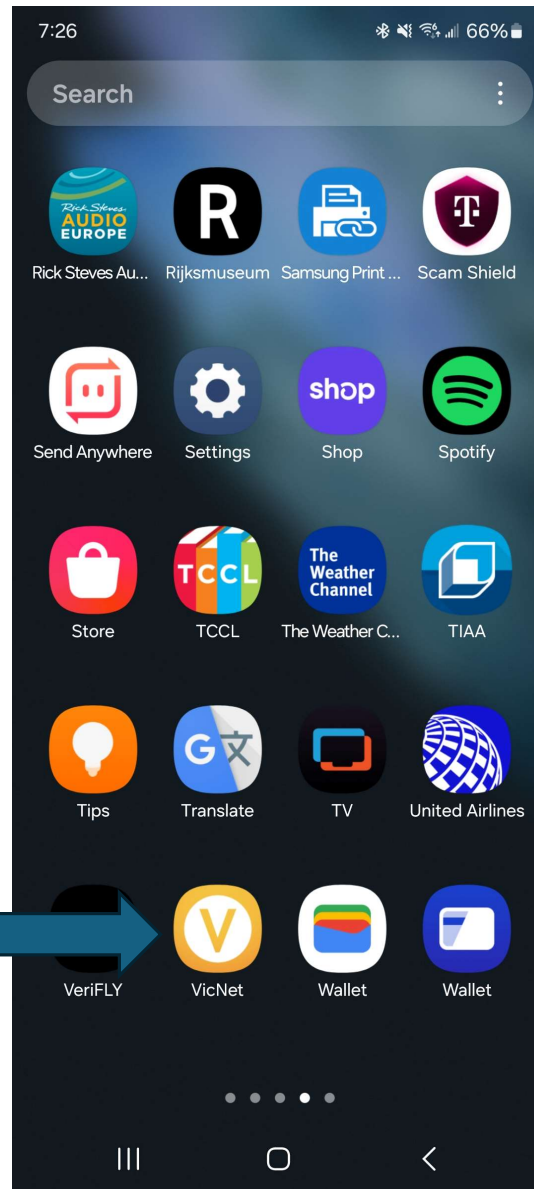


How to enter Service Hours using the VicNet (Volgistics) app

**Go directly to the
VicNet icon and tap
to open**

VicNet app



The Log In Page of the VicNet app will appear

Enter your email address

Enter your Volgistics password

Tap the orange Log In button

The screenshot shows the VicNet app's 'Secure Login' screen. At the top is a purple header with the 'VicNet' logo. Below it, the title 'Secure Login' is followed by two input fields: 'Email' (containing 'nancy@hammondo.org') and 'Password'. A checkbox labeled 'Remember email' is checked. At the bottom of the form are two buttons: an orange 'Log In' button and a 'Password Reset' link. Three blue arrows point to these elements: one to the email field, one to the password field, and one to the 'Log In' button. The status bar at the top shows the time as 1:16 and 95% battery. The bottom of the screen shows the Android navigation bar. The footer text reads 'VicNet by volgistics'.

VicNet

Secure Login

Email
nancy@hammondo.org

Password

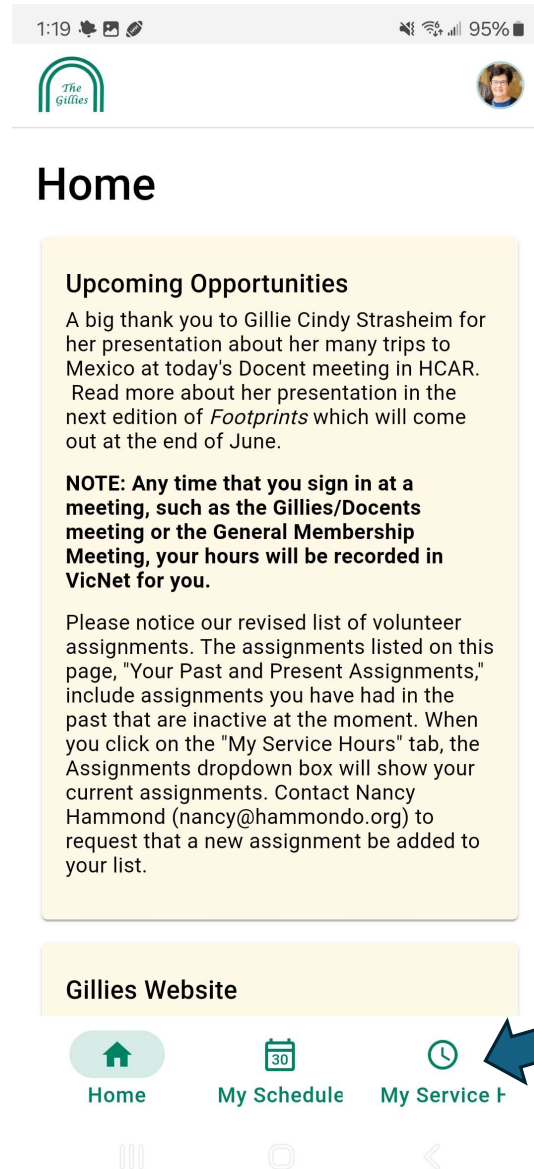
☒ Remember email

Log In Password Reset

VicNet by volgistics

If you don't know your password, tap Password Reset to the right of the Log In button. You will be sent an email or text with a link to enter a new password.

