# VicNet (Volgistics) Tutorial

This short guide describes how you can **log in to UWOFA's VicNet** and **sign up for picketing shifts** and other strike duties. (We are using volunteer management software called Volgistics to manage and schedule strike activities. The user side of this software is called VicNet.)

### Logging in to VicNet UWOFA for the first time

You will probably receive an email asking you to log in to VicNet. You can follow the link in that email or point your browser directly to:

### https://www.volgistics.com/vicnet/582196

Note: This is a unique URL for UWOFA's VicNet login page. Bookmark this link or save this email as it can be hard to remember and isn't easily Googled. (You cannot simply log in at www.volgistics.com, which is the backend for system operators.)

### The login page should look like this:

<u>Eile Edit View Higtory Bookmarks Tools H</u> elp			-		×
VicNet - Login × +					
$\leftarrow$ $\rightarrow$ C $\textcircled{a}$ $\bigcirc$ A https://www.volgistics.com/vicnet/582196/login	·    \	R	4 🤹	>>	≡
VicNet					
Secure Login					
Email					
Password					
Remember email					
Log In Password Reset					
VicNet by volgistics Privacy Policy					

#### Use your UWO email address to login.

If you have a temporary password, enter it here. You will then be asked to set a new password.

If you do not yet have a password, click "Password Reset" and enter your UWO email address. If you are in the system, a temporary password will be sent to you.

## Set Contact and Emergency Contact Information

Once you are logged in to VicNet, you should see this menu:



The first time you log in, please click on your name (at the top right of the screen), and select **Profile**.

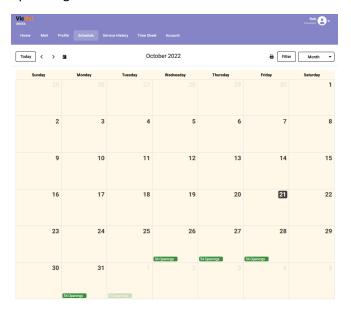
From here, please add your **preferred contact information**, and an **emergency contact**. (It is not necessary to fill out the other tabs.)

Contact Information	~
Demographics	~
Skills & Experience	~
Availability	~
Assignment Preference	~
Emergency Contact	~
Employer	~
Photo	~
Web page	~

## Signing Up for Your Shifts

To receive strike pay, you must sign up for **five 2-hour shifts per week** of picketing or other strike duties; ideally, you will sign up for one shift per weekday, the same shift every day if possible.

To sign up for picketing shifts or other strike duties, click on **Schedule**. This will show you a calendar of upcoming shifts:



The green bars on various dates indicate there are strike duty shifts available on those dates. Click on a specific day, and you will see a list of all the shifts and locations available on this day:

icNet Iora		Rob Volunteer
Home Mail Profile	Schedule Service History Time Sheet Account	
Today < > 🛱	Monday, October 31, 2022	E Filter Day
our Schedule		
lo scheduled events		
penings		
③ <b>7:00am - 9:00am</b> 옾 15 more needed	Picketer 🖸 • UWOFA Strike Wlumni Gates	Schedule
③ <b>7:00am - 9:00am</b> 음 15 more needed	Picketer 🖸 • UWOFA Strike\Philip Aziz	Schedule
ⓒ <b>7:00am - 9:00am</b> 음 12 more needed	Picketer 🖸 • UWOFA Strike\Elgin Rd - behind Social Sciences	Schedule
ⓒ <b>7:00am - 9:00am</b> 올 12 more needed	Picketer Z     • UWOFA Strike\Richmond Gates	Schedule
ⓒ <b>7:00am - 9:00am</b> 옾 12 more needed	Picketer 🖸 🔹 UWOFA Strike\Sunset St	Schedule
() 7:00am - 9:00am 2 12 more needed	Picketer 📮 • UWOFA Strike\Western Rd Construction Entrance	Schedule
③ 9:00am - 11:00am 옾 15 more needed	Picketer 📮 • UWOFA Strike\Alumni Gates	Schedule
() 9:00am - 11:00am	Picketer 📮 • UWOFA Strike\Althouse	Schedule

Here you see all the shifts currently available on this day, with locations and times for each one. This screen is only showing Picketer shifts. If you have trained and signed up for other kinds of duties (Picket Captain, Driver, HQ Staff) they should also appear here.

Click the green **Schedule** button for the shift and location of your choice. You will be asked to confirm:

VicNet uwosa Home Mail Profile	Schedule Service His	tory Time Sheet Acco	unt	Rob Vehautzer
Today < > 🖴		Monday, October	31, 2022	🔒 🛛 Filter 🖉 Day 💌
Your Schedule				
No scheduled events				
Openings				
ⓒ <b>7:00am - 9:00am</b> 음 15 more needed	Picketer 🖬 🕚	UWOFA Strike\Alumni Gat	es ant to schedule here?	Schedule
(3) <b>7:00am - 9:00am</b> (2) 15 more needed	Picketer 🗖	Monday, October 31     T:00am - 9:00am		Schedule
③ 7:00am - 9:00am 名 12 more needed	Picketer 🖪	Picketer D • UWOFA	Strike\Richmond Gates	Schedule
(3) 7:00am - 9:00am (2) 12 more needed	Picketer 🗖	Cancel	Schedule Me	Schedule
() 7:00am - 9:00am & 12 more needed	Picketer 🖬 🕚	UWOFA Strike\Sunset St		Schedule
(3) <b>7:00am - 9:00am</b> (2) 12 more needed	Picketer 🖬 🔹	UWOFA Strike\Western Rd	Construction Entrance	Schedule
③ 9:00am - 11:00am	Picketer 🖸 🕚	UWOFA Strike\Alumni Gat	es	Schedule
© 9:00am - 11:00am	Picketer 🖪 🔹	UWOFA Strike\Althouse		Schedule

Click **Schedule Me**, and you're done! Thank you for signing up for strike duty.

You can see your own personal schedule, with all the shifts you've signed up for, by clicking the **Month/Day** tab at top right and selecting **Your Schedule**:

VicNet		Rob 🔍 -
		Filter Your Schedule 👻
Monday, October 31, 20	22	
() 7:00am - 9:00am	Picketer 🖸 • UWOFA Strike\Richmond Gates	Remove
Tuesday, November 1, 2	022	
() 9:00am - 11:00am	Picketer 🛛 • UWOFA Strike\Windermere @ Spencer Ivey	Remove
Wednesday, November	2, 2022	
(§ 1:00pm - 3:00pm	Picketer 🖸 • UWOFA Strike\Elgin Rd - behind Social Sciences	Remove
Thursday, November 3, 2	2022	
() 5:00pm - 7:00pm	Picketer 🛛 • UWOFA Strike\Gibbons Lodge	Remove
	End of schedule.	