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 and you will be added. You may then use VicNet to sign up for additional shifts on the other teams.

Go to the IFAM Volunteer Information Center.

Enter the email and password you used during registration.

![Register and Login](image)

**View Your Schedule, Add or Change Shifts**

Click on the “My Schedule” tab.

![Schedule Tab](image)

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
To Add Shifts: Click on the date you’d like to volunteer. It must have a “Help Wanted” icon.

Click “Schedule me” for the shift and artist you’d like to assist.
Confirm the selected shift by clicking “Yes”

You are now signed up for your shift, and it will appear on your calendar.
TIPS FOR USING THE IFAM VOLUNTEER INFORMATION CENTER

To CANCEL your shift, click the shift that appears on the calendar and click “Remove me.”

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.
To OPT IN TO TEXT MESSAGING, click the “Account” tab and complete the Message Preferences section.
To UPDATE PERSONAL INFORMATION, click the “My Profile” tab. Update pertinent information and click “Save.”

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

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