

*Using Our  
New  
Volunteer  
Information  
Center*



Access  
Volunteer  
Information  
Center via  
[Website](#) or  
direct [VicNet](#)  
[Link](#)

The screenshot shows the top navigation bar of the Wesley-Rankin website. The menu items are HOME, ABOUT US, PROGRAMS, VOLUNTEER, EVENTS, BLOG, and EN. A blue button labeled 'GIVE' is on the right. A blue arrow points from the 'PROGRAMS' menu item to the 'VOLUNTEER' menu item. Below the navigation bar is a horizontal line, followed by the section title 'Volunteering with Wesley-Rankin'. The main content area is split into two columns. The left column contains a paragraph about the center's gratitude for volunteers, a question 'Interested in volunteering?', and a bulleted list of requirements: 'Volunteers must be 14 years or older', 'Adults over 18 must complete a background check', and 'All volunteers must complete our MinistrySafe Training and Volunteer Orientation'. Below this list is the text 'Questions? Email volunteer@wesleyrankin.org'. The right column contains a paragraph: 'Current volunteers visit the Volunteer Information Center to view your schedule, update personal information, check your service records, and much more!'. A blue arrow points from this paragraph to a button labeled 'Volunteer Information Center'.

HOME ABOUT US ▾ PROGRAMS ▾ VOLUNTEER EVENTS BLOG EN ▾ [GIVE](#)

## Volunteering with Wesley-Rankin

Wesley-Rankin Community Center is grateful to work with amazing volunteers who dedicate their time and passion to our West Dallas Community.

Interested in volunteering?

- Volunteers must be 14 years or older
- Adults over 18 must complete a background check
- All volunteers must complete our MinistrySafe Training and Volunteer Orientation

Questions? Email [volunteer@wesleyrankin.org](mailto:volunteer@wesleyrankin.org)

Current volunteers visit the Volunteer Information Center to view your schedule, update personal information, check your service records, and much more!

[Volunteer Information Center](#)

# *Using your email and password to log in.*



The screenshot shows a login form for the Wesley Rankin Community Center. The logo is in the top left, and the word "Login" is in the top right. Below the logo is the instruction "Enter your email address and your volunteer information center password." There are two input fields: "Login name:" containing "severina.ware@gmail.com" and "Password:" containing masked characters. Below the password field are links for "Forget your password?", "Help", and "Need a password?". A green "Go" button is at the bottom left of the form area. At the bottom center of the page are links for "Close This Window" and "Privacy Policy".

Wesley Rankin  
Community Center

Login

Enter your email address and your volunteer information center password.

Login name:

Password:

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

[Close This Window](#) | [Privacy Policy](#)

*If you need assistance with email or password, contact Community Engagement Manager.*

The Volunteer Information Center allows for volunteers to do all of the following:

- View and manage your schedule
- Sign-up for vacant schedule openings
- Print your schedule
- Keep your personal information up-to-date
- Post your hours
- Receive news and messages from the volunteer office
- Check your service records, and print your own service reports
- Change your VicNet password
- Opt-in or out of text messaging and update your message preferences



## Volunteer information for Severina Ware

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

[Check your schedule](#)

[Post your hours](#)

[Check messages](#)

[Text message opt-in](#)

### Statistics

Overall

Volunteers: 107  
Cumulative hours of  
service: 616  
(as of yesterday)

[Exit](#)

### News

Welcome to the Volunteer Information Center. This new online feature gives you access to the volunteer program. You can check your schedule, post your hours, and much more: anytime, and from any device.

Watch this space for more volunteer news!

### Your Assignments

Afterschool Program (Assigned)

# Scheduling

Click on **My Schedule** and select which date you would like to volunteer.

