

VicNet

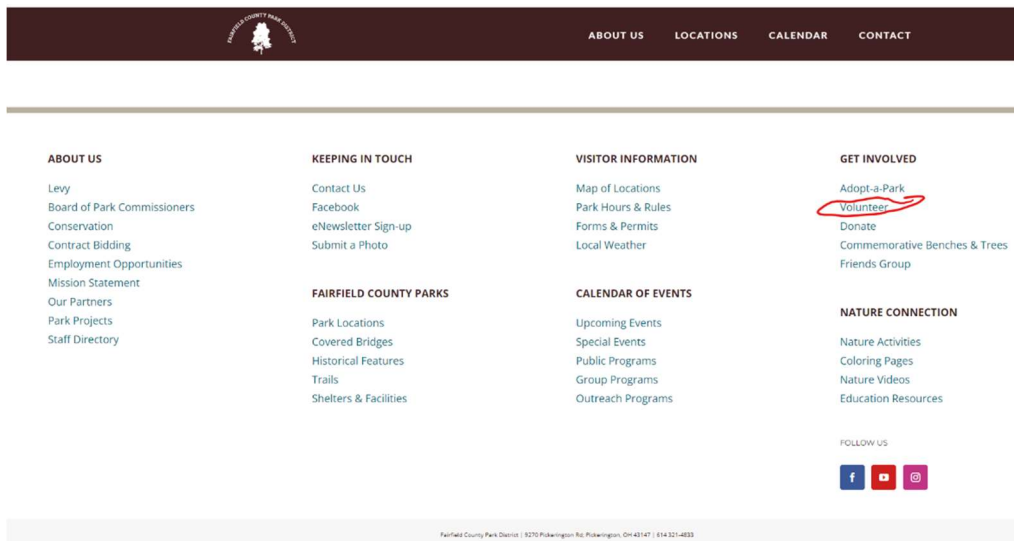
VicNet is our online volunteer portal where you can view and sign up for upcoming opportunities, log unscheduled hours volunteered, and see your past service. Below are some guides for important VicNet functions. If you are having any problems or would like to meet in person for a tutorial, we would love to help you! Please just reach out to Uriah at volunteer@fairfieldcountyparks.org.

Loggin Into VicNet

The below instructions are for logging in without the app. If you have downloaded the app skip down to step 4.

Step 1: Navigate to fairfieldcountyparks.org and scroll all the way to the bottom of the page.

Step 2: Click on “Volunteer” under the sub-heading “GET INVOLVED”. This works on both phone or computer.



Step 3: Once on the Volunteer page you will scroll to the heading “Volunteer Opportunities” near the bottom of the page. Click on the link labeled “VicNet”

FCPD decide to proceed, you will be asked to complete an online background check, at no cost to you.

VOLUNTEER APPLICATION

Volunteer Opportunities

Once you become an active volunteer, you can read about and sign up for opportunities in VicNet (Volunteer Information Center).

VicNet (Volunteer Information Center)

Already a volunteer? To schedule and view opportunities, go to:

[• VicNet](#)

ABOUT US Levy Board of Park Commissioners Conservation Contract Bidding Employment Opportunities Mission Statement	KEEPING IN TOUCH Contact Us Facebook eNewsletter Sign-up Submit a Photo	VISITOR INFORMATION Map of Locations Park Hours & Rules Forms & Permits Local Weather	GET INVOLVED Adopt-a-Park Volunteer Donate Commemorative Benches & Trees Friends Group
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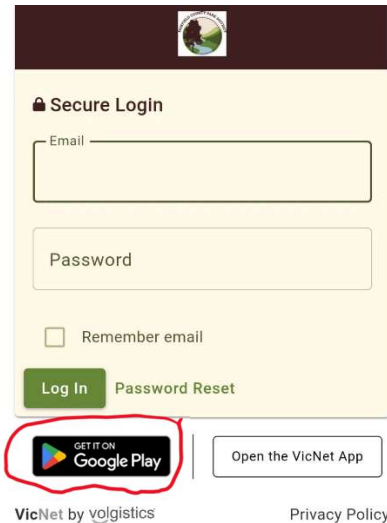
Step 4: You can save this page for future reference. Under email you will enter the email you receive my emails from, along with the custom password you created for VicNet. Click “Log In”, and you’re in!

