HOW TO USE VICNET

Online tracking system for volunteer hours and measures

Saint Paul Parks and Recreation

What is VicNet?

0 VicNet is an online tool that Saint Paul Parks and Recreation uses to track volunteer hours and other measures.

0 It links directly to our volunteer database.

0 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

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)

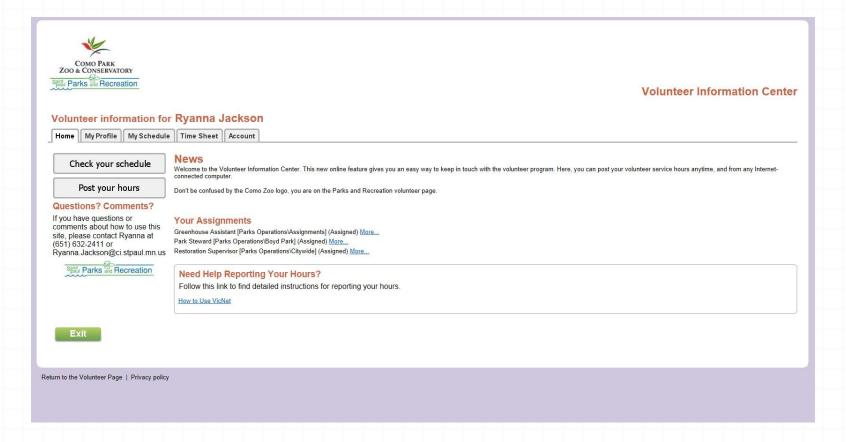Or use this direct link (http://bit.ly/VicNetLogin)

Log in to VicNet

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

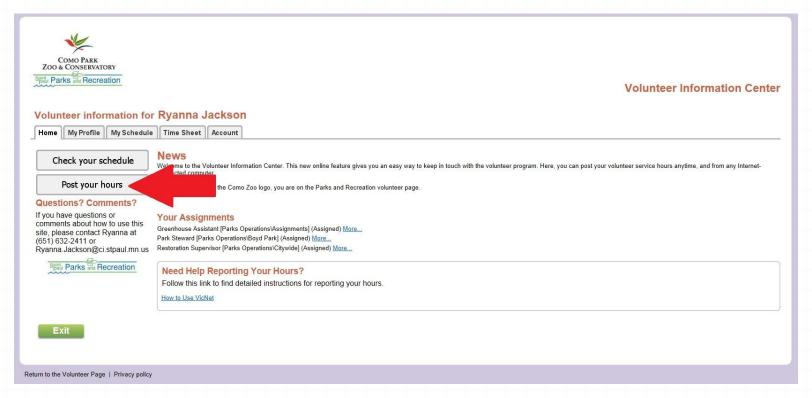You password can be retrieved by clicking on the "Forget your password?" link.

Welcome to VicNet!

This is the VicNet welcome page or homepage. Here you can see your assignments (or volunteer positions).
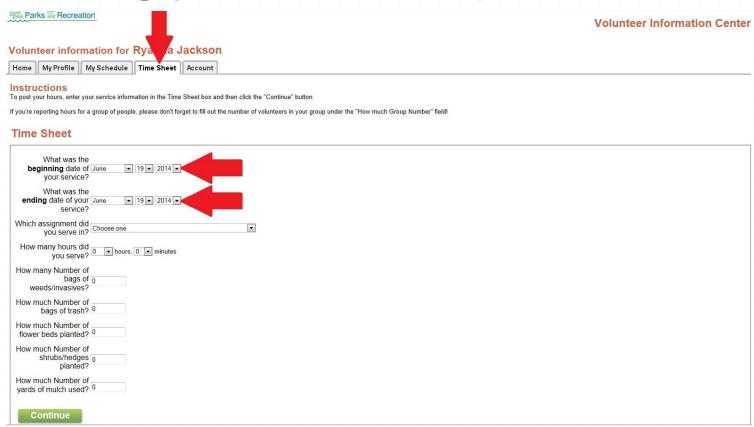
The Como Park Zoo and Conservatory logo is here because we share this tracking system with it.
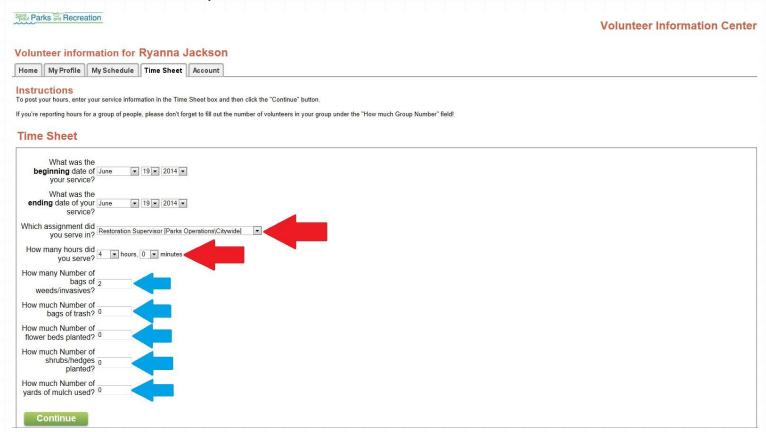
Post your volunteer hours