**Note:** Any dates without a **HELP WANTED** bubble means we **DO NOT** have volunteer shifts for that date.

## Volunteer information for Severina Ware

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [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](#) **February 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 President's Day	19	20	21	22	23
24	25	26	27	28		

*After selecting a date, you will see all of our volunteer options available.*

*Select **Schedule me** for the volunteer slot you are interested in.*

## Volunteer information for Severina Ware

[Home](#) [Mail](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

Schedule for

**Tuesday, February 26, 2019**

[Previous day](#)

[Next day](#)

### Schedule

#### Afterschool Program [Description](#)

[Schedule me](#)

**3:00pm to 6:00pm Open**

9 volunteers still needed

3:00pm to 6:00pm Reno, Robyn

#### Clubs (ASP) [Description](#)

[Schedule me](#)

**5:00pm to 6:00pm Open**

5 volunteers still needed

#### General Office Assistance [Description](#)

[Schedule me](#)

**9:30am to 12:00pm Open**

2 volunteers still needed

#### Senior Program [Description](#)

[Schedule me](#)

**9:30am to 11:30am Open**

2 volunteers still needed

[Calendar view](#)

[Exit](#)

*You will be asked if the selected shift is correct.*

*Select **Yes** and proceed to the next screen.*

## Volunteer information for Severina Ware

[Home](#)[Mail](#)[My Profile](#)[My Schedule](#)[My Service History](#)[Time Sheet](#)[Account](#)

### Sign-Up!

Schedule yourself for volunteer duty for our afterschool program!

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

Date: **Tuesday, February 26, 2019**

Assignment: **Afterschool Program**

From: **3:00pm**

To: **6:00pm**

#### Is this correct?

## Volunteer information for Severina Ware

[Home](#)[Mail](#)[My Profile](#)[My Schedule](#)[My Service History](#)[Time Sheet](#)[Account](#)

### Sign-Up!

Schedule yourself for volunteer duty for our afterschool program!

### Thank you!

You are signed-up to serve:

Date: **Tuesday, February 26, 2019**

Assignment: **Afterschool Program**

From: **3:00pm**

To: **6:00pm**

[Continue](#)[Exit](#)

*Your shift will be confirmed.*

*Select **Continue** to return to the main calendar.*



*Your shift will show up on your calendar.*

*You can continue scheduling as many shifts as you would like.*

**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](#) **February 2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 <b>HELP WANTED</b>	12 <b>HELP WANTED</b>	13 <b>HELP WANTED</b>	14 <b>HELP WANTED</b>	15 <b>HELP WANTED</b>	16
17	18 President's Day	19 <b>HELP WANTED</b>	20 <b>HELP WANTED</b>	21 <b>HELP WANTED</b>	22 <b>HELP WANTED</b>	23
24	25 <b>HELP WANTED</b>	26 <b>HELP WANTED</b> 3:00 p - 6:00 p Afterschool Program	27 <b>HELP WANTED</b>	28 <b>HELP WANTED</b>		

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

# Removing Yourself from Shift

*If you cannot make it to your scheduled shift, you can remove yourself up to 48 hours before.*

*Select the date of the shift and choose **Remove me**. That shift will be removed from your calendar and we will be notified of the change.*

The screenshot displays the Wesley Rankin Community Center's volunteer management system. At the top, the logo and name are visible. Below is a navigation menu with buttons for Home, Mail, My Profile, My Schedule, My Service History, Time Sheet, and Account. The main heading is 'Volunteer information for Severina Ware'. Underneath, it shows the current date as 'Tuesday, February 26, 2019' with 'Previous day' and 'Next day' buttons. A section titled 'You are scheduled' lists a shift from 3:00pm to 6:00pm for the 'Afterschool Program' with a 'Remove me' button and a 'Description' link. Below this is a 'Schedule' section with a table listing shifts for 'Afterschool Program'.

Wesley Rankin  
Community Center

## Volunteer information for Severina Ware

Home Mail My Profile My Schedule My Service History Time Sheet Account

Schedule for  
**Tuesday, February 26, 2019** Previous day Next day

You are scheduled

**Remove me** 3:00pm to 6:00pm  
Afterschool Program [Description](#)

### Schedule

Afterschool Program <a href="#">Description</a>	
3:00pm to 6:00pm	Reno, Robyn
3:00pm to 6:00pm	Ware, Severina

Calendar view

Exit

# *Questions?*

*Contact Severina Ware, Community Engagement Manager*

*severina@wesleyrankin.org*