When you visit the shelter…

- Check in and out on the laptop when you arrive and when you leave. This will allow for your service hours to be automatically entered into your account within the Volgistics database.
- Check your schedule and sign-up for schedule openings. (Community & Adoption Events, Playgroups, etc.)
- Get important updates regarding the shelter.
- View your past service information.

In order to get started, just touch the laptop screen…

1) Touch the screen if the screen is dark.
2) VicTouch should already be running on the screen. If it's not, click the V icon at the bottom of the screen.
3) Type in the last 4 digits of your cell phone # (or last 4 of home phone # if no cell #) and touch Continue.
4) Verify your name, Yes or No.
5) Choose Sign-in and select the assignment you are here for. (i.e. Dog Walking, Cat Cuddling, etc.)
6) If you are coming in for multiple types of opportunities, you can change your assignment.
7) At the end of your shift, please remember to sign out (one hour will automatically be recorded, for most assignments, if you forget. Use VicNet to add any additional time).
8) If for any reason you cannot log in on the laptop, use your home computer or smartphone to log your time at the shelter on the Volgistics website at: https://www.volgistics.com/ex/portal.dll/?from=183231 and email JohnnyFreeman@FriendsOfBCAS.org. It's possible we may have an incorrect phone #.

If the laptop isn't responding for some reason, press and hold the power button (on the right side of the keyboard) for about 10 seconds to completely shut down. Press the power button to start it again. The password at the login screen is: **fobcas1234**

Log additional time on your home computer or smartphone at: https://www.volgistics.com/ex/portal.dll/?from=183231
For the link to access the VicNet website, go to: http://www.friendsofbcas.org/ways-help/volunteer-hours