

**How to Use the
Volunteer Information Center for
International Folk Art Market Volunteers
“IFAM VicNet”**

Welcome to Volgistics, the volunteer management system used by the International Folk Art Market to manage over 2,000 volunteers, 46 teams and 78 Volunteer Chairs.

IFAM VicNet allows you to view, edit or cancel volunteer shifts, update your personal information, access messages, and view information about your team and volunteering at the Market.

Video Tutorials are available by clicking the link in the **Red Box**.

(Note that you must be viewing this document on your computer for the links to work.)

To view written instructions with image guides, read through the following pages.

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For a VIDEO TUTORIAL, click here:
[**How to log into your IFAM Volunteer Information Center.**](#)

HOW TO LOG IN TO IFAM VICNET

Using your internet browser (Chrome, Explorer, Microsoft Edge, Firefox, etc.) go to:

[IFAM Volunteer Information Center](#)

Enter the email address and password you used when completing your team registration.



Login

Enter your email address and your volunteer information center password.

Login name:

Password:

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

[Need a password?](#)

[Privacy Policy](#)

If you forgot your password, click on “Need a password?” and a password reset will be emailed to you.

Important Note: Passwords must include a combination of uppercase and lowercase letters and include one or more numbers.

HOW TO USE "VICNET"

For a VIDEO TUTORIAL, click here: [How to use VicNet.](#)

Important Note: IFAM does not use all the features described in this video.

WELCOME PAGE

On the Welcome Page you will see messages from IFAM, as well as documents and links you will find useful.

The "tabs" at the top of the page allow you to navigate to various functions.


IFAM International Folk Art Market Volunteer Information Center

Volunteer information for Sandra Wylie

Home Mail My Profile My Schedule Account

Text message opt-in

2019 IFAM Volunteer Flyers



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 Volunteer Flyer](#)

[2019 Interpreters Flyer](#)

Exit

Privacy Policy

WELCOME! Messages

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

DOCUMENTS AND LINKS

“MAIL” TAB

Click the “Mail” tab to see messages from IFAM staff or Volunteer Chairs.

Click on the Message subject to open the mail.

Subject	Sent
¿Hablas español?	04-05-2019

Subject	Sent
Invite Your Friends!	04-05-2019

The message expands, and any attachments appear as a link.

Instructions
To view a message, simply click on the message subject.

Subject	Sent
¿Hablas español?	04-05-2019

Attachment: [IFAM2019 InterpretersFlyer print.pdf](#)

Do you or someone you know speak Spanish? Or French? What about Hindi? Or Russian?

If you answered yes to any of these questions, then some of the 2019 IFAM artists need you!

Please download and share the attached Interpreter recruitment flyer and invite them to make a difference and make new friends.

Learn more about our team of interpreters here: <https://folkartmarket.org/volunteer/interpreters/>

[Close](#)

Subject	Sent
Invite Your Friends!	04-05-2019

“PROFILE” TAB

Click the “Profile” tab to view, change or update the information collected during registration.

Important Note: Be sure to click “Save” after making any changes.

Volunteer information for Sandra Wylie

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [Account](#)

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: *

Demographics

IFAM may occasionally apply for volunteer-related grants. The following information will be used for grant applications and is kept entirely anonymous. This information is optional.

Date of birth: (year optional)

Gender:

Highest Level of Education:

Race:

Years volunteered- check all that apply:

<input type="checkbox"/> 2004	<input type="checkbox"/> 2005	<input type="checkbox"/> 2006
<input type="checkbox"/> 2007	<input type="checkbox"/> 2008	<input type="checkbox"/> 2009
<input type="checkbox"/> 2010	<input type="checkbox"/> 2011	<input type="checkbox"/> 2012
<input type="checkbox"/> 2013	<input type="checkbox"/> 2014	<input type="checkbox"/> 2015
<input type="checkbox"/> 2016	<input type="checkbox"/> 2017	<input type="checkbox"/> 2018

“SCHEDULE” TAB

This page allows you to view, edit or cancel your shifts. If you serve on multiple teams, you can access information for all teams on this page.

Important Note: The calendar will default to July. If your team has shifts before or after that, use the “Prev Month” or “Next Month” buttons to move backwards and forwards.

