

Part 1: For New Teen Volunteers!

Step 1: Fill out the online application found on the library's volunteer webpage



Tigard Public Library Volunteer Application

Please complete this application if interested in volunteering with Tigard Public Library

Name

First name: *

Last name: *

Address

Street 1: *

Street 2:

Street 3:

City: *

State: * Zip: *

Date of birth: (year optional)

Phone Number

Home phone:

Work phone: OR

Step 2: The Volunteer Coordinator will process your application, and then send you a link to access VicNet, our online scheduling software. Click the link that Katie sends NOTE: It could take time for Katie to process your application, so please consider this when filling out the application.

Step 3: Select “Need Password” to register your email/login name and create a password. This will allow you to access self-scheduling online. NOTE: please use the same email address that you provided for the online application during Step 1.



Login

Please select and edit any of the above tabs! To view your schedule or view available volunteer sessions, select "Schedule"!

Login name:

Password:

[Forget your password?](#) [Help](#)

[Need a password?](#)

[Privacy Policy](#)

Step 4: Provide your email address and select “Go.”



Login

Need a password?

Enter your email address and then click the **Go** button. We will send a **reset link** to you by email.

Email address:

If you continue to experience difficulty accessing your information, please contact the volunteer office for further assistance.

[Privacy Policy](#)

Step 5: Check your personal email account for a link that will allow you to set up a password.



Login

A password reset has been issued.

Your reset link has been sent by email to **katie.nelson@gmail.com** and will be valid for 24 hours.

To receive this message, open the program you usually use to receive mail for **katie.nelson@gmail.com** and check for new messages.

You should receive this within a few minutes, however some email systems and ISPs may delay the delivery of email messages.

Your password reset has been sent by **KatherineN@tigard-or.gov**.

If your email program uses a spam filter, please be sure you adjust your filter to permit mail from **KatherineN@tigard-or.gov**, or add it to your "safe sender list."

If you have not received your email reminder after a few minutes, check your blocked or junk email folder to be sure the reminder message was not sent there by your email program.

If you continue to experience difficulty accessing your information, please contact the volunteer office for further assistance.

Continue

[Privacy Policy](#)

Step 6: Create new password, confirm password, and select "Go."



Password Reset

Welcome Katie Nelson

Please enter your new password.

New Password:

Confirm Password:

Go

Cancel



Login

Please select and edit any of the above tabs! To view your schedule or view available volunteer sessions, select "Schedule"!

Login name:

Password:

[Forget your password?](#) [Help](#)

[Need a password?](#)

Go

[Privacy Policy](#)

Step 7: It will take you back to this login page. Input your login name (email) and your new password you just created. Now select "Go."

Phase 2: For recurring volunteers and volunteers who've registered!

Step 1: Log in using your email and password



Login

Please select and edit any of the above tabs! To view your schedule or view available volunteer sessions, select "Schedule"!

Login name:

Password:

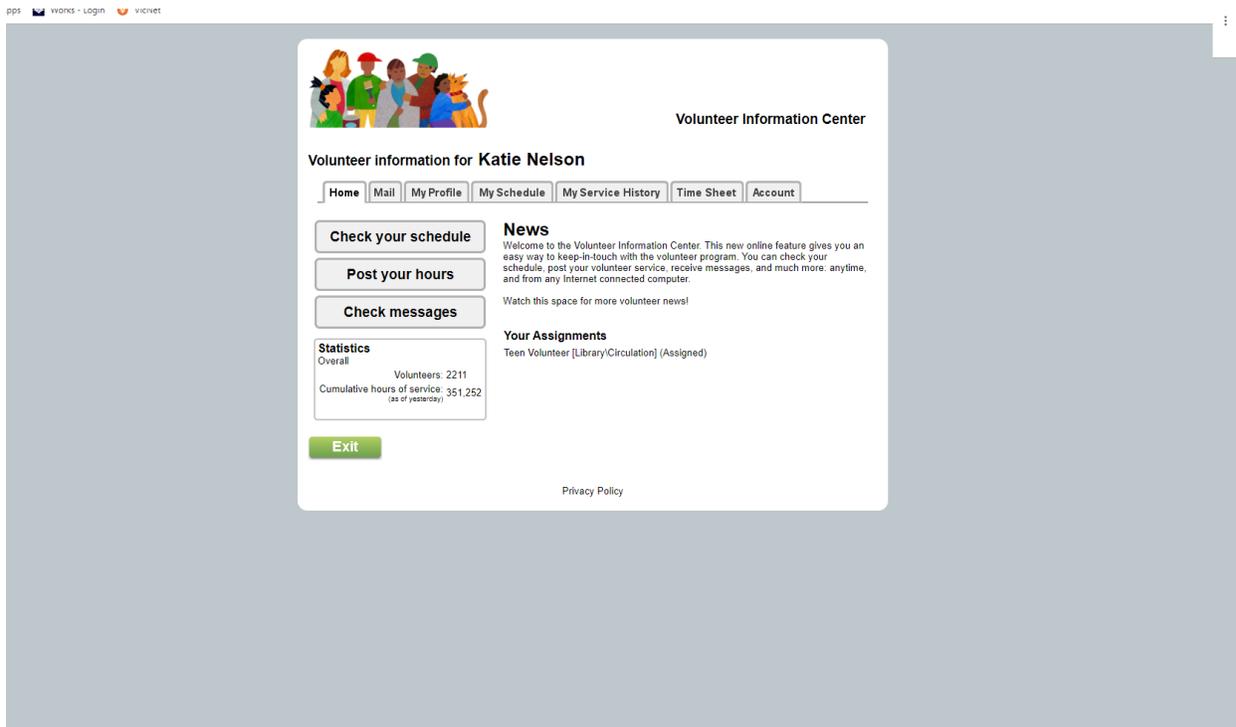
[Forget your password?](#) [Help](#)

