Volgistics – Computer Sign Up Program

Offsite - Signing in from Home (VicNet)
Onsite - Touchscreen (VicTouch)

**INSTRUCTIONS:**

1. Go into http://riverrun.ca/get-involved/volunteer/ and click on "**Fill in an application**" button. When complete, click on the "Continue" button at the bottom of the page of the application.

2. The volunteer coordinator will receive and look over your application form, and contact you to book an entry interview. After the interview you will receive an email which will have your temporary password - "riverrun"

3. Go into http://riverrun.ca/get-involved/volunteer/ and click the "**Log into my Account**" within 24 hours of receiving the email from volunteer coordinator. If you miss the deadline, just email the volunteer coordinator and she will reset your password. But again you need to complete this step within 24 hours of when the email enters your inbox.

4. Fill in your login name (email address) and the password given.   You should find a screen that asks for your new password. Fill it in and access your file.

MORE DETAILED INSTRUCTIONS:

### Offsite: Signing in from Home (VicNet)
The River Run Centre uses Volgistics database to track hours the volunteers have logged, update contact information, and allow volunteers to sign up for shifts throughout the month. Here are the steps to get started using the database from home (or anywhere there is internet availability):

1) Visit the River Run website at: www.riverrun.ca

2) Hover on the "Get Involved" at the top left of the homepage. Click "Volunteer" to access the volunteer page.

3) If this is your first time and you need to register, click "**Fill in an Application**"

4) If you are accessing your file to update, check information or sign up for events, click "**Login to your Account**"

5) You will need your own personal email address. If you share this address, those that have the same email will need different log in passwords.

6) Use your personal email address as your Login, as well as the temporary password (riverrun)

7) The database will ask you to set a permanent password. Keep this password safe and write it down to remember if necessary!

8) On the Home page you will find helpful videos to watch.

9) View the different tabs including:

- *Mail*: view any mail sent to you
- *My Profile:* View your current contact information on file. Please update any information as needed
- *My Schedule:* View and schedule your shifts with the River Run
   1. You can use the drop down menu in the blue box to view only certain shift types (i.e. Bar Cashier).
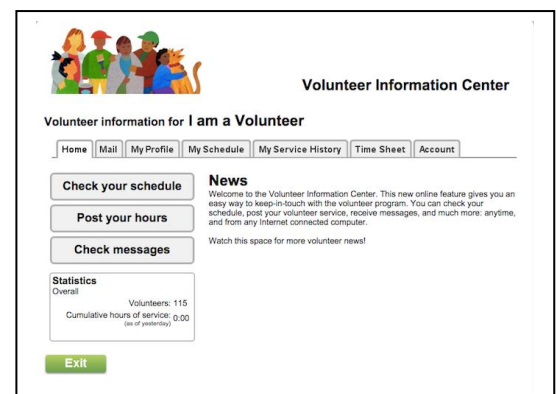
2. Click the "Help Wanted" bubbles to choose a date.

3. Then choose "Schedule me"
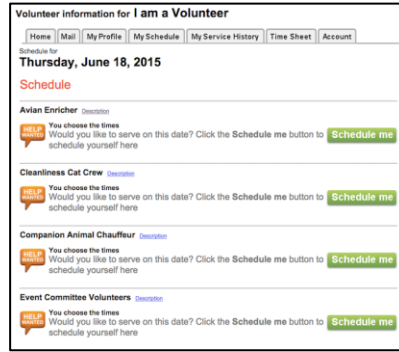
4. You will be able to delete your commitment up to 2 days before an event by choosing the "Remove Me" button. Closer to the event, you will need to contact the volunteer coordinator or Front of House

- *My Service History:* View your tracked volunteer hours
- *Time Sheet*: If needed, you can input your hours served for a particular shift. **Please note:** you should be using the Touch Screen (VicTouch) with the iPad located at the River Run Centre to track volunteer sign in and sign out times
- *Account:* use this page to change your Offsite (VicNet) password

On Site: Touch Screen (VicTouch)

The River Run Centre uses the touch screen to track the beginning and end of your volunteer shift. In order to get started, please read the following:

1) Beside the beige cupboard at the rear of the coat check is the Touchscreen monitor
2) The opening screen is the PIN pad screen.
3) Type in your PIN given to you by the Volunteer Coordinator. Keep this PIN safe!
    a. Your PIN should be the last 4 digits of your phone number
    b. If your phone number leads with zeros, omit the zeros (i.e. 0879=879)
    c. If you have the same 4 digits as someone else (i.e. a spouse), add a zero to your 4 digit PIN (i.e. 9876=98760)
    d. Sometimes, it is easier to use the last 4 digits of your cell number. Try that if the above does not work
    e. If your PIN still does not work, contact the volunteer coordinator.
4) Verify that this is your name
5) Choose which type of assignment shift you are here for (i.e. Bar Cashier)
6) At the end of your shift, please remember to sign out
    (if you forget to sign out, the system will bump you out after 4 hours)