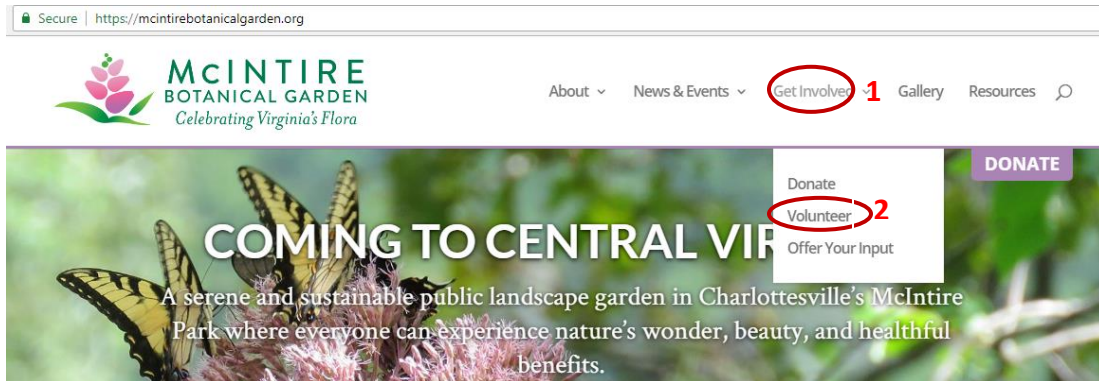


VicNet for Volunteers

Navigating to the Volunteer Login page

<https://mcintirebotanicalgarden.org/>

From the McIntire Botanical Gardens website select 1) **Get Involved** > 2) **Volunteer**



Volunteer Page

From the [Volunteer page](#) scroll down to the middle of the page and click:

Volunteer Login

Login page

Enter your login and password. Your login is the email address you signed up with.

Click

If this is your first time logging in you should click [Need a password?](#)

Password must:

- Be between 6 and 30 characters long.
- Include both letter and number characters.
- Include some upper and some lower-case letters.
- Not contain any space characters.

If you have forgotten your password click [Forgot your password?](#)

- The new password must adhere to the password rules and
- The new password you enter must be different than your previous password.

Enter Time

- 1) From the home page select the Time Sheet tab.



MBG Volunteer
Information Center

Volunteer information for Anna Byfield

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) **[Time Sheet](#)** [Account](#)

Instructions

Navigate to the time sheet TAB to post your hours

[Check your schedule](#)

[Post your hours](#)

[Check messages](#)

[Sign-up](#)

[Text message opt-in](#)

MBG News

Welcome to the Volunteer Information Center. This new online feature gives you an easy way to keep-in-touch with the volunteer program. You can check your schedule, post your volunteer service, receive messages, and much more: anytime, and from any device.

Watch this space for more volunteer news!

Your Assignments

[Volunteer committee \(Assigned\)](#)

[Outreach Ambassador \(Assigned\)](#)

- 1) Select the month you served
- 2) The assignment you served in ([board member](#), [outreach ambassador](#), etc.)
- 3) And the hours and minutes and click continue.

Example



MBG Volunteer
Information Center

Volunteer information for Anna Byfield

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) **[Time Sheet](#)** [Account](#)

Instructions

To post your hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

Time Sheet

- 1 In which month did you serve?
- 2 Which assignment did you serve in?
- 3 How many hours did you serve? hours, minutes

[Continue](#)

Your recent service entries:

Date	Assignment	Hours
09-05-2018	Volunteer committee	1:15

For your complete service history select the "My Service History" tab.

[Exit](#)

Confirm your entry by clicking **Yes** to correct or **No** if you need to make a change.



Volunteer information for Anna Byfield

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) **Time Sheet** [Account](#)

Instructions

To post your hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

Time Sheet

Please confirm your entry:

You served in: September 2018

Assignment: Special Events

Hours: 4:00

Is this correct?

Yes

Click **Yes** to save this entry

No

Click **No** if you want to make a change

Your recent service entries:

Date	Assignment	Hours
09-05-2018	Volunteer committee	1:15

For your complete service history select the "My Service History" tab.

[Exit](#)

To enter additional hours for another assignment, click: [Another](#) and repeat the steps above.



Volunteer information for Anna Byfield

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) **Time Sheet** [Account](#)

Instructions

To post your hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

Posted

Thank you for serving! Your service entry has been recorded. If you need to make another entry now, click "Another."

[Another](#)

Your recent service entries:

Date	Assignment	Hours
10-01-2018	Volunteer committee	1:00
09-05-2018	Volunteer committee	1:15
09-01-2018	Special Events	4:00
05-01-2018	Volunteer committee	1:00

For your complete service history select the "My Service History" tab.

[Exit](#)

Click **Exit** when you have completed entering your hours.

If you need to enter hours for a month that is not displayed, contact volcoord@mcintirebotanicalgarden.org