

Managing Your Schedule Online

How to Manage Your Schedules from Home

NOTE: In order to use VicNet at home we must FIRST have your active e-mail entered in the volunteer database. Your login name is your e-mail address and your initial password will be assigned to you by Volunteer Program staff. If you are interested in using this feature please contact Volunteer staff and we will send you a password to the email address on file.

How to Schedule Through VicNet

1.) Log into VicNet: <https://www.volgistics.com/ex/portal.dll/?From=2275>

2.) Once logged in, click the **'My Schedule'** tab to see or print your schedule.

Volunteers have the ability to add or remove themselves from the schedule here as well. Scheduling works dynamically, in real-time, so volunteers will only see openings on the schedule while they exist.

3.) There will be yellow **"Help Wanted"** buttons on the schedule for open shifts. Volunteers may only add themselves to open positions in assignments they are currently assigned too.

4.) If you need to remove yourself from a specific date you can also do so here.

Looking at the calendar on the schedule page, click on the day you need to be removed from.

Once you click on the day there will be a green button on the right side of the screen that says **"Remove Me"**. Click on that button and you will be removed and your supervisor will be alerted via e-mail.

Notes

- *Volunteers are not able to permanently change their schedule; however, you can remove yourself from or add yourself to specific days using VicNet.*

If volunteers wish to permanently change their schedule they need to notify their supervisor and that will be completed by them. If you wish to switch to a different shift also please contact the supervisor of the assignment to discuss this and to make the change.

- All of these same tasks can be completed through VicTouch as well while at the Museum the same way they are explained above.
- If you have any further questions please feel free to contact Susan Fink, Volunteer Coordinator Assistant. She is here Monday and Friday, as well as Wednesday mornings.
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