



# *VicNet*

*Volunteer Sign-up &  
Posting Hours*



# Logging In

To access VicNet go to CTUFC.org. Click “Citizen Forester” at the top of the page.

On the Citizen Forester page click the “Current Citizen Forester” button.

**Or you can skip the above steps and use this address.**

<http://www.ctufc.org/current-citizen-forester/>

On the Current Citizen Forester page click on the “Log into VicNet” button shown below.

Log into VicNet to Sign Up for Events or Log Your  
Time

You will then be taken to the VicNet login page, which you can save in your favorites to make future login easier.

# Volunteer Log-In

URBAN FORESTRY COUNCIL

Enter your email address and your volunteer information center password.

Login name:

Password:

[Forget your password?](#) [Help](#)

[Need a password?](#)

[Privacy Policy](#)

## Click “Need a password?”

A screen will appear asking for your email address.

URBAN FORESTRY COUNCIL

Need a password?

Enter your email address and then click the **Go** button. We will send a **reset link** to you by email.

Email address:

If you continue to experience difficulty accessing your information, please contact the volunteer of assistance.

[Privacy Policy](#)

Enter the email you provided to Citizen Foresters. You will be sent an email with instructions to set a permanent password. Check your email Inbox.

# Reset Password Email

• Volunteer Information Center password



• **Cross Timbers Urban Forestry Council** <volunteeremail@volgistics.com>

To: [sklatham@sbcglobal.net](mailto:sklatham@sbcglobal.net)

Below is the password information you requested. Use the login name provided and click on the URL/web address provided below to set your permanent password.

Your login name is: [sklatham@sbcglobal.net](mailto:sklatham@sbcglobal.net)

Follow the URL to reset your password: <https://www.volgistics.com/ex/core.dll/process?reset=euKWct0X2kAO4CyCOHyWN5bcYKP>

If you continue to have trouble accessing the volunteer information center with the credentials provided, please contact Sherry Latham at [sklatham96@gmail.com](mailto:sklatham96@gmail.com)

Once you receive your email, click on the URL address provided.

It will take you to a screen to set your permanent password

(Remember, the email you provide needs to be the same email you entered when you applied to the Citizen Foresters.)

# Reset Password

# Log in

URBAN FORESTRY COUNCIL

## Password Reset

Welcome Steve Latham

Please enter your new password.

New Password:

Confirm Password:

This is where you will enter your permanent password. (All passwords must contain a combination of letters and numbers.)

Enter your password and click on “Go”.

URBAN FORESTRY COUNCIL

Enter your email address and your volunteer information center password.

Login name:

Password:

[Forget your password?](#) [Help](#)

[Need a password?](#)

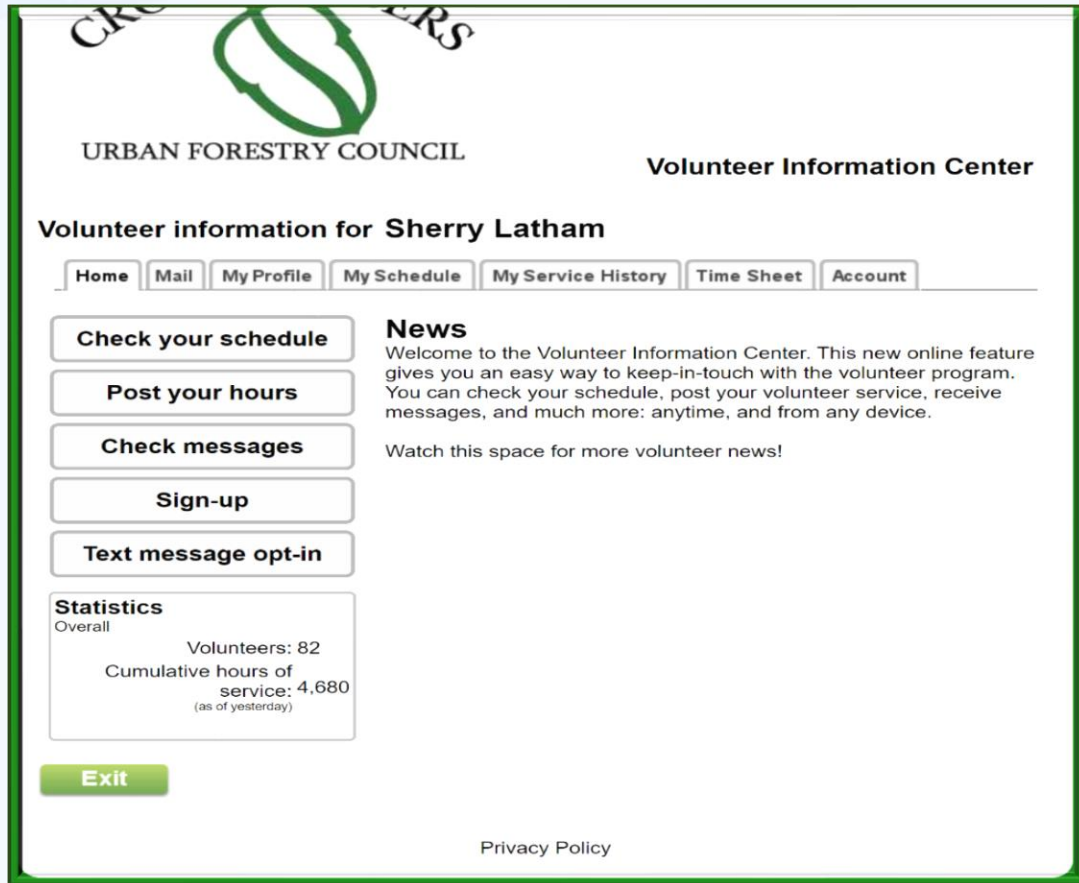
[Privacy Policy](#)

