

## How to Sign Up for Artist Assistant Shifts Using the IFAM Volunteer Information Center for "IFAM VicNet"

**Note:** To volunteer on MULTIPLE TEAMS, please begin by registering for one team. During registration, indicate the additional teams you'd like to serve on, or send an email to [sandra@folkartmarket.org](mailto:sandra@folkartmarket.org) and you will be added. You may then use VicNet to sign up for additional shifts on the other teams.

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### Artist Assistants - Step 1)

Complete the [Artist Assistant Registration Form](#)

**TIPS:** Keep note of the email and password you enter during this process)

You will not be able to log into your account or sign up for shifts until you have first completed the registration. You can then return to your account as often as needed, and you do not need to wait for your application to be approved.

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**Step 2)** View the list of Artists at  
[IFAMStories.org](http://IFAMStories.org)

You can also view the same list on the IFAM website  
at [Artist Profiles](#).

**IFAM stories**  
A project of **International Folk Art Market**

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### Step 3)

Go to the [IFAM Volunteer Information Center](#).

Enter the email and password you used during registration.

**IFAM** International Folk Art Market

Enter your email address and your volunteer information center password.

Login name:

Password:

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

[Need a password?](#)

### Step 4)

Click on the "My Schedule" tab.

Home | Mail | My Profile | **My Schedule** | Account

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**Text message opt-in**

**Share the Joy!**  
Click the links below to download and share the 2019 IFAM Volunteer and Interpreters Recruitment Flyers. Share with friends, family, co-workers, and keep a few copies to post at the schools, businesses, clubs or churches you frequent. New Volunteers Welcome!

**2019 IFAM Schedule of Events**  
View the full 2019 Schedule of Events here:  
[2019 IFAM Volunteer Flyer](#)  
[2019 Interpreters Flyer](#)

**Exit**

**Welcome!**  
Welcome to the Volunteer Information Center for the International Folk Art Market. This new online feature gives you an easy way to keep-in-touch with the volunteer program. You can check your schedule, change or cancel shifts, and update your contact information.

Please check back often for news.  
IFAM Staff

### Step 5)

Click on the date you'd like to volunteer. It must have a "Help Wanted" icon.




#### Instructions

Use the next and previous options to move to a different date range.

**HELP WANTED** **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

**Prev month** | **Next month** | **July 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	31			

### Step 6)

Click "Schedule me" for the shift and artist you'd like to assist.

Home Mail My Profile **My Schedule** Account

Schedule for  
**Saturday, July 13, 2019** Previous day Next day

Schedule

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**.No Artist Preference** [Description](#)

**Schedule me** 7:00am to 12:30pm Open  
14 volunteers still needed

**Schedule me** 12:00pm to 6:00pm Open  
19 volunteers still needed

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**.Roaming Artist Assistant** [Description](#)

**Schedule me** 9:30am to 3:30pm Open  
8 volunteers still needed

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**Abdeloihed Elbellaj, Khaddouj Bouffi / Hana Women's Association** [Description](#)

**Schedule me** 7:00am to 12:30pm Open  
2 volunteers still needed

**Schedule me** 12:00pm to 6:00pm Open  
2 volunteers still needed

- TIPS:** Click "Description" for more information about the artist.
- Click "Previous day" or "Next day" to view a different date.
- Scroll the bottom and click "Calendar View" to return to the calendar.

### Step 7)

Confirm the selected shift by clicking "Yes"

#### Sign-Up!

Schedule yourself for volunteer duty

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

Date: **Saturday, July 13, 2019**  
Assignment: **Abdeloihed Elbellaj, Khaddouj Bouffi / Hana Women's Association [IFAM SF - Artist Assistants\Artist Assistants]**  
From: **7:00am**  
To: **12:30pm**

**Is this correct?**

**Yes** No

**Step 8)**

Click "Continue" to return to the calendar and review your assignments or add more shifts.

TIPS: Don't use the back-arrow on your web browser. This will cause the form to re-submit.