Downloading the VicNet App

This is entirely optional! If you want to use the app however, you can do so following the below instructions.

Step 1: Follow the instructions above to navigate to the VicNet log in page using a web browser on your phone.

Step 2: Click on the black link to the bottom left labeled “Get the app...”. The attached picture is from an Android, but the link for an Apple will be in the same place and be the same color. “Open in the VicNet App” should only appear if you already have the app downloaded.

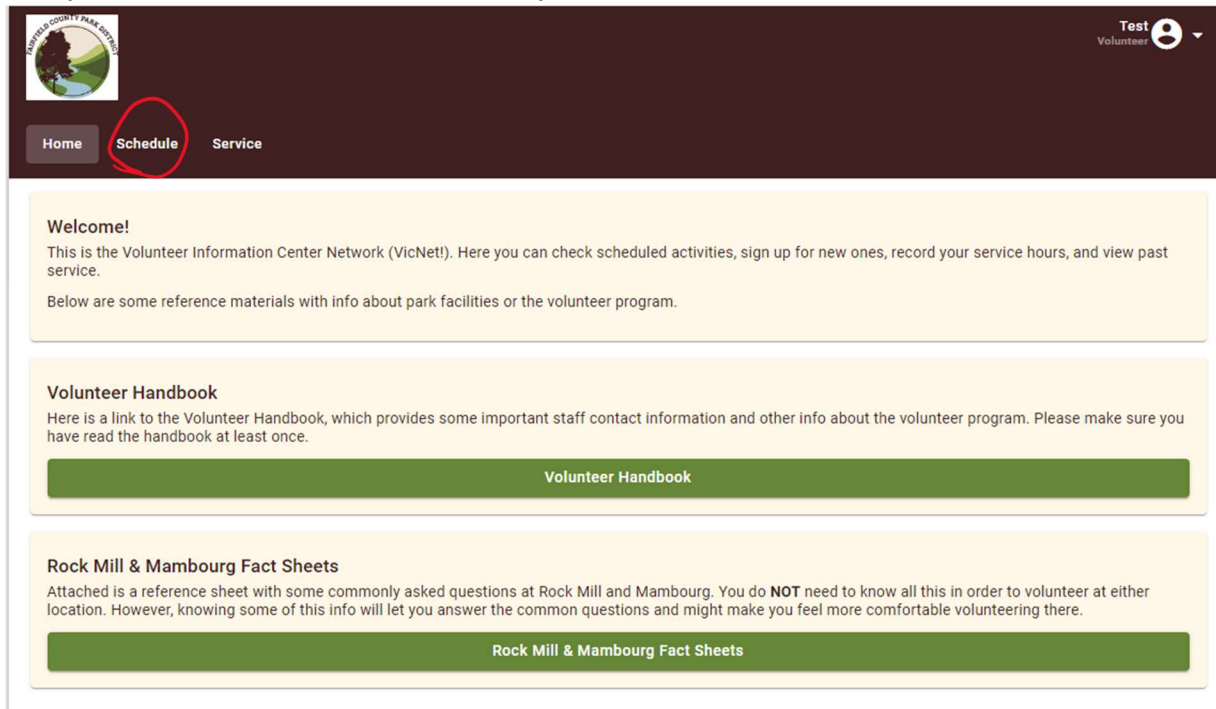


Viewing Volunteer Openings and Signing Up or Un-signing Up

Using VicNet is how you can see all the opportunities we have coming up and sign up for the roles that interest you!

Step 1: Follow the above instructions to log into VicNet.

Step 2: Click on the heading “Schedule”. This will be at the top of the page on a computer and at the bottom of it on a phone.



Step 3: All of the dates shown with a green bar on them are days that have open volunteer assignments you can sign up for! Simply click on the day you'd like to volunteer to see the opportunities available. If you'd like to change the days you are viewing, you can click on the arrows just above and to the left to go forwards or backwards in time. You can also click on the top right button labeled month to view the opportunities by week, which will show you all the opportunities during that week without having to click on each day (This view is shown in the second picture below).

Use the left and right arrows at the top left to move to a different date range, and the option at the top left to change how many days you are viewing at once.

