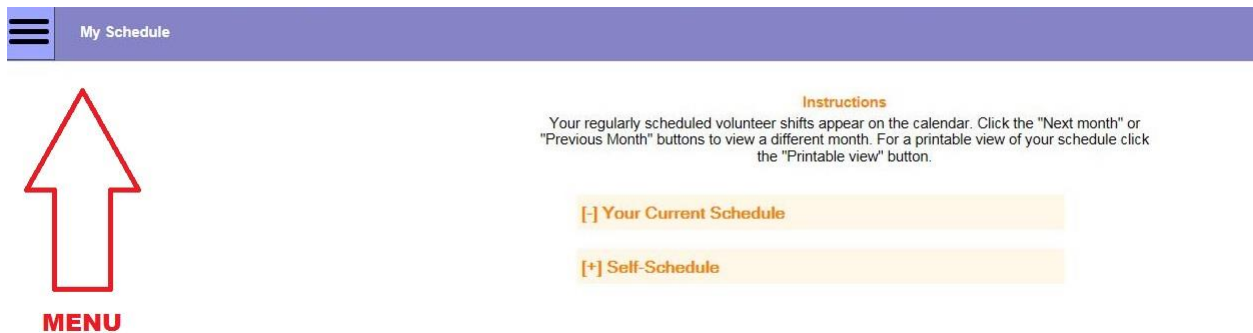


# VICNET MOBILE WEBSITE

## Scheduling a volunteer shift

VicNet is introducing a mobile version of their website on August 24, 2015. VicNet is the host site for the Restoration Supervisor Calendar and for submitting volunteer hours. See below for a walkthrough of signing up for a volunteer shift. On a mobile device, the menu on the top left corner will be closer to rest of the page content. This is just my view from my preview on a non-mobile device.

1. After logging in, you will be brought to an introduction home page. Then simply click on the three bars in the left-hand corner to pull up a drop-down menu and click on "My Schedule." You will then be brought to the page below. To see what events you have already signed up for, click on "Your Current Schedule." To browse available events to sign up for, click on "Self Schedule."



**My Schedule**

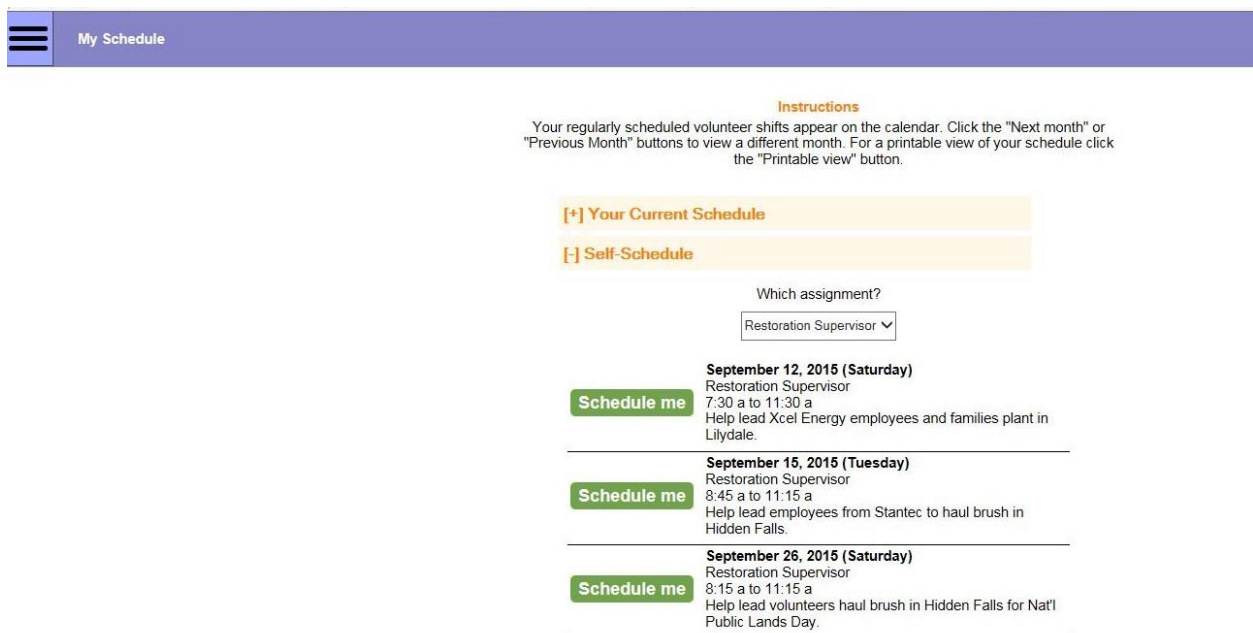
**Instructions**  
Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.

[ ] Your Current Schedule

[+] Self-Schedule

**MENU**

2. After you click on "Self Schedule," you will be brought to the screen below. It will not be in a calendar format on the mobile site, but in a list format instead. The list will include any available shifts that you have not already signed up for. To sign up for a shift, please click "Schedule me" next to the corresponding shift.



**My Schedule**

**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.

[+] Your Current Schedule

[-] Self-Schedule

Which assignment?  
Restoration Supervisor

**Schedule me** **September 12, 2015 (Saturday)**  
Restoration Supervisor  
7:30 a to 11:30 a  
Help lead Xcel Energy employees and families plant in Lilydale.

**Schedule me** **September 15, 2015 (Tuesday)**  
Restoration Supervisor  
8:45 a to 11:15 a  
Help lead employees from Stantec to haul brush in Hidden Falls.

**Schedule me** **September 26, 2015 (Saturday)**  
Restoration Supervisor  
8:15 a to 11:15 a  
Help lead volunteers haul brush in Hidden Falls for Nat'l Public Lands Day.

3. After you click on "Schedule me" for any shift, it will bring you to this page. To finish signing up, click "Yes!"

### Sign-Up!

Schedule yourself for volunteer duty

**You are signing-up to serve:**

Date: **Saturday, September 12, 2015**  
Assignment: **Restoration Supervisor**  
Note: **Help lead Xcel Energy employees and families plant in Lilydale.**  
From: **7:30 a**  
To: **11:30 a**

**Is this correct?**

### Assignment Information

Assignment: Restoration Supervisor  
Location: Parks Operations  
Citywide