



## VicTouch

VicTouch is a volunteer timeclock.

Steps to access this portal:

1. Access Volgistics (VicNet) on laptop
  - a. Go to the "Vic" tab and find your PIN
  - b. Write it down or save for future reference
2. Download the VicTouch App
  - a. The apps are available on iOS and Android devices and can be downloaded from the App Store or on Google Play
3. Open App, enter your PIN
4. The system will ask "Is this YOU?"
  - a. Click Yes
5. Click "Sign in"
  - a. This will activate your shift and let the system know that you have signed in
  - b. Please note – signing in early or late will not "add" or "remove" time from your shift
  - c. The hours tracked in the system will be cross referenced with the hard copy sign in sheet at the registration table of the event
6. When your shift is over, Click "Sign-out"
  - a. This will de-activate your shift and let the system know that your shift is over

If you do not have access to your own device, there will be a Raiders HC device available to use VicTouch with at events.

1-2 times per month, the Director of Volunteers will upload all completed shifts so that volunteer hour totals are available for review.

Additionally, a Volunteer Hour Accumulation Report will be given to Managers once a month so that they can connect with families to update them of their Volunteer Hour totals to date.

For additional support, please either access the following link for assistance:

<https://www.volgistics.com/ex/help.dll?ACT=21&TOPIC=4310> or email the Director of Volunteers at [director-volunteers@raidershc.ca](mailto:director-volunteers@raidershc.ca)