Today < > September 2024 Filter Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
1 Opening	1 Opening		1 Opening		2 Openings	3 Openings
8	9	10	11	12	13	14
1 Opening	1 Opening		1 Opening		2 Openings	6 Openings
15	16	17	18	19	20	21
7 Openings			1 Opening		2 Openings	3 Openings

Today < > Sep 1 - Sep 7, 2024 Filter Week

Sunday, September 1

🕒 12:30pm - 4:15pm [Greeter and General Information](#) · Education\Rock Mill
 👤 3 more needed [Greeter/ General Info](#) Schedule

Monday, September 2

🕒 10:30am - 2:00pm [Greeter and General Information](#) · Education\Rock Mill
 👤 David Nielsen

🕒 10:30am - 2:00pm [Greeter and General Information](#) · Education\Rock Mill
 👤 Mary Wentz

🕒 10:30am - 2:00pm [Greeter and General Information](#) · Education\Rock Mill
 👤 1 more needed Schedule

Tuesday, September 3

No events on this date

Wednesday, September 4

🕒 10:30am - 2:15pm [Greeter and General Information](#) · Education\Rock Mill
 👤 W Mike Bordner [Greeter/ General info](#)

Step 4: If you'd like to sign up for a date just hit the green button labeled "Schedule". If you're already signed up that button will instead be brown and say "Remove"; just click this button to remove yourself from an assignment. If you are doing this within a day or two of the scheduled activity, please also email volunteer@fairfieldcountyparks.org to let us know!



Use the left and right arrows at the top left to move to a different date range, and the option at the top left to change how many days you are viewing at once.

Your Schedule

No scheduled events

Openings

- 9:30am - 12:30pm** [Volunteer Tour](#) · Operations\Two Glaciers Park
👤 12 more needed 📄 This is only the meeting time for leaving Sensory Trail! If you are meeting us there; 10am! **Schedule**
- 12:45pm - 3:00pm** [Hike Help](#) · Education\Cross Mound Park
👤 1 more needed 📄 Plant Professions. Contact education@fairfieldcountyparks.org w/ questions. **Schedule**

Other Volunteers

- 9:30am - 12:30pm** [Volunteer Tour](#) · Operations\Two Glaciers Park
👤 Roger Grossenbacher 📄 This is only the meeting time for leaving Sensory Trail! If you are meeting us there; 10am!



Use the left and right arrows at the top left to move to a different date range, and the option at the top left to change how many days you are viewing at once.

Your Schedule

- 9:30am - 12:30pm** [Volunteer Tour](#) · Operations\Two Glaciers Park
👤 You 📄 This is only the meeting time for leaving Sensory Trail! If you are meeting us there; 10am! **Remove**

Openings

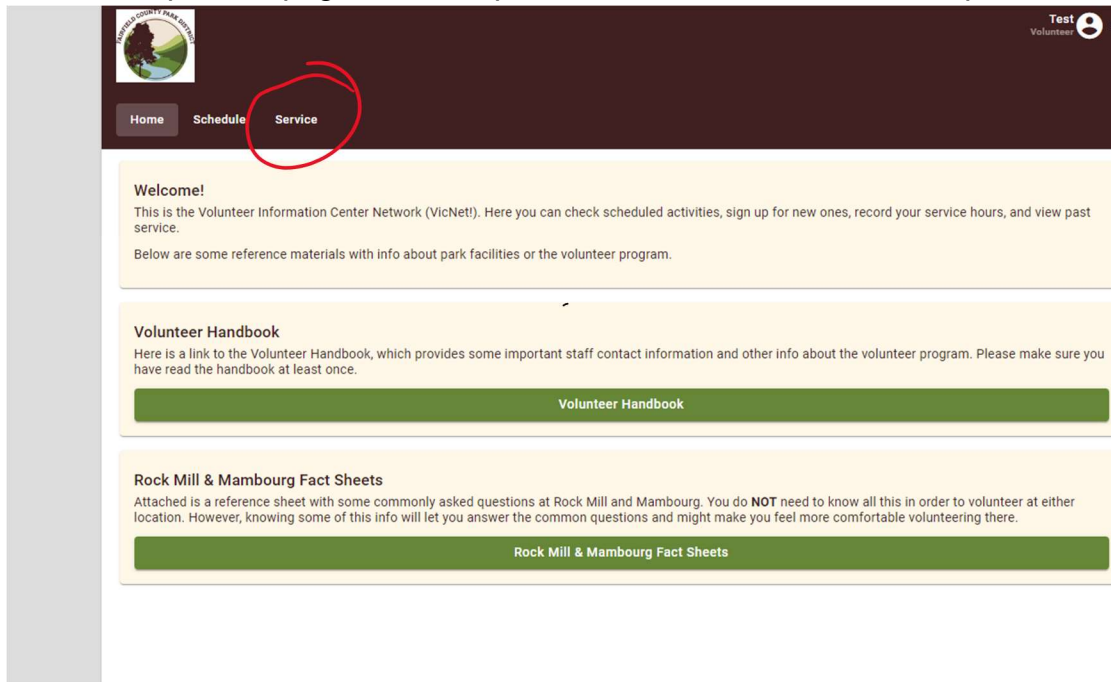
- 9:30am - 12:30pm** [Volunteer Tour](#) · Operations\Two Glaciers Park
👤 11 more needed 📄 This is only the meeting time for leaving Sensory Trail! If you are meeting us there; 10am! *Conflicts*
- 12:45pm - 3:00pm** [Hike Help](#) · Education\Cross Mound Park
👤 1 more needed 📄 Plant Professions. Contact education@fairfieldcountyparks.org w/ questions. **Schedule**

