




## VicTouch Instructions for Volunteers

### Sign In: Individual Volunteer

Step 1: **Enter your PIN** using the blue key pad. Your PIN number is your birth date (YYYYMMDD – example June 21, 1990 = 19900621). **Touch Continue.**

Volunteer Station



Thank you for volunteering at the Cedar Rapids Public Library today!

To sign in, please enter your PIN by touching the buttons. Press the green "Continue" button when done.

For Individual Volunteers - your PIN is your birthdate (YYYYMMDD). Example: June 21, 1990 = 19900621.

For Group Volunteers - your PIN is your business address. Example: The Downtown Library is located at 450 5th Avenue SE; our PIN would be 450.

Enter your volunteer PIN number  
19900621

1	2	3	
4	5	6	Cancel
7	8	9	< Backspace
*	0	#	Continue

Step 2: Confirm your identity by **touching Yes.**

Is this Test Test?

**Yes**

**No**

Step 3: **Touch Sign-in.**

**Test Test**

**What would you like to do?**

If you are arriving now, touch the "Sign-in" button to check-in. If you are completing your volunteer shift for the day and leaving, "Switch assignments" button.

**Sign-in**

**View my schedule**

**View my service**

**Exit**

Step 4: **Touch your volunteer assignment for the day.**

**Which assignment are you here to perform?**  
Touch the button for the assignment you have come to perform today.

Children's Crafts/Programs [Ladd]

Holds Hunter-DT [Downtown]

Not sure Cancel

Step 5: Confirm your information by **touching Yes**. If the information is incorrect, touch No to start over.

**Is this information correct?**  
If the information shown is correct, touch the Yes button. Touch the No button if you want to start over.

Name: **Test Test**  
Date: **Friday, March 17, 2017**  
Time in: **4:52 pm**  
Assignment: **Sorter Room Assistant [Downtown]**

Yes

No

## **Sign Out: All Volunteers**

Step 1: **Enter your PIN** using the blue key pad. **Touch Continue**.

**CEDAR RAPIDS PUBLIC Library**

Thank you for volunteering at the Cedar Rapids Public Library today!

To sign in, please enter your PIN by touching the buttons. Press the green "Continue" button when done.

For Individual Volunteers - your PIN is your birthdate (YYYYMMDD). Example: June 21, 1990 = 19900621.

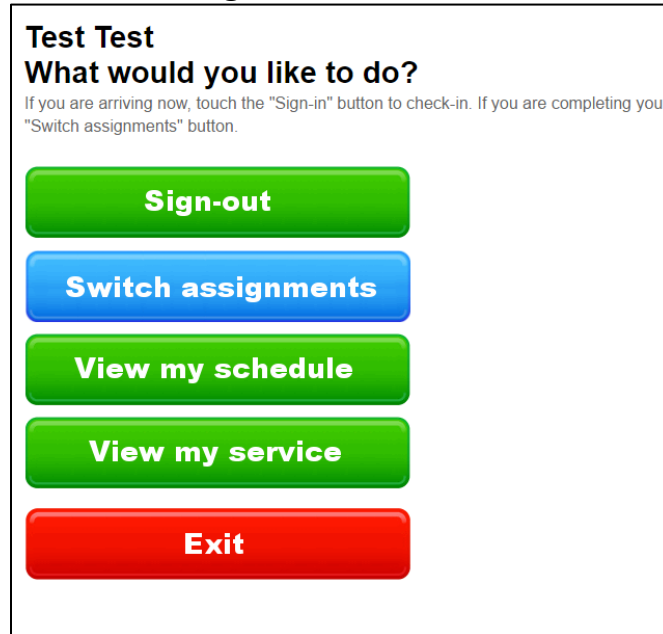
For Group Volunteers - your PIN is your business address. Example: The Downtown Library is located at 450 5th Avenue SE; our PIN would be 450.

**Volunteer Station**

Enter your volunteer PIN number  
19900621

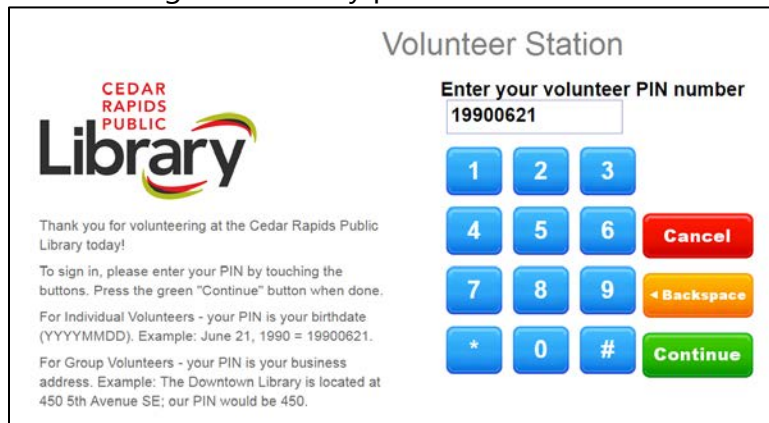
1 2 3  
4 5 6 Cancel  
7 8 9 Backspace  
\* 0 # Continue