Home Page of the VicNet app



**Tap My Service Hours at
the bottom right**

My Service Hours Page of the VicNet app

Enter the
number of
hours served

1:19 95%

My Service Hours

Post Service

Date of Service*
12/30/2024 



Hours

Assignment*

Miles Driven

Post

Totals and Statistics

Start Date: May 3, 2019

 Home  My Schedule  My Service Hours

Select the
correct date
using the
calendar

1:20 94%

The Gillies

Date of Service*
12/30/2024

Hours
2 hr 0 min

Assignment*

- Administrative hours awarded
- Board of Directors
- Continuing Education
- Docent - Meeting/Lead Docent/Study/Project/Training
- Executive Committee
- Gilcrease Forum

Service by Year

Home My Schedule My Service



**Tap the orange
triangular down symbol
and scroll the list of
your assignments in the
box using the gray slider
bar on the right edge**

**Tap the correct
assignment**

**Tap on the green
Post button**

**Are you sure?
Yes No**

Tap Yes to confirm

Tap No to correct

1:20 94%

Date of Service*
12/30/2024  

Hours
2 hr 0 min

Assignment*
Docent - Meeting/Lead
Docent/Study/Project/Training 

Miles Driven

Post

Totals and Statistics

Start Date: May 3, 2019
YTD Hours (starting May '24): 23
Total Hours: 1,041.60 

Service by Year   

 Home  My Schedule  My Service History

**Your correct
assignment is
entered**

You can see your totals and your service hours by year by scrolling down the page



1:21



Assignment*

Docent - Meeting/Lead

Docent/Study/Project/Training

Miles Driven

20

Post

Totals and Statistics

Start Date: May 3, 2019

YTD Hours (starting May '24): 23

Total Hours: 1,041.60

Service by Year

2024

98 hours served

2023

182.6 hours served

2022

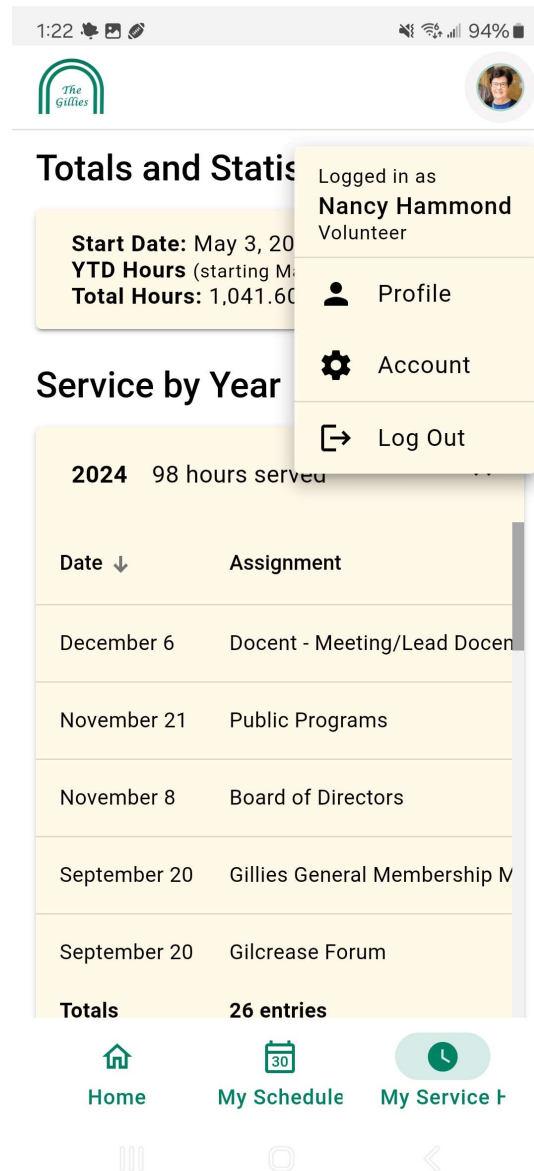
147 hours served

Home

My Schedule

My Service History

To Log Out of VicNet



Tap on your photo
in the top right
corner

Tap on Log Out