



# VicNet Guide

VicNet is an app available to CTK MOVE Volunteers to help them self-schedule for volunteer opportunities, learn about the latest events, access links to learn more about our MOVE Missions/Teams, track service hours, and receive messages. You will use the email and password you set up at registration to log into VicNet. If you forget the password, just reset it.

You are always welcome to contact **Betty Jo King** at [mission@ctklr.org](mailto:mission@ctklr.org) or **Evelyn Hart** at [ctkmove@gmail.com](mailto:ctkmove@gmail.com) if you have any questions or need assistance.

The profile icon on the top right will allow you to update your contact information. You will also see four icons at the bottom:

## Home Page

The first page you'll see when you log in is the Home page. This is where we keep you up-to-date on the latest events and provide you with links to our Missions, Teams, & Meal Train pages. You'll also find Project Instruction Sheets that you can download to serve from home, and a portal to upload documents to your volunteer file - for example, confirmation service hour forms.

## Mail

CTK MOVE can send you messages within VicNet (called VicMail messages), and you can review these messages on the Mail page. If you have any unread VicMail messages, the Mail button shows a pulsing icon next to it. On the Mail page, you'll find a list of the VicMail messages that you've received from your volunteer manager. Unread messages appear in bold, and you can view a message by clicking on it.

## Schedule Page

On the Schedule page, you can view your schedule, and you can sign-up for and remove yourself from volunteer opportunities. You will see a list of available volunteer opportunities and the shifts you've signed-up for. Scroll up and down or swipe left to right to see all the opportunities and information.

If you want to learn more about a volunteer opportunity before signing up, you can just click the title of the assignment and you'll be able to see the duties, qualifications, notes, coordinators, address, etc. Just pull down each selection to read the description.

**To schedule yourself**, simply click the box next to the assignment and then click the green SCHEDULE box at the bottom of the screen to confirm.

**To remove yourself from a self-scheduled assignment**, find the assignment from the list, then swipe left to see the last column, and click REMOVE.

## Service Page

On the Service page you can post your own service hours and review the past service you've performed with MOVE. This page is broken up into three sections.

The first section is labeled **Post Service**. This section allows you to record your own service hours. You can indicate the date you served, the times and/or the number of hours served, and the Assignment you served.

**Totals** includes general statistics about your service with MOVE. By default, you'll see the date you signed up, your fiscal year-to-date (YTD) hours, and your total life hours.

**Service by Year** is the last section and shows your service by calendar year. You'll see a row for each year you recorded service with the organization and the total hours served in each. You can click on each row to expand it and see a list of the individual instances of service you performed in that year. You can use the Print and Print Year buttons to generate a PDF file with your service data so you can print it. You can also use the Export and Export Year buttons to create an Excel file with your service data.

We are often asked why we should track service hours. Most importantly, it helps us plan future events. We can look back and see the number of hours/people it took for a similar assignment. It also helps us provide information to the pastor and parish on the volunteer hours. Finally, if you have a child who is needing service hours for school or confirmation, it is a convenient way to keep up.