

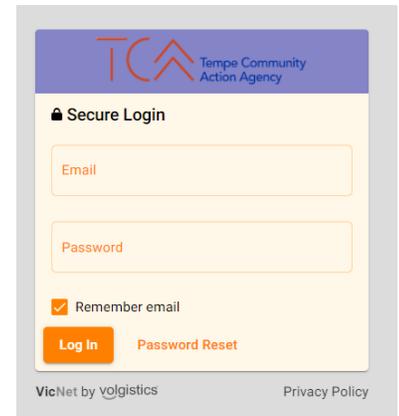
## VicNet Instructions

**Login Page:** <https://www.volgistics.com/vicnet/366603/login>

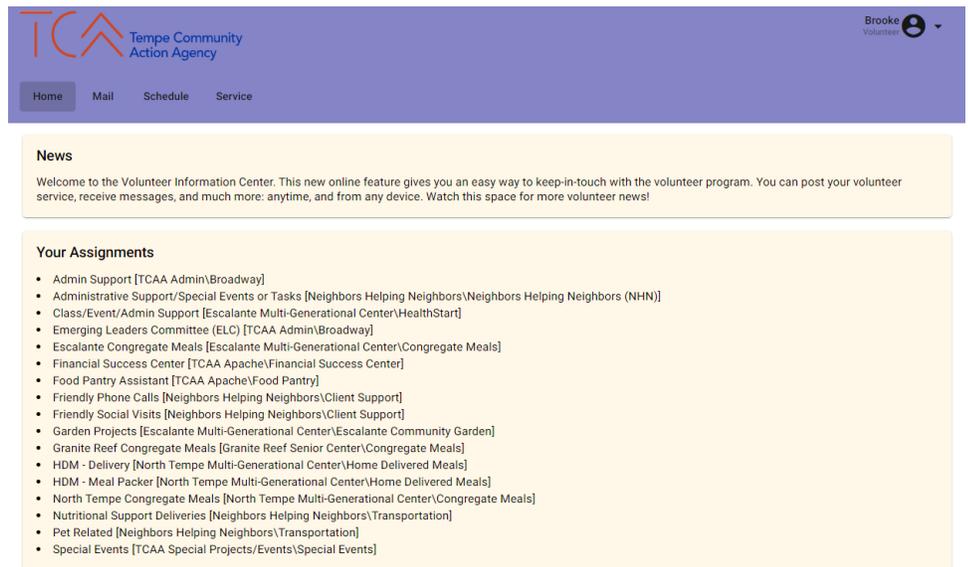
This link can also be found on our website ([www.tempeaction.org](http://www.tempeaction.org)):

1. Go to 'Get Involved' in the menu
2. Find 'Volunteer Opportunities'
3. Scroll down to 'Log Your Hours and View Available Assignments'

**Pro-Tip:** I-Phone users can save the link as an app on their Home Screen for quicker access: Open the link in Safari > click the middle share button at the bottom > select 'Add to Home Screen'



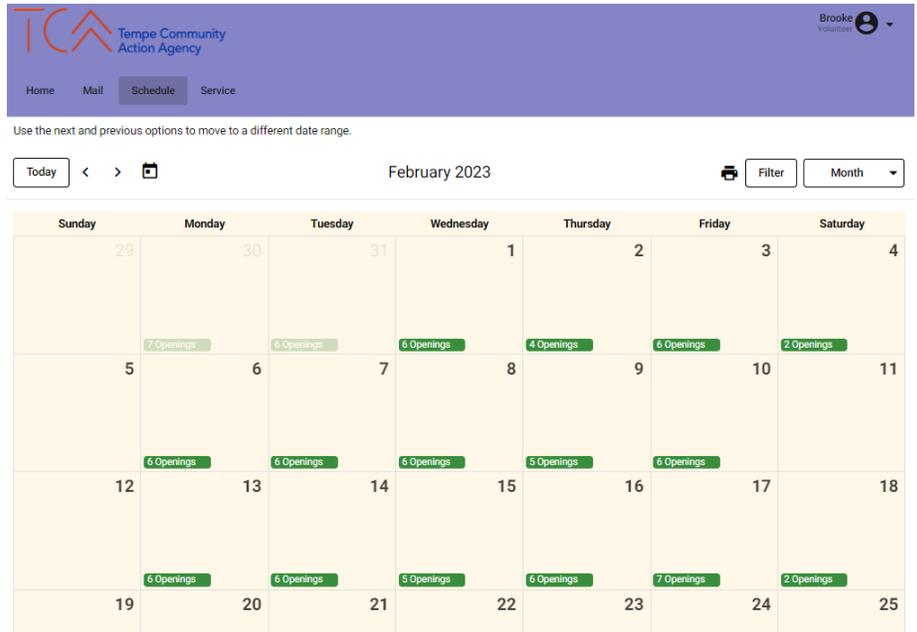
**Home Tab:** This is where all the assignments available with your credentials will appear. If you are interested in other assignments, let us know and we will work on taking the next steps!