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

- All my assignments
- Bike Valet
- Booth Supplies

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 8:00 a - 12:00 p Booth Supplies Booth Supply Set-Up	12 	13 3:00 p - 6:00 p Bike Valet Bike Valet
14 	15 	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Prev month Next month

Prev month Next month

Click the “Help Wanted” icon to view and sign up for open shifts.

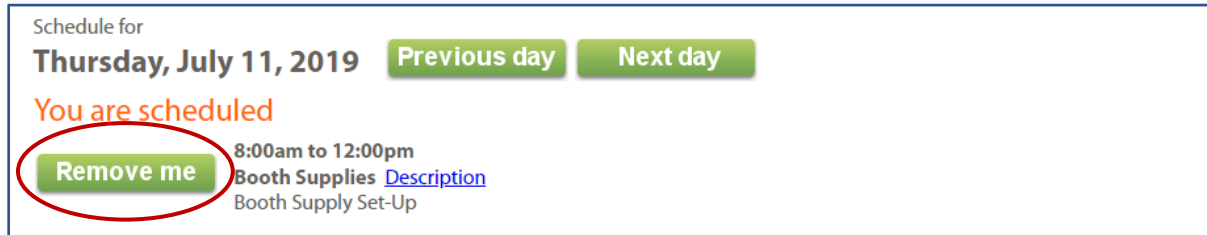
Existing shifts appear here. Click the shift to cancel or edit.

View your team memberships here. If you would like to add a shift or view the team schedule, select the team here.

CANCELLING A SHIFT

Click an existing shift (as shown on the previous page). Click the "Remove" button.

Important Note: Changes or cancellations within 5 days of your shift cannot be made through VicNet. You must contact your Volunteer Chair directly.



Schedule for
Thursday, July 11, 2019 [Previous day](#) [Next day](#)
You are scheduled
Remove me 8:00am to 12:00pm
Booth Supplies [Description](#)
Booth Supply Set-Up

Once you click "Remove" you will be taken off that shift.

SIGNING UP FOR OR ADDING A SHIFT

Click A "Help Wanted" icon on the date of your choice. Open shifts appear for the teams to which you are assigned.

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

You are scheduled

[Remove me](#) **3:00pm to 6:00pm**
Bike Valet [Description](#)
Bike Valet

Existing shift information.

Schedule

[Bike Valet](#) [Description](#)

[Schedule me](#) **6:30am to 10:00am Open**
1 volunteer still needed
Note: Bike Valet

[Schedule me](#) **9:00am to 12:00pm Open**
3 volunteers still needed
Note: Bike Valet

[Schedule me](#) **12:00pm to 3:00pm Open**
3 volunteers still needed
Note: Bike Valet

[Schedule me](#) **3:00pm to 6:00pm Open**
3 volunteers still needed
Note: Bike Valet

3:00pm to 6:00pm Wylie, Sandra Note: Bike Valet

Booth Supplies [Description](#)

[Schedule me](#) **6:00am to 7:00am Open**
5 volunteers still needed
Note: Booth Check

[Schedule me](#) **7:00am to 12:00pm Open**
5 volunteers still needed
Note: Saturday Market AM Shift

[Schedule me](#) **12:00pm to 5:30pm Open**
4 volunteers still needed
Note: Saturday Market PM Shift

Click "Schedule me" for the team and shift you'd like to add.

Click "Description" for Volunteer Chair contact.

CONFIRM YOUR SHIFT SELECTION

Click A "Help Wanted" icon on the date of your choice. Open shifts appear for the teams to which you are assigned.

Sign-Up!

Schedule yourself for volunteer duty

You are signing-up to serve:

Date: **Saturday, July 13, 2019**
Assignment: **Booth Supplies [IFAM SF - Booth Supplies\Booth Supplies]**
Note: **Booth Check**
From: **6:00am**
To: **7:00am**

Is this correct?

Yes **No**

Confirm that this is the shift you would like to work.
Click "Yes" to confirm.
Click "No" to return to calendar.

Assignment Information

Assignment: Booth Supplies
New Artist: No
Duties: Booth Supplies volunteers provide critical assistance to the Market by packing the supplies that are provided by the Market, and used by artists and artist assistants, to properly display and sell their art at the Market.
Schedule Notes: This team works a few shifts in May and June, preparing for the Market, then begin regular shifts on Thursday, July 11 – Monday, July 15.
Contact: Markeeta Brown
(505) 992-7600 (Cell)
boothsupply@folkartvolunteers.org

Important Note: The system is NOT set to prevent or notify you of conflicting shifts, so it is possible to double book your time. Please read your schedule carefully and delete any duplicate sign-ups.

