

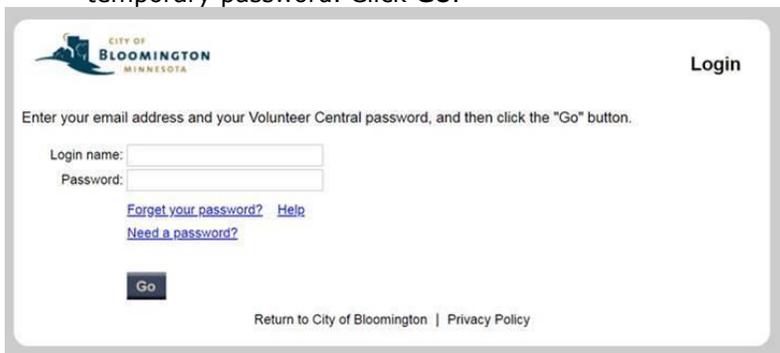


HOW TO REGISTER AS A VOLUNTEER

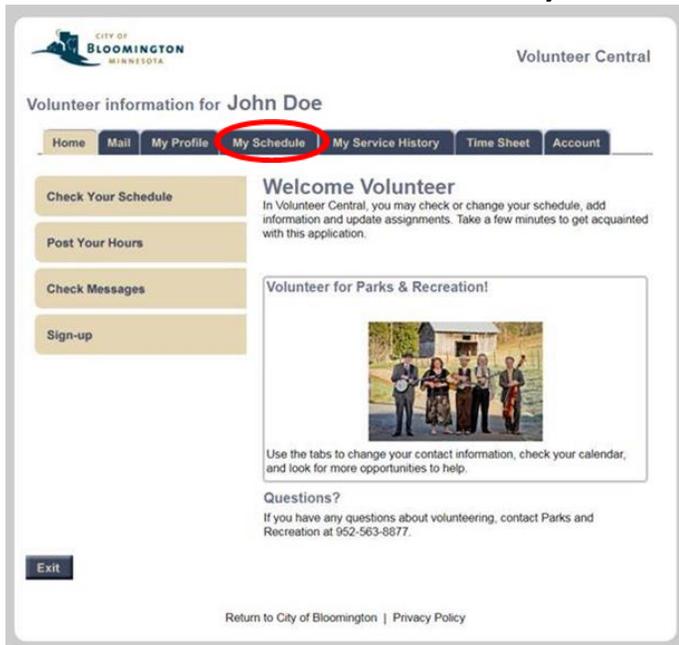
Visit the Volunteer web page at blm.mn/volunteer to learn about volunteer opportunities. Complete the online application at Volgistics.com. Then follow the steps bellow to navigate the system.

1) Open the VICnet link, which will look like this:
<https://www.volgistics.com/ex2/vicnet.dll?FROM=21587>

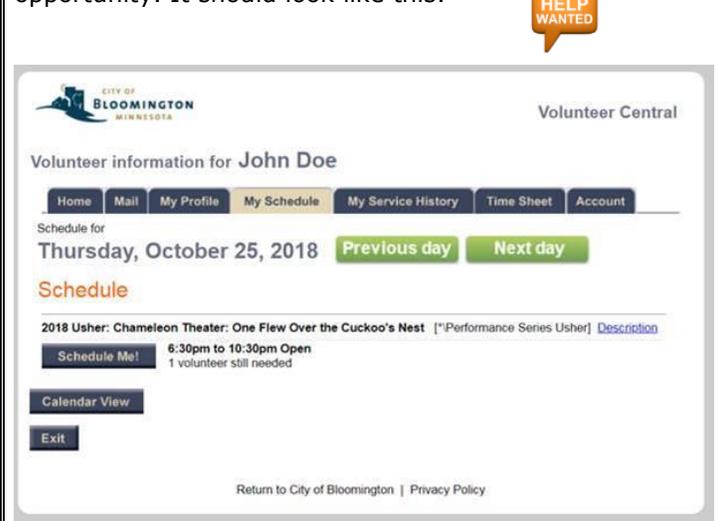
- Login name is your email address. Enter password or temporary password. Click **Go**.



2) Your screen should now look like this. Click **My Schedule**.



3) You'll see a calendar. Click **Next Month** to find upcoming volunteer opportunities. They will be visible as **HELP WANTED** icons. Click the icon to see the volunteer opportunity. It should look like this:



4) Schedule yourself to volunteer for an opportunity by clicking the **Schedule Me!** button.

5) If you do not want to volunteer for this opportunity, click **Calendar View**, **NOT THE BACK BUTTON**.

6) Search for other volunteer opportunities using the **Next Month** and **Previous Month** buttons.

7) Click on the **Help Wanted** icons to see other opportunities and schedule yourself.

8) When you are done signing up for volunteer opportunities, click the **Exit** button.

For information or additional assistance, contact:

Jean Sanon, Recreation Supervisor | 952-563-4949 | MN Relay 711 | jsanon@bloomingtonmn.gov.