed instructions for reporting your hours.
[How to Use VicNet](#)

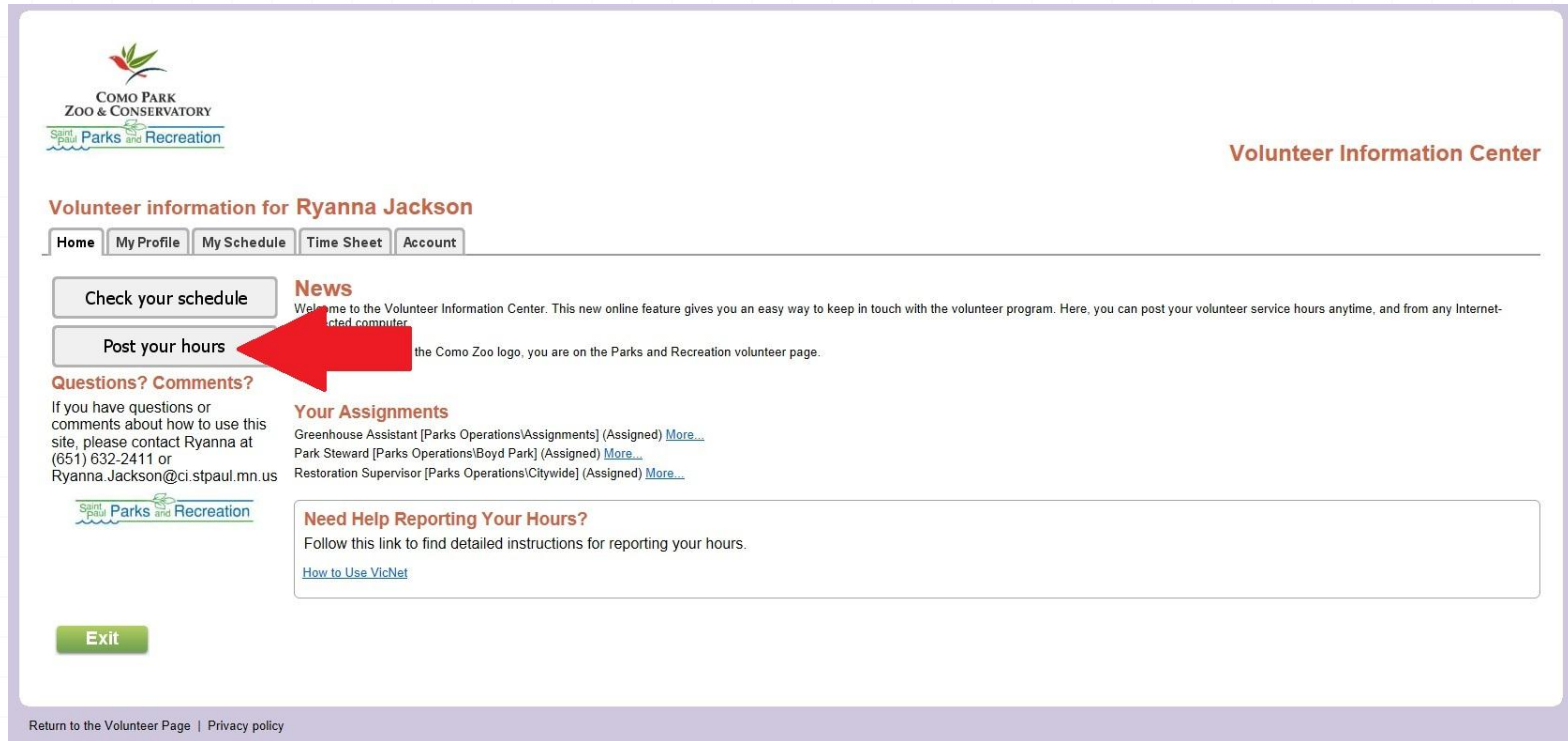
Exit

Return to the Volunteer Page | Privacy policy

This is the VicNet welcome page or homepage. Here you can see your assignments (or volunteer positions).

The Como Park Zoo and Conservatory logo is here because we share this tracking system with it.

Post your volunteer hours



COMO PARK ZOO & CONSERVATORY
Sent Paul Parks and Recreation

Volunteer Information Center

Volunteer information for Ryanna Jackson

Home My Profile My Schedule Time Sheet Account

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Need Help Reporting Your Hours?
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[How to Use VicNet](#)

Exit

Return to the Volunteer Page | Privacy policy

To post your hours from the homepage, click on the “Post your hours” link on the left side of the page.

Posting your hours (Time Sheet)

Sanjour Parks and Recreation

Volunteer Information Center

Volunteer information for **Ryan Jackson**

[Home](#) [My Profile](#) [My Schedule](#) **[Time Sheet](#)** [Account](#)

Instructions

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

If you're reporting hours for a group of people, please don't forget to fill out the number of volunteers in your group under the "How much Group Number" field!

