

VicNet (Volgistics) Tutorial

This short guide describes how you can **log in to UWOPA'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.)

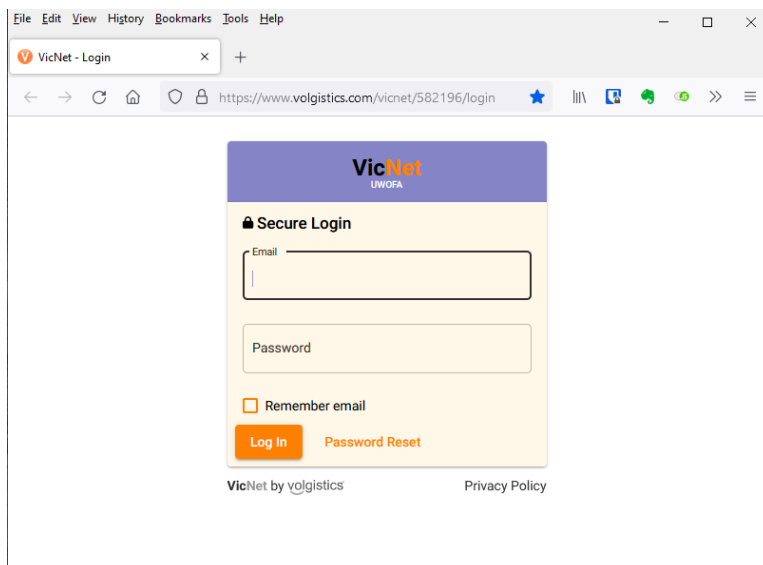
Logging in to VicNet UWOPA for the first time

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 UWOPA'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:



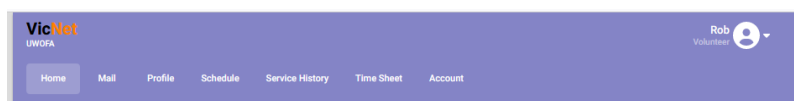
Use your **UWO email address** to login.

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**.

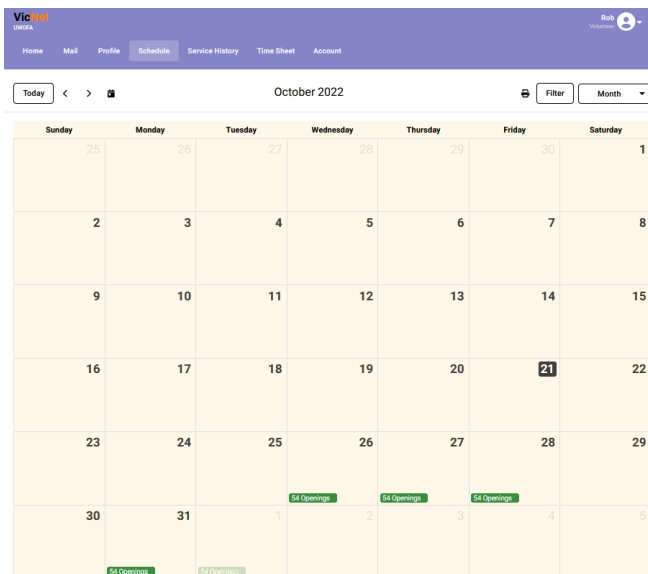
From here, please add your **preferred contact information**, and an **emergency contact**. (It is not necessary to fill out the other tabs.)

The image shows a vertical list of nine tabs, each with a downward-pointing arrow. The tabs are: Contact Information, Demographics, Skills & Experience, Availability, Assignment Preference, Emergency Contact, Employer, Photo, and Web page. The 'Emergency Contact' tab is highlighted with a darker background.

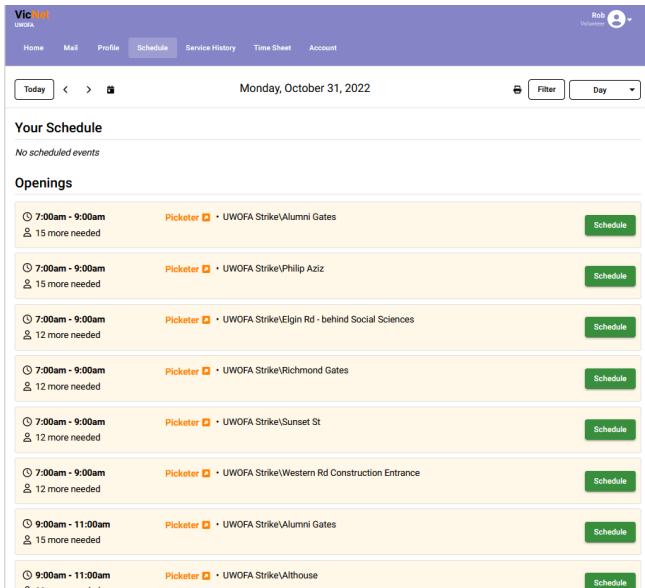
Signing Up for Your Shifts

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:

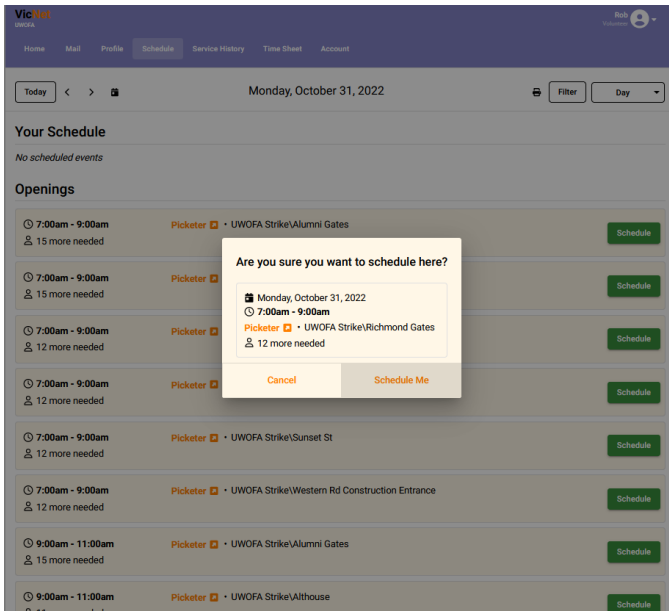


The green bars on various dates indicate there are strike duty shifts available on those dates. Click on a specific day, and you will see a list of all the shifts and locations available on this day:



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:



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**:

Filter Your Schedule

Monday, October 31, 2022

🕒 7:00am - 9:00am **Picketer** • UWOFA Strike/Richmond Gates [Remove](#)

Tuesday, November 1, 2022

🕒 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, 2022

🕒 5:00pm - 7:00pm **Picketer** • UWOFA Strike/Gibbons Lodge [Remove](#)

📅 End of schedule.