VicNet for Volunteers - Signing up to a volunteer shift

After you login to the volunteer page (the above circle in the screenshot), select the **My Schedule** tab

On the **My Schedule** page you can:

1) Filter assignments by type by selecting the **dropdown arrow** to **Show openings** in specific categories.

2) To navigate to different months click the **buttons**.
3) If day has an opening you will see a Help Wanted sign on that date.

Click on Help Wanted sign to see what events, times and shifts are available for that date.

**Scheduling a volunteer shift**

One or more shifts may be available. To find out more about the type of role performed in these shifts click the **Description** link. Detail about the specific shift is in the **Note** listed below the shift.

To sign up for a shift click the **Schedule me** button for the corresponding shift.
Confirming a Shift

Click **1 Yes** to confirm that you want to sign up for this shift.

You will be signed up for the shift if you see this screen. Click **Continue** to stay in the site or **Exit** if you are done.
Calendar View
When you return to the My Schedule tab if you have signed up your shift will now appear on the calendar.

At the end of the month please tally and enter your time on the Time Sheet page.

If you make a mistake or need make a change to your schedule contact:
volcoord@mcintirebotanicalgarden.org