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 Go

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.

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

To enter additional hours for another assignment, click: Another and repeat the steps above.

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