**Mail Tab:** This is where messages and volunteer asks can be found. We typically will send things through email, but some messages will be accessible here.

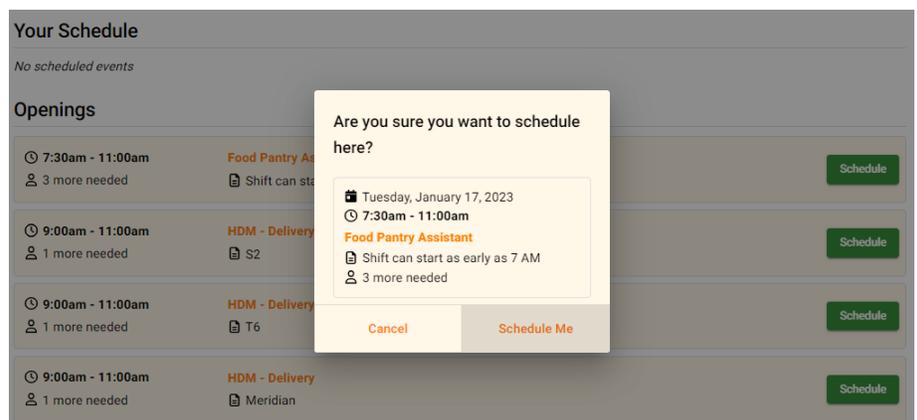


**Schedule Tab:** This is where all available assignments are listed. Filter by assignment or change your view to see a specific month, week, or day.



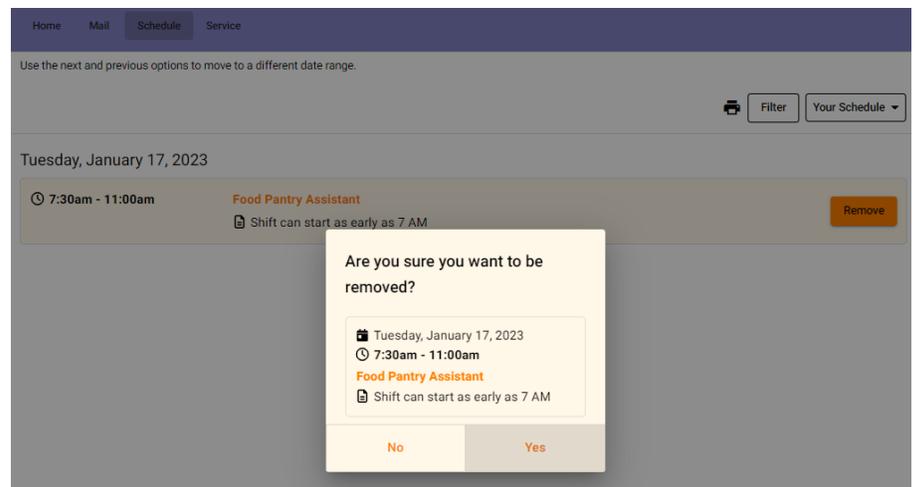
The screenshot shows the 'Schedule' tab in the TCA system. At the top, there are navigation links for 'Home', 'Mail', 'Schedule', and 'Service'. Below this is a header for 'February 2023' with navigation arrows and a 'Filter' button. The main content is a calendar grid with columns for each day of the week. Each date cell contains a green bar indicating the number of 'Openings' available for that day. For example, on Sunday the 29th, there are 7 openings, and on Monday the 30th, there are 6 openings.