Other Volunteers

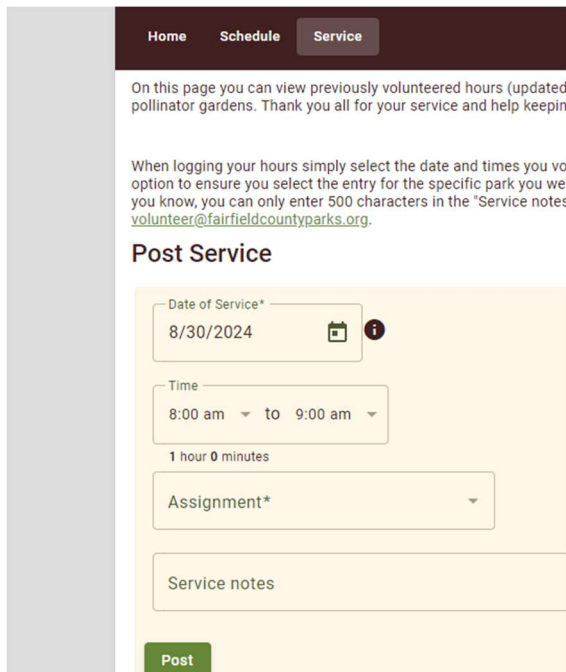
Logging Unscheduled Volunteer Hours

Unscheduled volunteer hours are for volunteer activities that aren't posted on VicNet. Examples include are trail roving and pollinator garden maintenance. **Note:** You can only log service for up to 60 days in the past. If you have service you need to log farther back than that please email volunteer@fairfieldcountyparks.org and Uriah will do it for you. You also must log each date and activity separately.

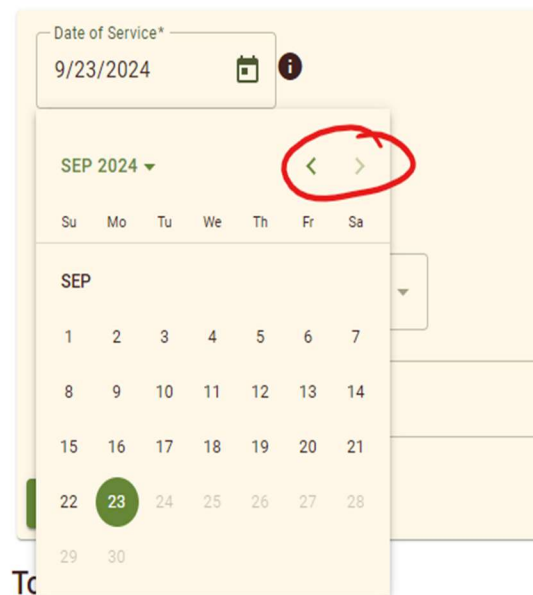
Step 1: From the homepage of VicNet you will click on the heading "Service". This will be at the top of the page on a computer, but at the bottom of it on a phone.