Time Sheet

What was the **beginning** date of your service? June 19 2014

What was the **ending** date of your service? June 19 2014

Which assignment did you serve in? Choose one

How many hours did you serve? 0 hours, 0 minutes

How many Number of bags of weeds/invasives? 0

How much Number of bags of trash? 0

How much Number of flower beds planted? 0

How much Number of shrubs/hedges planted? 0

How much Number of yards of mulch used? 0

[Continue](#)

You will then be taken to the "Time Sheet" page where you can post your hours. First, choose the date (or dates) you would like to report hours for. You may decide to choose multiple dates if you are a Park, Garden or Eco Steward and are reporting hours for a whole month at the same time.

Position, hours and measures

Volunteer information for Ryanna Jackson

[Home](#) [My Profile](#) [My Schedule](#) [Time Sheet](#) [Account](#)

Instructions

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

If you're reporting hours for a group of people, please don't forget to fill out the number of volunteers in your group under the "How much Group Number" field!

Time Sheet

What was the **beginning** date of your service? June 19 2014

What was the **ending** date of your service? June 19 2014

Which assignment did you serve in? Restoration Supervisor (Parks Operations/Citywide)

How many hours did you serve? 4 hours, 0 minutes

How many Number of bags of weeds/invasives? 2

How much Number of bags of trash? 0

How much Number of flower beds planted? 0

How much Number of shrubs/hedges planted? 0

How much Number of yards of mulch used? 0

[Continue](#)



Next, select your assignment (position). If you are volunteering in multiple capacities, you may have more than one option to choose from. Then select the number of hours you served. Finally, if any of the measure apply to your volunteer service, please fill in the appropriate number(s). Then hit continue.

Confirm your entry

Instructions

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

If you're reporting hours for a group of people, please don't forget to fill out the number of volunteers in your group under the "How much Group Number" field!

Time Sheet

Please confirm your entry:

You served between: June 16, 2014 and June 16, 2014

Assignment: Restoration Supervisor [Parks Operations\Citywide]

Hours: 4:00

Number of bags of weeds/invasives: 0

Number of bags of trash: 0

Number of flower beds planted: 0

Number of shrubs/hedges planted: 0

Number of yards of mulch used: 0

Is this correct?

Yes

Click Yes to save this entry

No

Click No if you want to make a change

Your recent service entries:

Date	Assignment	Hours	Number of bags of weeds/invasives	Number of bags of trash	Number of flower beds planted	Number of shrubs/hedges planted	Number of yards of mulch used
06-19-2014	Restoration Supervisor [Parks Operations\Citywide]	2:00	2	0	0	0	0

You're not done yet! This page asks you to confirm your entry by clicking on the "Yes" button. "Your recent service entries" will show your recent volunteer hours logged. You can check here if you aren't sure if you've already logged hours for a particular day.

Want to post more hours?



Volunteer Information Center

Volunteer information for Ryanna Jackson

[Home](#) [My Profile](#) [My Schedule](#) [Time Sheet](#) [Account](#)

Instructions

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

If you're reporting hours for a group of people, please don't forget to fill out the number of volunteers in your group under the "How much Group Number" field!

Posted

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

[Another](#)



Your recent service entries:

Date	Assignment	Hours	Number of bags of weeds/invasives	Number of bags of trash	Number of flower beds planted	Number of shrubs/hedges planted	Number of yards of mulch used
06-19-2014	Restoration Supervisor [Parks Operations\Citywide]	2:00	2	0	0	0	0
06-16-2014	Restoration Supervisor [Parks Operations\Citywide]	4:00	0	0	0	0	0

[Exit](#)



[Return to the Volunteer Page](#) | [Privacy policy](#)

Once you have confirmed your entry, you will be brought to this page. If you would like to post most volunteer hours, click on the "Another" button. (The "Exit" button will log you out of VicNet.)

Changing your password



Volunteer Information Center

Volunteer information for Ryanna Jackson

[Home](#) [My Profile](#) [My Schedule](#) [Time Sheet](#) [Account](#)

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:



Enter your **new** password here:

Enter your **new** password again:

Save

Powered by 

Exit

[Return to the Volunteer Page](#) | [Privacy policy](#)

When you first become a volunteer, the volunteer coordinator will email you your password to VicNet, which is a 4-digit number. Once you login, you can change this password by clicking on the “Account” tab.

Changing your profile



Volunteer Information Center

Volunteer Information for Ryanna Jackson

[Home](#) [My Profile](#) [My Schedule](#) [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.

Contact Information

First name: Ryanna

Last name: Jackson

Title: Choose

Street 1: 1100 Hamline Ave N

Street 2:

Street 3:

City: St Paul

State: MN Zip: 55108

Home phone: OK to call me here

Other phone: OK to call me here

Save

Demographics

You may optionally provide the following information. It is used only to help us get a better idea of the demographic make-up of our volunteers.

Date of birth: Month Day Year (year optional)

Gender: Choose

Education: Choose

Age group?: Choose

Save

Did you move? Want to change your emergency contact? You can change your profile on VicNet, as well. Click on the "My Profile" tab and change any information you submitted on your application. Don't forget to save!

Questions?

- o If you have any more questions about VicNet, call or email Ryanna Jackson, the Volunteer Coordinator, at:
 - o (651) 632-2411 office
 - o (612) 760-2239 cell
 - o Ryanna.Jackson@ci.stpaul.mn.us