You will now be back on the Login page.

Enter your email and password.

This will take you to the VicNet Volunteer Information Center home page.

# VicNet Volunteer Information Center - Home Page



The screenshot shows the user interface for the Volunteer Information Center. At the top left is the logo for the Urban Forestry Council, featuring a stylized green leaf and the text 'COUNCIL' and 'ERS'. Below the logo is the text 'URBAN FORESTRY COUNCIL' and 'Volunteer Information Center'. The user's name, 'Sherry Latham', is displayed. A navigation bar contains buttons for 'Home', 'Mail', 'My Profile', 'My Schedule', 'My Service History', 'Time Sheet', and 'Account'. On the left side, there are several buttons: 'Check your schedule', 'Post your hours', 'Check messages', 'Sign-up', and 'Text message opt-in'. A 'Statistics' box shows 'Overall' with 'Volunteers: 82' and 'Cumulative hours of service: 4,680 (as of yesterday)'. At the bottom left is a green 'Exit' button, and at the bottom center is a 'Privacy Policy' link.

We will go over the various ways you can volunteer for events, post your hours, and edit or change your profile and password.

You can also look at the assignments you have signed up for, the hours you have volunteered or the time you have spent educating yourself and accumulating CEU hours.

Notice the “**Exit**” button at the bottom of the screen. **This will log you out!** Do not click on it until you are completely finished in VicNet.

Some pages or pop-ups will have a “Back” or “Close Window” button. Use these to return to the page you were previously on.

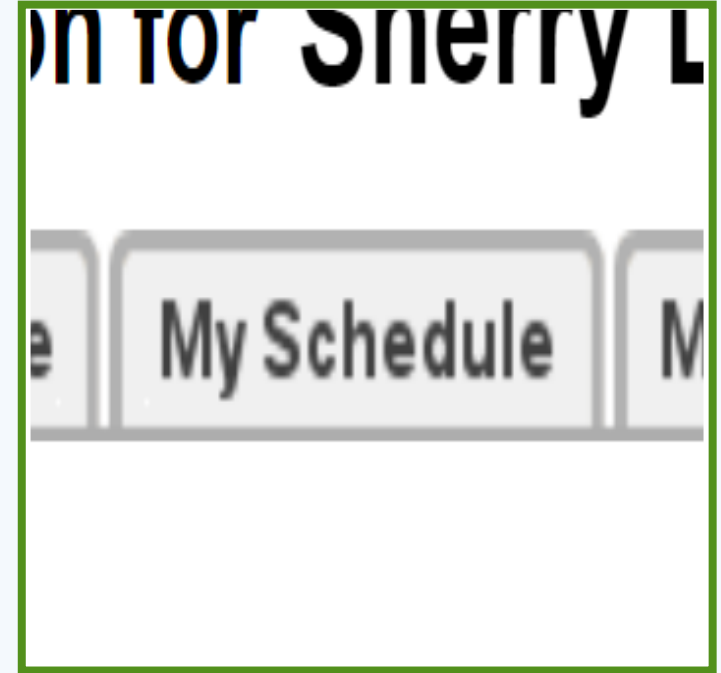
# VicNet Tabs



You can receive emails from Leadership or the VicNet System Operator.



You can edit your personal and contact information.



Here you can sign up for volunteer opportunities and view events you have already signed up for.

# VicNet Tabs - continued



You can view all the hours you have served.