**Sign-Up!**

Schedule yourself for volunteer duty

**Thank you!**

You are signed-up to serve:

Date: **Saturday, July 13, 2019**



Assignment: **Abdeloihed Elbellaj, Khaddouj Bouffi / Hana Women's Association [IFAM SF - Artist Assistants\Artist Assistants]**

From: **7:00am**

To: **12:30pm**



You are now signed up for your shift, and it will appear on your calendar.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12 	13  7:00 a - 12:30 p Abdeloihed Elbellaj, Khaddouj Bouffi / Hana Women's Association



To add more shifts, repeat the steps above.

Please watch your email Inbox for shift confirmations, artist booth assignments, and other volunteer updates.

Thank you for volunteering as an Artist Assistant!

### TIPS FOR USING THE IFAM VOLUNTEER INFORMATION CENTER

To CANCEL your shift, click the shift that appears on the calendar and click "Remove me"

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12 	13  <b>7:00 a - 12:30 p</b> Abdeloied Elbellaj, Khaddouj Bouffi / Hana Women's Association


#### Volunteer information for Hank Wylie

- Home
- Mail
- My Profile
- My Schedule**
- Account

Schedule for

**Saturday, July 13, 2019** [Previous day](#) [Next day](#)

You are scheduled

 7:00am to 12:30pm  
Abdeloied Elbellaj, Khaddouj Bouffi / Hana Women's Association [Description](#)

To sign up for SHIFTS ON A DIFFERENT TEAM, click "My Assignments" above the calendar and scroll through the drop-down menu. Note that assignments appear in alphabetical order, so will be amidst artist names.

- Home
- Mail
- My Profile
- My Schedule**
- Account

#### Instructions

Use the next and previous options to move to a different date range.



### 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

[Prev month](#) [Next month](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1					
7	8 					
14 	15					
21	22					

- Armando Jimenez Aragon / Cuna de Artesanos
- Atemio Poma Gutiérrez
- Artist Arrivals**
- Artist Departures
- Asif Shaikh
- Aurora Rodriguez de Caura
- Bashir Ahmad Jan
- Ben Zion David
- Blaise Cayol / Celui Qui Tresse
- Blanc de Noir



To OPT IN TO TEXT MESSAGING, click the "Account" tab and complete the Message Preferences section.

Home Mail My Profile My Schedule **Account**

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### Change your password

You can change the password you use to access your volunteer information. Enter your current password, enter your new password twice, and then click the Save button.

Your new password must:

- Be different from your current password.
- Be between 6 and 30 characters long.
- Contain both letters and numbers.

Enter your **current** password here:  \*(Required)

Enter your **new** password here:  \*(Required)

Enter your **new** password again:  \*(Required)

[Help](#)

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### Message Preferences (Email / Text Messaging)

Use this section to opt-in and opt-out of text messaging (also known as "SMS"). You can change preferences for how you would like to receive messages, whether as emails, text messages, or none.

1. Please Enter Your Mobile Device Number:

Volgistics Volunteer Alerts sends reminders, alerts, and custom messages from System Operators and Coordinators using text messaging (SMS). Please tell us where we can send messages:

Enter a mobile phone number  Your country

*This is a required field.*

To UPDATE PERSONAL INFORMATION, click the "My Profile" tab. Update pertinent information and click "Save."

**Instructions**

The following information is currently on file in your volunteer record. To update your records, enter your new information in the spaces provided. Click any of the "Save" buttons to save your changes or additions. Items with an \* are required.

**Contact Information**

First name:  \*

Last name:  \*

Title:  ▾

Street 1:  \*

Street 2:

City:  \*

State:  ▾ \* Zip:  \*

Country:  ▾ \*

Home phone:

Cell phone:  \*

Email address:  \*

T-Shirt size:  ▾ \*

**Save**

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For assistance with the IFAM Volunteer Information Center or any volunteer questions, contact:

Sandra Wylie  
Associate Director of IFAM Santa Fe  
(505) 992-7615  
[sandra@folkartmarket.org](mailto:sandra@folkartmarket.org)

Loretta McGrath  
Volunteer Assistant  
(505) 992-7606  
[loretta@folkartmarket.org](mailto:loretta@folkartmarket.org)