[Need a password?](#)

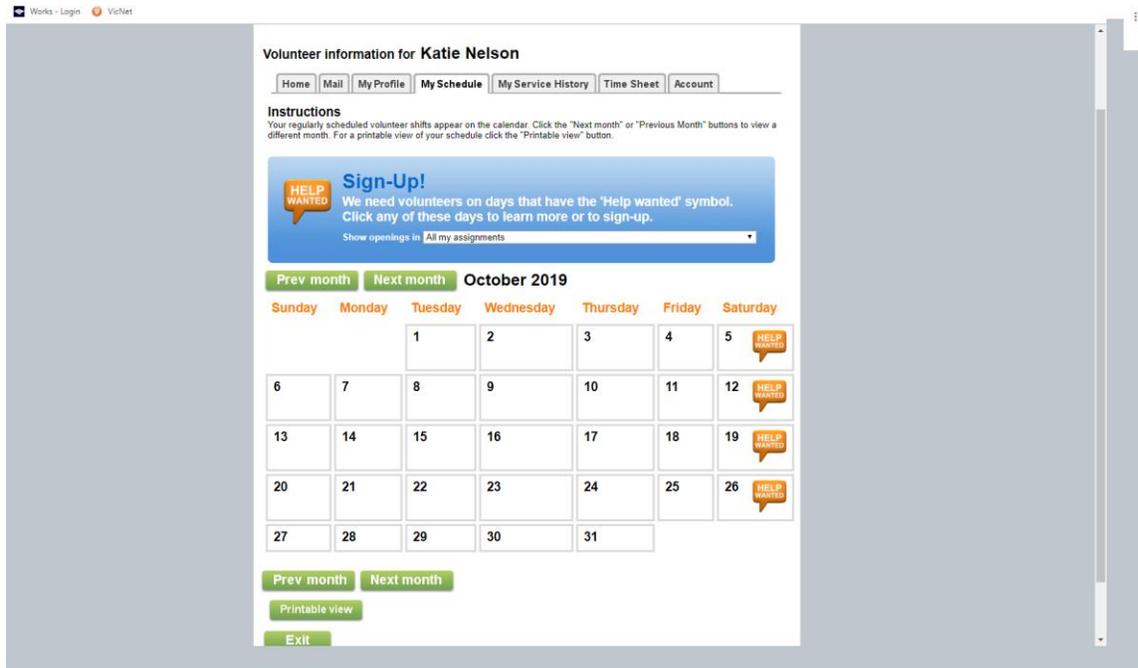
Go

[Privacy Policy](#)

Step 2: Once logged in, your page will look like this:



Step 3: Select “My Schedule” to view available shifts for your assignment. Select the shift you’d like to volunteer.