(You have to post them first.)



Here you can post your hours.

(We will go over this in detail later in the presentation.)



You can change your password and manage your email/text messaging preferences.



# VicNet Buttons - Shortcuts

You can also use the buttons shown below to perform some of the same functions as the tabs.

**Check your schedule**

← This will take you to the “My Schedule” tab page, where you can sign up for events and view events you are scheduled to serve in.

**Post your hours**

← This will take you to the “Time Sheet” tab page, where you can post your hours.

**Check messages**

← This will take you to the “Mail” tab page, where you can check for messages.

**Sign-up**

← This will also take you to the “My Schedule” tab page to sign up for events.

**Text message opt-in**

← This will take you to the “Account” tab page, where you can manage your message preferences.

# Signing Up For An Event/Assignment

**Instructions**  
Your scheduled volunteer shifts appear below. Click or tap the "Next month" or "Prev Month" buttons to view a different month.

**Sign-Up!**  
We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.

Show openings in  
All my assignments

Prev month Next month **November 2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Home Mail My Profile **My Schedule** My Service History Time Sheet Account

Schedule for  
**Saturday, November 16, 2019** Previous day Next day

**Schedule**

Fort Worth Volunteer Group at Tree Farm November 2019 [Description](#)

<b>Schedule me</b>	9:00am to 12:00pm Open 2 volunteers still needed Note: 3rd Saturday at the FW Tree Farm. Email craig.fox@fortworthtexas.gov if volunteering
	9:00am to 12:00pm Norris, Larry Note: 3rd Saturday at the FW Tree Farm. Email craig.fox@fortworthtexas.gov if volunteering

Calendar view

Exit

- When you click the “My Schedule” tab or “Sign-up” button, this page will appear.
- In VicNet any event you sign-up for is then called an “**Assignment**”.
- Events in need of volunteers will have a “Help Wanted” sign on the day of the event. You can look at different months by clicking the “Prev month” and “Next month” buttons.
- When you click on the “Help Wanted” sign, all events scheduled for that day will appear with the volunteer time slots that need to be filled.
- The “Help Wanted” sign will disappear when all the volunteer time slots have been filled for that event.
- Click “Description” and a page with all the details you need to know will pop up. Click the “Close Window” button to return to the scheduling page.
- Click the “Schedule me” button to sign-up for the event

# Sign-Up Confirmation

volunteer information for Steve Latham

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

## Sign-Up!

If this was not scheduled, please describe your activity.

**You are signing-up to serve:**

Date: **Saturday, November 16, 2019**  
Assignment: **Fort Worth Volunteer Group at Tree Farm November 2019 [FORT WORTH 2019\Fort Worth 2019 Tree Farm]**  
Note: **3rd Saturday at the FW Tree Farm. Email craig.fox@fortworthtexas.gov if volunteering**  
From: **9:00am**  
To: **12:00pm**

Is this correct?

### Assignment Information

Assignment: Fort Worth Volunteer Group at Tree Farm November 2019  
Location: FORT WORTH 2019  
Fort Worth 2019 Tree Farm  
Address: 2525 Joe B. Rushing Blvd  
Fort Worth, TX  
Directions: Email craig.fox@fortworthtexas.gov if volunteering

If the assignment is incorrect click “No” and you will be taken back to the sign-up calendar.

If the assignment is correct click “Yes”. You will then be taken to a confirmation page with all of the event information.

## Thank you!

Description should go here  
**You are signed-up to serve:**

Date: **Saturday, November 16, 2019**  
Assignment: **Fort Worth Volunteer Group at Tree Farm November 2019 [FORT WORTH 2019\Fort Worth 2019 Tree Farm]**  
Note: **3rd Saturday at the FW Tree Farm. Email craig.fox@fortworthtexas.gov if volunteering**  
From: **9:00am**  
To: **12:00pm**

### Assignment Information

Assignment: Fort Worth Volunteer Group at Tree Farm November 2019  
Location: FORT WORTH 2019  
Fort Worth 2019 Tree Farm  
Address: 2525 Joe B. Rushing Blvd  
Fort Worth, TX  
Directions: Email craig.fox@fortworthtexas.gov if volunteering

Pay special attention to the “Assignment” name. You may want to write it down exactly as it appears, or take a screen shot of the page. This is how it will be listed when you post your hours.

Click the “Continue” button and you will be taken back to the calendar.

**WANTED**

**16**

**HELP WANTED**

9:00 a - 12:00 p  
Fort Worth Volunteer Group at Tree Farm November 2019  
3rd Saturday at the FW Tree Farm.  
Email craig.fox@fortworthtexas.gov if volunteering

Your assignment will appear on the calendar page. If you need to cancel click on the assignment and it will give you the option to remove yourself.

