



DIRECTIONS FOR USING OUR VOLUNTEER INFORMATION CENTER (VIC):

To LOGIN for the first time:

- Please follow the link, <https://www.volgistics.com/ex2/vicnet.dll?from=303632>.
- Please use the email address and password you set up with your application.

To SIGN UP FOR VOLUNTEER OPPORTUNITIES:

- Once you have logged in, click on the “My Schedule” tab, and a calendar of the current month will appear.
- In the blue box where it says “Sign Up!” use the drop down menu to select the assignment you wish to sign up for. The openings for that month will be displayed with “Help Wanted” icons.
- Click the "Help Wanted" on the date you want, and then click "Schedule Me".
- After signing up, click “Continue” to return to the calendar, then click "Next Month" to sign up for additional time slots.
- Repeat these steps for each date and/or assignment you are signing up for.

All volunteers are assigned a PIN number which will be sent to you by our volunteer office. Volunteers use this pin to sign in at our touch screen station in lobby to track volunteer hours:

- When you arrive at the Light House, please sign in using our touch-screen station in the lobby. If you are part of a group, only the group leader will have to sign into the system and indicate how many volunteers are in your group.
- If you forget your PIN# please see one of our staff members or ask for assistance at the front desk.