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)

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

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.
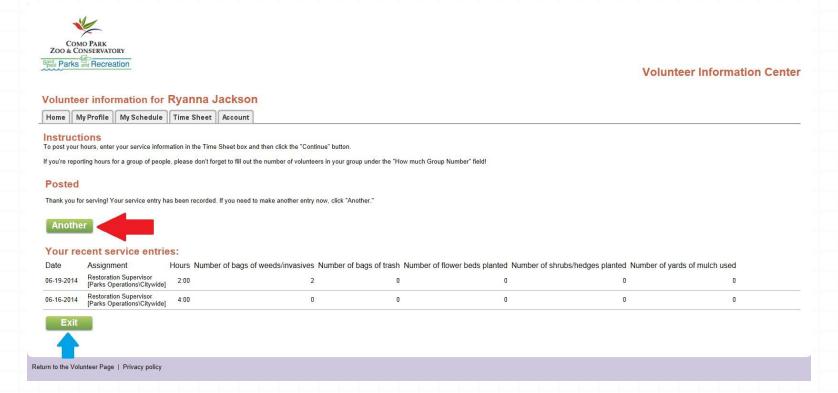
Confirm your entry

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.
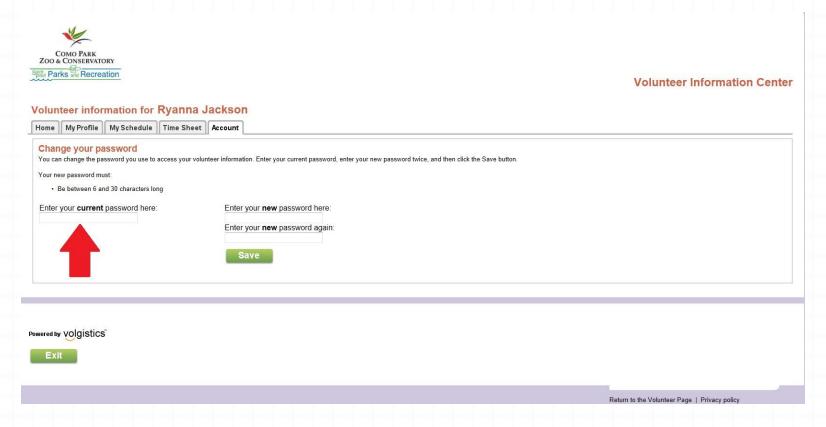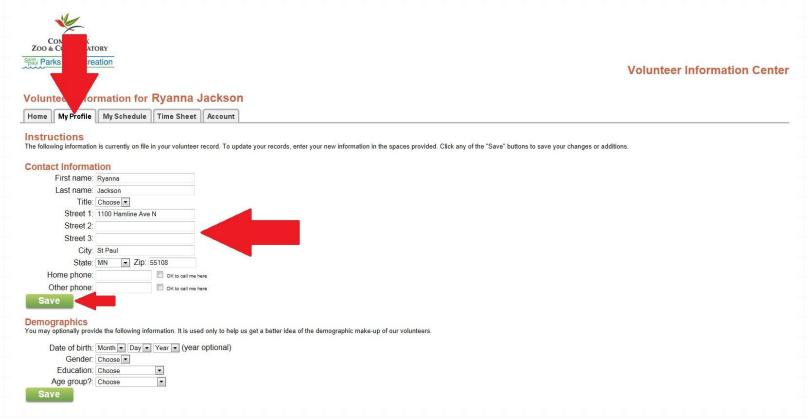
Want to post more hours?

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

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

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