Step 2: Scroll down to the heading "Post Service". Click the date currently under "Date of Service" to type in the date of your service. Alternatively, you can click the calendar icon to next to the date to navigate through a calendar menu to find your day. In the right hand picture below you can see what the calendar menu looks like. Use the arrows to the top right of the menu to change the month displayed, and click on the date desired.

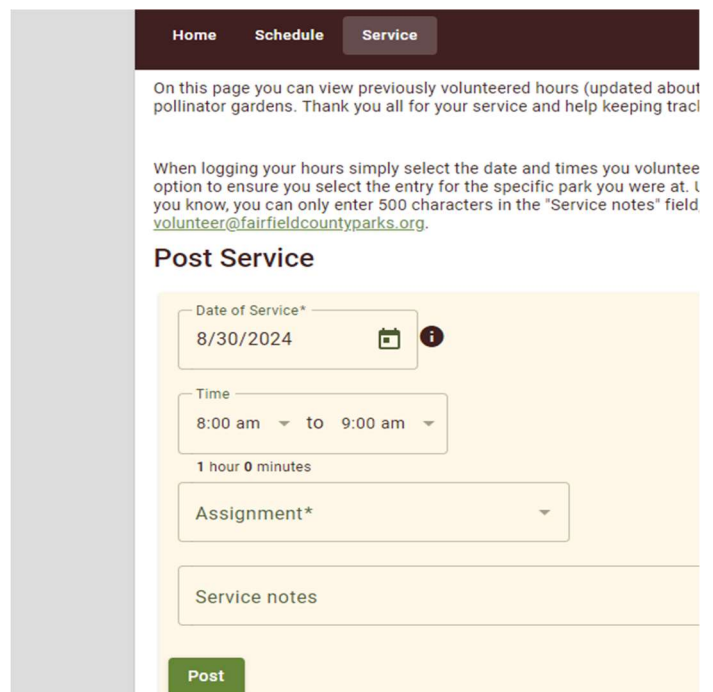
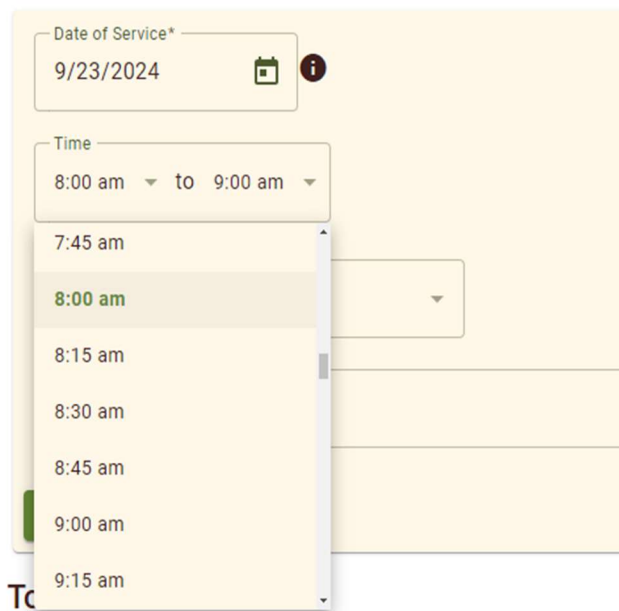


Post Service



Step 3: Under "Time", you can click on the start and end times shown to scroll through a menu and select the correct times for your service. **If you do not know the exact start and end times just chose times to get the correct length of service.** The length of service for the times you selected is shown just under the times in the right hand picture below.

Post Service



Step 4: Click under “Assignment” to choose how you were volunteering for the hours you are logging. Be careful to select the correct activity at the correct park. The large text is the name of the assignment, but the small text marks which park the service was performed at.

Post Service

The screenshot shows a form titled "Post Service" with the following fields and options:

- Date of Service***: 9/23/2024 (with a calendar icon and an information icon).
- Time**: 8:00 am to 9:00 am (with dropdown arrows).
- Duration**: 1 hour 0 minutes.
- Assignment***: A dropdown menu with a red border. The selected option is "Trail Roving" with the subtext "[Operations Mambourg Park]". A red circle highlights the subtext.
- Post**: A green button at the bottom left.

Step 5: Click the green button “Post”, and you are done!