CHANGE YOUR PASSWORD

To change your password, click the "Account" tab.

The screenshot shows the 'Volunteer information for Sandra Wylie' page. At the top, there are navigation tabs: Home, Mail, My Profile, My Schedule, and Account. The 'Account' tab is highlighted and has a red box labeled 'ACCOUNT TAB' with a line pointing to it. Below the tabs is the 'Change your password' section. It contains instructions: '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.' Below this are three password input fields. The first is labeled 'Enter your current password here:' and has a red '(Required)' label. The second is labeled 'Enter your new password here:' and has a red '* (Required)' label. The third is labeled 'Enter your new password again:' and has a red '* (Required)' label. To the right of the first field is a red box with the text: 'Enter your existing password. Then enter and confirm your new passwords. Click "Save"'. A red line points from this box to the first password field. At the bottom right of the form is a green 'Save' button, which is circled in red. A red line points from the 'Save' button back to the red box. There is also a blue 'Help' link next to the 'Save' button.

Volunteer information for Sandra Wylie

Home Mail My Profile My Schedule **Account**

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)

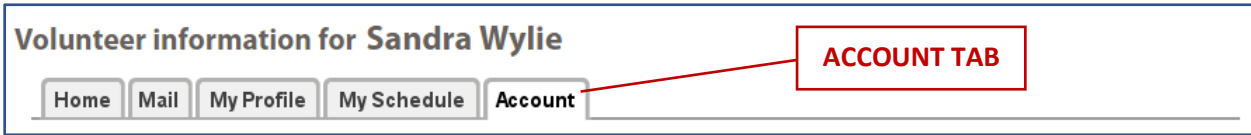
Enter your **new** password here: * (Required)

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

[Help](#) **Save**

OPT IN TO TEXT MESSAGING

Volgistics allows IFAM Staff and Volunteer Chairs to send text messages to team members. To receive texts, you must “opt in.” To opt in, click the Account tab. Scroll down to “Messaging Preferences” and complete the fields.



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.

Supported Carriers: AT&T, Sprint, Nextel, Boost, Verizon Wireless, U.S. Cellular®, T-Mobile®, Cellular One Dobson, Cincinnati Bell, Alltel, Virgin Mobile USA, Cellular South, Unicel, Centennial and Ntelos.

2. How do you prefer to receive these types of messages?

Automated Messages

Email	Text Message	None
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Schedule reminders
 Select this option if you would like to receive reminders 24 hours in advance of shifts you've signed up for.

Custom Messages

Email	Email with Text Notification	None
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

IFAM Newsletter
 Select this option if you would like to receive the IFAM newsletter and e-blasts. You may opt out at any time.

Recruitment appeals
 Select this option if you would like to be notified of team openings.

Volunteer Announcements

3. When would you like to receive *automated* messages, such as schedule reminders?
 Between these hours: and
 Your time zone:

4. I agree to the Terms and Conditions.
[Click to view the full Terms & Conditions and Privacy Policy.](#)

Important Note: You will receive a confirmation text. Reply “yes” to opt in.

Message and Data Rates May Apply. For help or information on this program send "HELP" to 28344. To cancel your plan, revisit this page (preferred method) or send "STOP" to 28344 at anytime. For additional assistance, call 888-891-6978 or [click here](#). Message frequency based on account settings.

Messages are not guaranteed to be delivered. Message statuses will be shown in Volgistics in the Out Box and in the History tab of each volunteer. Unless manually deleted, the message text is kept for one year, but the status of the message is kept indefinitely.

Enter your cell phone number and country.

Indicate which messages you would like to receive and through which method – text, email, email and text, or none.

Indicate the hours during which you would like to receive text messages. Indicate your time zone.

Indicate that you accept terms and conditions and click “Save.”

Important Note: You will receive a confirmation text. Reply “yes” to opt in.

FINAL REGISTRATION NOTES

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.

For assistance with VicNet or any volunteer questions, contact:

Sandra Wylie

Associate Director of IFAM Santa Fe

(505) 992-7615

sandra@folkartmarket.org

Loretta McGrath

Volunteer Assistant

(505) 992-7606

loretta@folkartmarket.org