**Sign Up for an Assignment:** Select your desired day, find the opening you want, select 'Schedule', then 'Schedule Me'



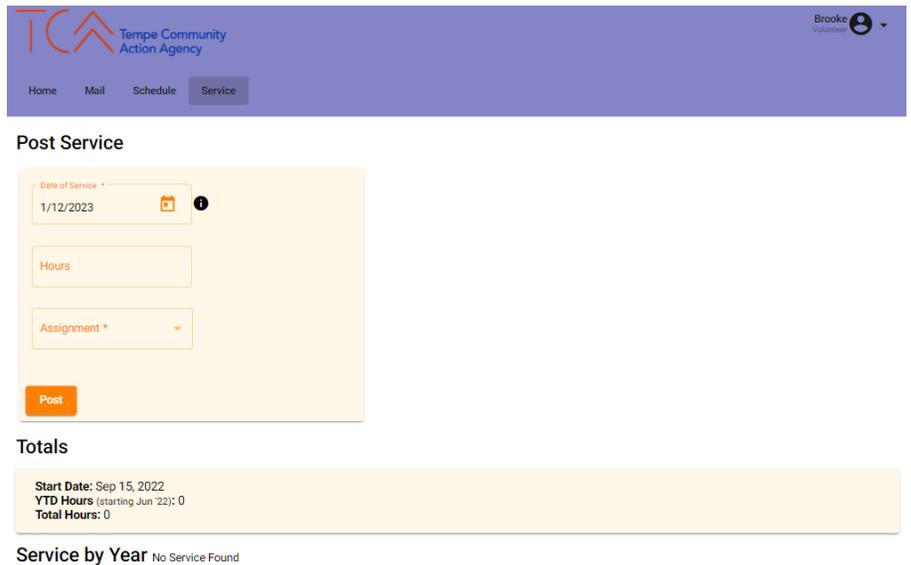
The screenshot shows the 'Your Schedule' page. It lists several openings with their times and the number of people needed. A confirmation dialog box is open, asking 'Are you sure you want to schedule here?'. The dialog box displays the selected date and time: 'Tuesday, January 17, 2023' at '7:30am - 11:00am' for the role of 'Food Pantry Assistant'. It also notes that the shift can start as early as 7 AM and that 3 more people are needed. The dialog box has 'Cancel' and 'Schedule Me' buttons.

**Removing Yourself from a Shift:** Filter by 'Your Schedule,' then select 'Remove' and 'Yes' to finish removing yourself from an assignment.



The screenshot shows the 'Your Schedule' page with the filter set to 'Your Schedule'. It displays a list of assignments. A confirmation dialog box is open, asking 'Are you sure you want to be removed?'. The dialog box displays the selected date and time: 'Tuesday, January 17, 2023' at '7:30am - 11:00am' for the role of 'Food Pantry Assistant'. It also notes that the shift can start as early as 7 AM. The dialog box has 'No' and 'Yes' buttons.

**Service Tab:** This is where Volunteers can log their hours and see their service totals. If a letter of confirmation or edits are needed, please email us at [Volunteer1@tempeaction.org](mailto:Volunteer1@tempeaction.org).

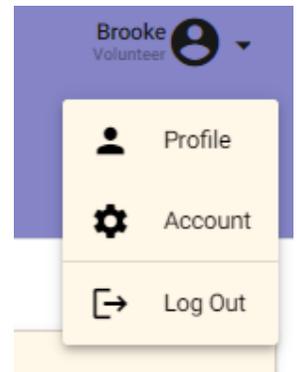


The screenshot shows the TCA volunteer service logging interface. At the top, there is a navigation bar with the TCA logo and the text "Tempe Community Action Agency". The navigation menu includes "Home", "Mail", "Schedule", and "Service". The user's name "Brooke Volunteer" is displayed in the top right corner. Below the navigation bar, the "Post Service" form is visible. It contains a "Date of Service" field with a calendar icon and a dropdown arrow, showing "1/12/2023". There is an "Hours" input field and an "Assignment" dropdown menu. A "Post" button is located at the bottom of the form. Below the form, the "Totals" section displays "Start Date: Sep 15, 2022", "YTD Hours (starting Jun '22): 0", and "Total Hours: 0". At the bottom, the "Service by Year" section shows "No Service Found".

### Editing Profile, Account, and Preferences:

Profile – Update contact information, demographics, skills & experience, availability, assignment preference, emergency contact, employer, or add a photo.

Account – Change password and set messaging preferences.



Need help or have questions? Email us at [Volunteer1@tempeaction.org](mailto:Volunteer1@tempeaction.org) or call 480-549-0838.