Step 4: Select "Schedule Me"

The screenshot shows a web browser window with the URL volgistics.com/ex2/vicnet.dll. The page is titled "Volunteer Information Center" and is for "Katie Nelson". A navigation bar includes links for Home, Mail, My Profile, My Schedule (which is highlighted), My Service History, Time Sheet, and Account. Below the navigation bar, it says "Schedule for Saturday, October 5, 2019" with "Previous day" and "Next day" buttons. A "Schedule" link is visible. Under the "Teen Volunteer" section, there is a "Schedule me" button, a time slot of "10:30am to 1:00pm Open", and a note that "20 volunteers still needed" and "Note: This opening is for teenage volunteers". There are also "Calendar view" and "Exit" buttons. A "Privacy Policy" link is at the bottom.

Step 5: Review the information and select "Yes," if it is correct.

The screenshot shows the "Sign-Up!" confirmation screen. It displays the following information: "Date: Saturday, October 5, 2019", "Assignment: Teen Volunteer [Library/Circulation]", and "Note: This opening is for teenage volunteers". The time slot is "From: 10:30am To: 1:00pm". Below this, it asks "Is this correct?" with "Yes" and "No" buttons. The "Assignment Information" section shows "Assignment: Teen Volunteer" and "Availability needed: Ongoing". A table indicates the times needed for each day of the week: Sun, Mon, Tue, Wed, Thu, Fri, and Sat (marked with an 'X'). The times listed are Morning, Afternoon, and Evening. An "Exit" button is at the bottom, and a "Privacy Policy" link is at the very bottom.

Step 6: This is the page you'll see after you confirm your shift

Volunteer Information Center

Volunteer information for **Katie Nelson**

Home Mail My Profile **My Schedule** My Service History Time Sheet Account

Sign-Up!
Schedule yourself for volunteer duty

Thank you!
You are signed-up to serve:

Date: Saturday, October 5, 2019
Assignment: Teen Volunteer [Library/Circulation]
Note: This opening is for teenage volunteers
From: 10:30am
To: 1:00pm

Continue

Assignment Information

Assignment: Teen Volunteer
Availability needed: Ongoing
Times needed:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
							X
	Morning						
	Afternoon						
	Evening						

Exit

Privacy Policy

Step 7: Select "My Schedule" to see your confirmed schedule

Volunteer Information Center

Volunteer information for **Katie Nelson**

Home Mail My Profile **My Schedule** My Service History 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.

Thank you!
You have now scheduled yourself for the maximum of 1 times per day. We appreciate your willingness to serve.

Prev month Next month **October 2019**

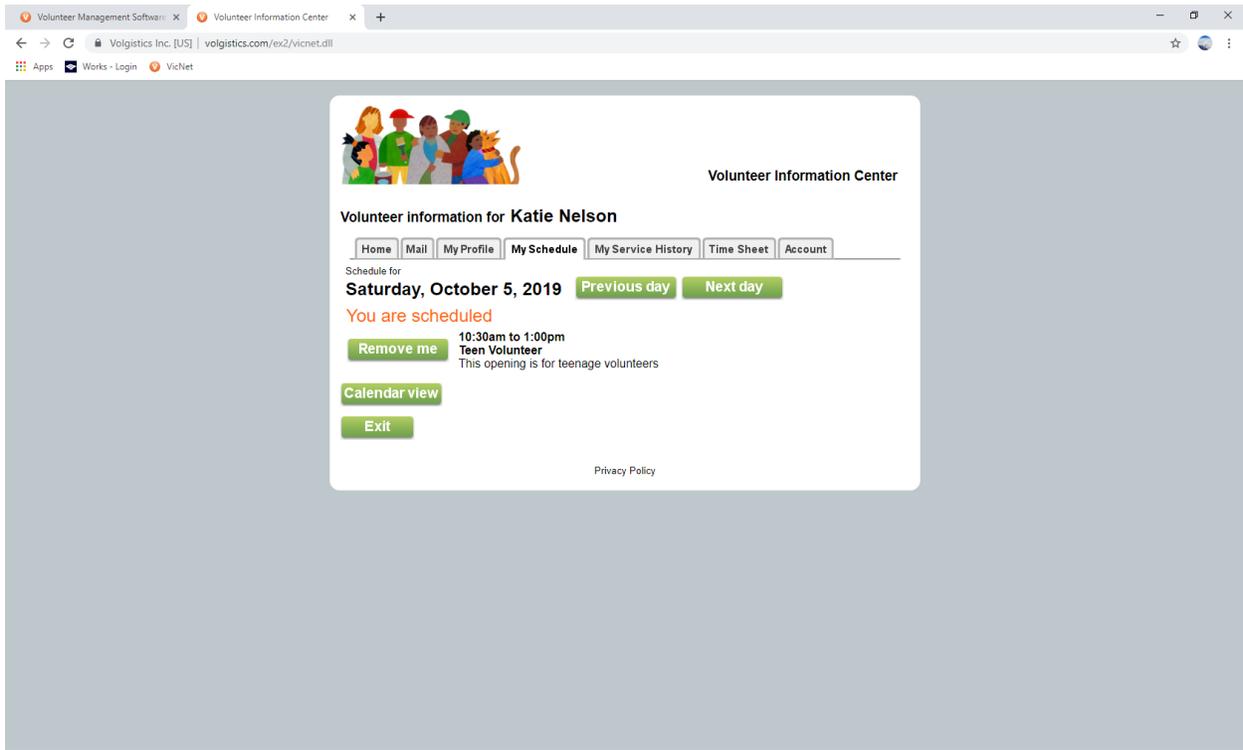
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 10:30 a - 1:00 p Teen Volunteer This opening is for teenage volunteers
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Prev month Next month