# Assignment Details

## Sign-Up!

If this was not scheduled, please describe your activity.

## Thank you!

Description should go here

You are signed-up to serve:

Date: **Saturday, November 16, 2019**

Assignment: **Fort Worth Volunteer Group at Tree Farm November 2019 [FORT WORTH 2019\Fort Worth 2019 Tree Farm]**

Note: **3rd Saturday at the FW Tree Farm. Email [craig.fox@fortworthtexas.gov](mailto:craig.fox@fortworthtexas.gov) if volunteering**

From: **9:00am**

To: **12:00pm**

Continue

## Assignment Information

Assignment: Fort Worth Volunteer Group at Tree Farm November 2019

Location: FORT WORTH 2019

Fort Worth 2019 Tree Farm

Address: 2525 Joe B. Rushing Blvd

Fort Worth, TX

Directions: Email [craig.fox@fortworthtexas.gov](mailto:craig.fox@fortworthtexas.gov) if volunteering

- Assignment details and instructions are provided in 5 different places: 1) when you click “Help Wanted” 2) when you click “Description” 3) on the Confirmation page 4) on the Thank you page 5) on the calendar days you are scheduled.
- **Please, carefully read all the assignment information.**
- The description and duties contain important information that pertain to the skills, physical abilities and knowledge needed for the assignment. **Always** click on the assignment “Description” and read it carefully **before you sign up**.
- Notice here that a request has been made to send an email in addition to signing up on VicNet. It is important that you read all the “Notes” and “Directions” and fulfill all requests.
- Assignment locations can occur all over the metroplex. Make sure you are aware of the city the event takes place in.
- The **Assignment name** is the one you will use to post your hours. This is important, as you will be scrolling through many assignments to find this event when posting your hours. **Please write it down exactly as it appears or take a screenshot of it.**

# Posting Your Hours – Date of Service

## Volunteer information for Steve Latham

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

### Instructions

To post your hours, enter your service information in the Time Sheet box and then click or tap the "Save" button.

### Time Sheet

What was the beginning date of your service?

What was the ending date of your service?

Which assignment did you serve in?

How many hours did you serve?  hours,  minutes

[Continue](#)

- Click on the “Time Sheet” tab or the “Post your hours” button
- Enter the date of the event you served in.
- Most events are for one day, so you would enter the same day for “beginning” and “ending” date.
- If you served for 2 or more consecutive days in a row, enter the date range. For events with the same description, but on days that are apart from each other, enter each separate day. (Example– Ash Tree Surveys on same week, but days apart.)
- You can earn CEU hours by attending a lecture/seminar, reading a book, watching a video, etc., as long as they are about trees. If only part of it is about trees, only that part counts as CEU time. Enter the day (or range) you attended for a lecture or seminar. For books, videos, etc., enter the day you finished them.
- You may also earn Volunteer hours not associated with an assignment. Enter the date or range of days you worked with “public trees”. Only time working with public trees can be entered.

# Posting Your Hours – Assignment

Home Mail My Profile

**Instructions**  
To post your hours, enter

**Time Sheet**

What was the **beginning** date of your service?

What was the **ending** date of your service?

Which assignment did you serve in?

- Fort Worth Volunteer Group at Tree Farm April 2019 [FORT WORTH 2019\Fort Worth 2019 Tree Farm]
- Fort Worth Volunteer Group at Tree Farm February 2019 [FORT WORTH 2019\Fort Worth 2019 Tree Farm]
- Fort Worth Volunteer Group at Tree Farm January 2019 [FORT WORTH 2019\Fort Worth 2019 Tree Farm]
- Fort Worth Volunteer Group at Tree Farm March 2019 [FORT WORTH 2019\Fort Worth 2019 Tree Farm]
- Fort Worth Volunteer Group at Tree Farm May 2019 [FORT WORTH 2019\Fort Worth 2019 Tree Farm]
- Fort Worth Volunteer Group at Tree Farm November 2019 [FORT WORTH 2019\Fort Worth 2019 Tree Farm]**
- Fort Worth Volunteer Group at Tree Farm October 2019 [FORT WORTH 2019\Fort Worth 2019 Tree Farm]
- Fort Worth Volunteer Group at Tree Farm September 2019 [FORT WORTH 2019\Fort Worth 2019 Tree Farm]
- Fort Worth Witness Preventative EAB Treatment at Pioneer Rest Cemetery [CEU 2019 TRACKING\Fort Worth Ash Tree EAB CEU Opportunities]
- Fort Worth Woody Plant ID Training [CEU 2019 TRACKING\Fort Worth Winter Tree ID Training]
- Grand Prairie Tree Inventory - Volunteer Time for doing the Inventory [GRAND PRAIRIE 2019\Grand Prairie Volunteer Services]

Choose one

Home Mail My Profile

**Instructions**  
To post your hours, enter

**Time Sheet**

What was the **beginning** date of your service?

