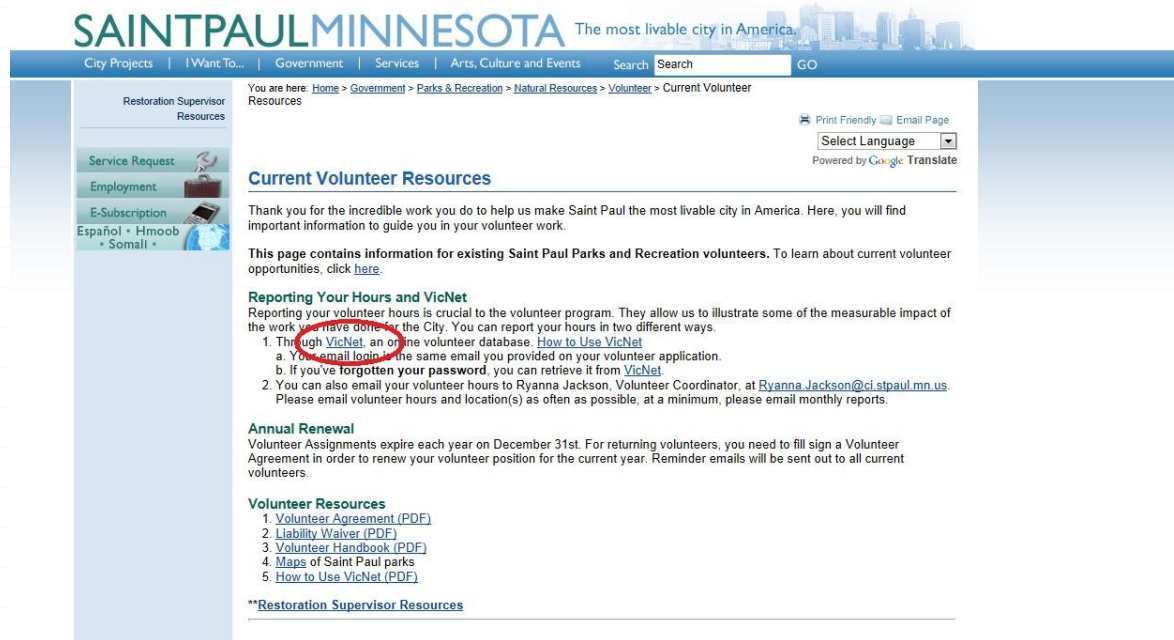


How to sign up for a volunteer shift

With VicNet

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



The screenshot shows a web browser window with a login page. 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 a red 'Login' button. Below the logo, there is a 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.' Below this message are two input fields: 'Login name:' and 'Password:'. A green 'Go' button is positioned below the password field. A blue link 'Forget your password?' is located below the 'Go' button. At the bottom of the page, there is a footer with the text 'Return to the Volunteer Page | Privacy policy'.

COMO PARK
ZOO & CONSERVATORY
Saint Paul Parks and Recreation

Login

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.

Login name:

Password:

Go


[Forget your password?](#)

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

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!



COMO PARK
ZOO & CONSERVATORY

St. 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](#)

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



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.

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.


My Schedule

 Volunteer Information Center

Volunteer information for **Ryanna Jackson**

[Home](#) [My Profile](#) [My Schedule](#) [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!**
Parks and Recreation always has a need for volunteers. Click on any 'Help Wanted' to see how you can get involved.
Show openings in
Schedule yourself for volunteer duty

[Prev month](#) [Next month](#) **July 2014**

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	31		

[Prev month](#) [Next month](#)

Click on the "My Schedule" tab, and it will bring you to a calendar with open volunteer shifts. The open shifts will be indicated by an orange text bubble that says "HELP WANTED."

Sign up for a shift!



Volunteer Information Center

Volunteer information for Ryanna Jackson

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

Sign-Up!

Schedule yourself for volunteer duty

You are signing-up to serve:

Date: Wednesday, July 2, 2014
Assignment: Restoration Supervisor
Join 6 adult volunteers from Ecova to plant in CWOC.
Note: Join 6 adult volunteers from Ecova to plant in CWOC.
From: 12:45 p
To: 3:15 p

Is this correct?

Yes

No

Assignment Information

Assignment: Restoration Supervisor
Location: Parks Operations
Citywide

To sign up for this shift, click the “Yes” button.

If you click the “No” button, it will bring you back to the calendar.

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

After you have clicked a “HELP WANTED” button, it will bring you to this page, which will show you the details of the volunteer shift (date, time, any notes). It will also tell you if someone else has signed up for the same shift, too, and that person or those persons will be volunteering with you. You will only be able to sign up for a shift it is available.

Thank you for signing up!



Volunteer Information Center

Volunteer information for Ryanna Jackson

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

Sign-Up!

Schedule yourself for volunteer duty

Thank you!

Thank you so much for signing up to volunteer! The volunteer coordinator will contact you close to your volunteer date with further instruction and information. If you have any immediate questions, please call 651-632-2411.

You are signed-up to serve:

Date: Wednesday, July 2, 2014

Assignment: Restoration Supervisor
Join 6 adult volunteers from Ecova to plant in CWOC.

From: 12:45 p

To: 3:15 p

[Continue](#)

Assignment Information

Assignment: Restoration Supervisor
Location: Parks Operations
Citywide

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

If you have clicked "Yes," you will be brought to this page, confirming that you have signed up for the volunteer shift. If you hit continue, it will bring you back to the calendar so you can sign up for more shifts. If you sign up for a shift in error and would like to correct it, please call or email Ryanna (651-632-2411 or Ryanna.Jackson@ci.stpaul.mn.us).

You're all signed up.

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

Parks and Recreation always has a need for volunteers. Click on any 'Help Wanted' to see how you can get involved.

Show openings in

Schedule yourself for volunteer duty

[Prev month](#)

[Next month](#)

July 2014

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

		1	2 12:45 p - 3:15 p Restoration Supervisor Join 6 adult volunteers from Ecova to plant in CWOC.		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		31		

[Prev month](#)

[Next month](#)

[Printable view](#)

After you're all signed up, the calendar will now show you that you have signed up.

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