

VicNet Access and Navigation

Logging into VicNet

If you are using a **computer**, you can access VicNet using the Gillies website.

Type <https://thegillies.org> in the search bar of the web browser. On the login page, enter the website password. On the Home page, click on Volgistics at the upper right or scroll down to Volgistics and click on the photograph or the title. Once you are on the Volgistics page, click on the Log into Your VicNet Account button. Then enter your email address and your VicNet password.

If you're using a **smartphone or tablet**, you can use the VicNet app.

The VicNet app can be downloaded from the App Store or on Google Play. Once you've installed it, open the app and enter your email address and your VicNet password.

Navigating VicNet

If you're accessing VicNet from a **computer**, the navigation options appear as buttons along the top. If you're accessing VicNet from the app on a **smartphone or tablet**, the navigation options appear along the bottom instead.

[Home](#) - This page has news of upcoming events and opportunities to volunteer, a button to take you to the Gillies website, a description of the active assignments for 2023-2024, and a list of all your past and present assignments as a volunteer.

[My Schedule](#) - This page is not in use at the present time.

[My Service Hours](#)

- The [Post Service](#) section is where you record your service hours and indicate the date and the assignment in which you served and miles driven if appropriate.
- The [Totals and Statistics](#) section includes general statistics about your service. You will see a start date for hours in VicNet, your year-to-date (YTD) hours starting each May 1st, and your total hours. Click on the row to expand it and see your month-to-date (MTD) hours, your total hours for the calendar year, and your miles driven.
- The [Service by Year](#) shows your service by calendar year. There is a row for each year you recorded service and the total hours served in each. Click on each row to expand it and see a list of the individual instances of service you performed in that year. You can print or export this data if needed.

Additional options also appear in the **user menu at the top right** by clicking on your photo.

[Profile](#) - The Profile page allows you to review your personal information. If you make a change, please contact the Gillies Secretary.

[Account](#) - The Account page lets you change the password you use to access VicNet and to select your message preferences.

[Log Out](#) – Remember to click Save every time you enter information. Click Log Out when you are ready to completely leave your VicNet account.