



## VicTouch

### Shift Sign-in portal - Step by Step Instructions

(Volunteers will also be asked to sign in on the paper copy at the events registration desk to cross reference the shift in the system)

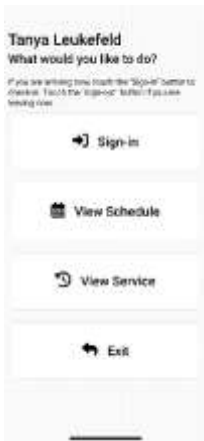


This is the Home Page and gives you access to the system by entering your PIN (this # can be found in your Volgistics Profile under the "VIC" Tab)



This page will show up next to confirm that the PIN you have entered is the correct one and allows you access to your Profile





You will be asked what you would like to do. Click on the top option – “Sign in”

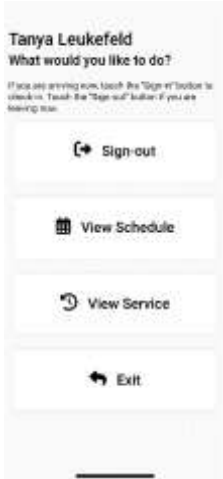


Once you click sign in, you will be asked to confirm what shift it is that you are signing in for. Click on the shift and this box will appear. Click “yes” to move to the next screen



You have now “signed-in” for your shift. This box also gives you a reminder to “sign-out” when your shift is over





When your shift has ended, access the system the same way you did before, but instead the option will change to show "Sign-out"  
Click "Sign-Out"



The system will confirm that you want to "sign-out"  
\*Please note – the messaging "You sign in less than a minute ago will **NOT** appear – the system was accessed for a short period of time, just to make the slide for the step-by-step instructions)  
Click "Yes"



The system will not record your shift date and hours into the system. This information will be cross referenced by the "hard copy" sign in sheet from the volunteer event and then verified by the Director of Volunteers on a weekly basis.  
You will be able to check the accumulated volunteer hours under the "Service" tab in your profile.  
Additionally, your Team Manager will be given a list on a monthly basis detailing each family's total Association volunteer hours.