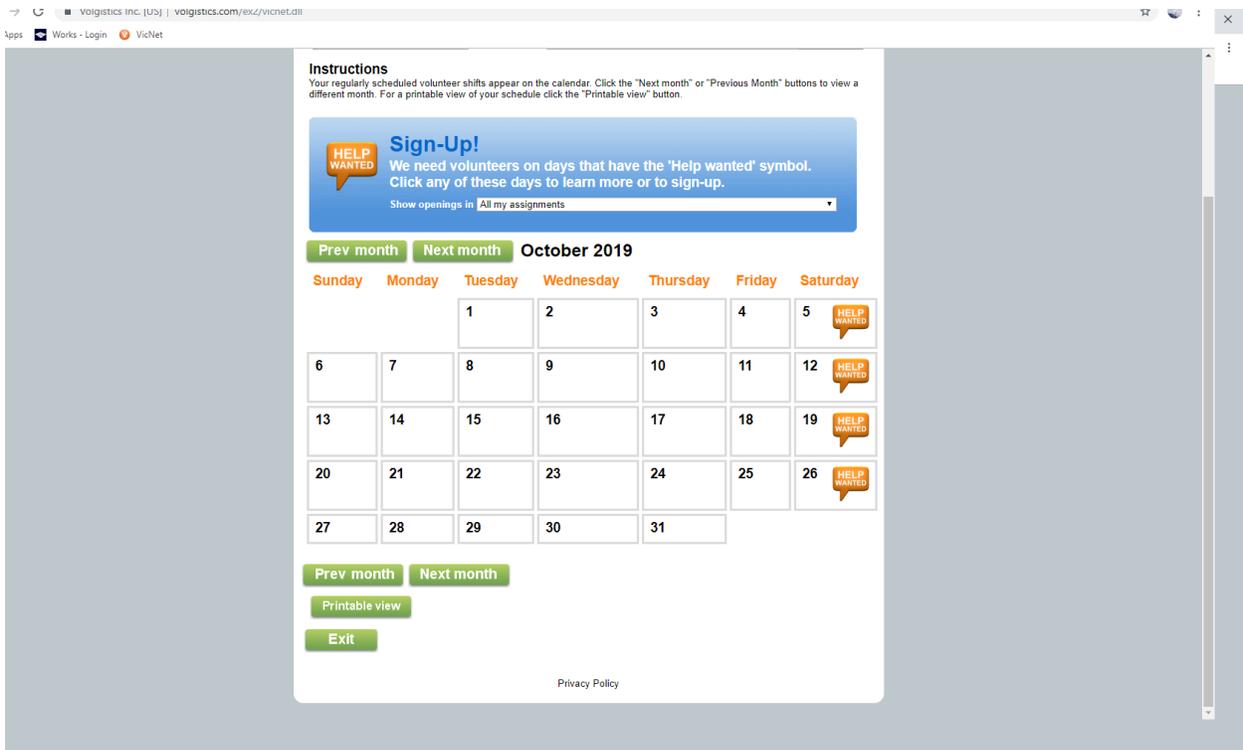
Printable view

Exit

Step 8: If you'd like to remove yourself from the schedule, select the shift and select "Remove me"



Step 9: The "Help Wanted" bubble reappears



Questions? Email or call Volunteer Coordinator Katie at 503-718-2516 or KatherineN@Tigard-OR.gov