What was the **ending** date of your service?

Which assignment did you serve in?

- Arlington Individual CEU Time - June 2019 [CEU 2019 TRACKING\Arlington 2019 Individual CEU Time]
- Arlington Individual CEU Time - March 2019 [CEU 2019 TRACKING\Arlington 2019 Individual CEU Time]**
- Arlington Individual CEU Time - May 2019 [CEU 2019 TRACKING\Arlington 2019 Individual CEU Time]
- Arlington Individual CEU Time - November 2019 [CEU 2019 TRACKING\Arlington 2019 Individual CEU Time]
- Arlington Individual CEU Time - October 2019 [CEU 2019 TRACKING\Arlington 2019 Individual CEU Time]
- Arlington Individual CEU Time - September 2019 [CEU 2019 TRACKING\Arlington 2019 Individual CEU Time]
- Arlington Individual Volunteer Time - April 2019 [ARLINGTON 2019\Arlington 2019 Individual Volunteer Time]
- Arlington Individual Volunteer Time - August 2019 [ARLINGTON 2019\Arlington 2019 Individual Volunteer Time]
- Arlington Individual Volunteer Time - December 2019 [ARLINGTON 2019\Arlington 2019 Individual Volunteer Time]
- Arlington Individual Volunteer Time - February 2019 [ARLINGTON 2019\Arlington 2019 Individual Volunteer Time]
- Arlington Individual Volunteer Time - January 2019 [ARLINGTON 2019\Arlington 2019 Individual Volunteer Time]
- Barlett Tree Experts Winter Seminar [CEU 2019 TRACKING\General CEU]

- Next to “Which assignment did you serve in?”, click on the “Choose one” drop-down list to find the assignment you want to post. (This is the exact assignment name you wrote down or took a screen shot of when you signed up for it.)
- The list is in alphabetical order of the first letter of the assignment name. Scroll through the list until you find your assignment name and click on it.
- Notice that the assignments for Volunteer time and CEU time are specified as such. Be careful that you post your time for the right kind of hours. This is how your Citizen Forester and Certified Citizen Forester status will be determined.
- Volunteer or CEU hours not associated with an assignment (i.e. assessing trees in your local park or reading a book about trees) will be entered under “Your Region Individual Volunteer or CEU Time – Month Year”  
Examples: Denton Individual Volunteer Time – April 2020  
Grapevine Individual CEU Time – December 2019

# Posting Your Hours – Time Served

ending date of your service?

Which assignment did you serve in?

How many hours did you serve?  hours,  minutes

## Please confirm your entry:

You served between: October 29, 2019 and October 29, 2019

Assignment:

Hours:

Is this correct?

Click **Yes** to save this entry

Click **No** if you want to make a change

- Next to “How many hours did you serve?”, use the drop-down lists to enter the number of hours and minutes you served in that assignment.
- You should always enter your minutes in increments of 15, 30 or 45. Just round off your time to the closest quarter hour increment. This makes calculating and running reports much easier. We report CF volunteer hours on a monthly basis.
- Click the “Continue” button and you will be sent to a confirmation page.
- Notice that your hours/minutes have been converted to decimals. Again this is to make reporting volunteer time easier to calculate.
- If you find you have made a mistake click “No”, and you will be taken back to the posting page.
- If your entry is correct click “Yes” and your time is now posted. You may view your hours under the “My Service History” tab. If after clicking “Yes”, you find you have made a mistake, contact Sherry Latham at [sklatham@gmail.com](mailto:sklatham@gmail.com). She will edit it for you.
- If you post your hours every month, it will only take a few minutes. We rely on support that may be affected by the under reporting of hours.  
**PLEASE POST YOUR HOURS REGULARLY**

# *If You Need Help*

If you need help with VicNet,

If you are not receiving CF or CTUFC emails,

If you have any questions or concerns,

If for an unforeseen incident you cannot volunteer for a period of time,

Please contact the VicNet System Operator at

[citforhelp@gmail.com](mailto:citforhelp@gmail.com)

This is your Citizen Forester Volunteer Helpline.



# Thank You!



*Your time and service  
are greatly appreciated.*