Step 2: On the new screen, **touch Sign-out.**

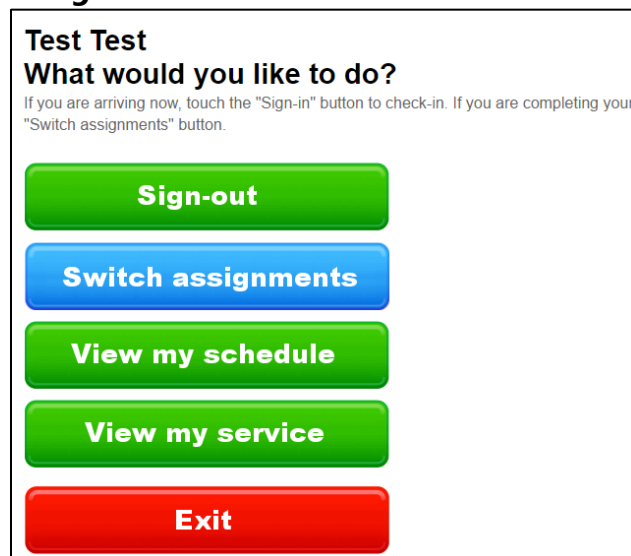


### **Change Assignments: All Volunteers**

Step 1: **Enter your PIN** using the blue key pad. **Touch Continue.**



Step 2: **Touch Switch assignments.**



Step 3: **Touch your next volunteer assignment for the day.**

**Which assignment are you here to perform?**  
Touch the button for the assignment you have come to perform today.

Children's Crafts/Programs [Ladd]

Holds Hunter-DT [Downtown]

Not sure Cancel

Step 4: Confirm your information by **touching Yes**. If the information is incorrect, touch No to start over.

**Is this information correct?**  
If the information shown is correct, touch the Yes button. Touch the No button if you want to start over.

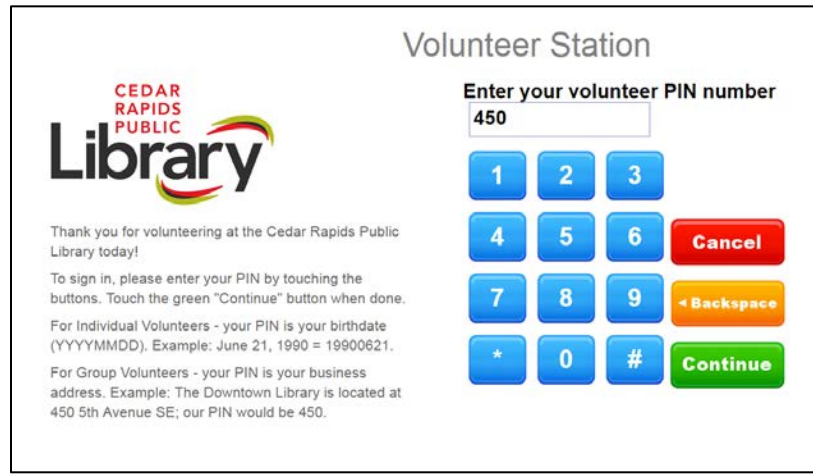
Name: **Test Test**  
Date: **Friday, March 17, 2017**  
Time in: **4:52 pm**  
Assignment: **Sorter Room Assistant [Downtown]**

Yes

No

## **Sign In: Volunteer Groups**

Step 1: **Enter your PIN** using the blue key pad. Your PIN number is the address number of your organization. (Example: The Downtown Library is located at 450 5<sup>th</sup> Avenue SE; our PIN would be 450.) **Touch Continue.**



**CEDAR RAPIDS PUBLIC Library**

Thank you for volunteering at the Cedar Rapids Public Library today!

To sign in, please enter your PIN by touching the buttons. Touch the green "Continue" button when done.

For Individual Volunteers - your PIN is your birthdate (YYYYMMDD). Example: June 21, 1990 = 19900621.

For Group Volunteers - your PIN is your business address. Example: The Downtown Library is located at 450 5th Avenue SE; our PIN would be 450.

**Volunteer Station**

Enter your volunteer PIN number

450

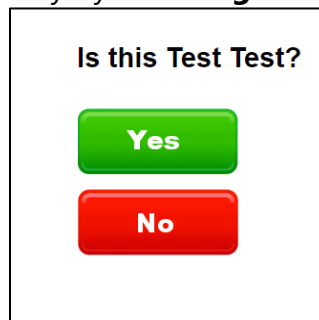
1 2 3

4 5 6 **Cancel**

7 8 9 **Backspace**

\* 0 # **Continue**

Step 2: Confirm your group's identity by **touching Yes.**

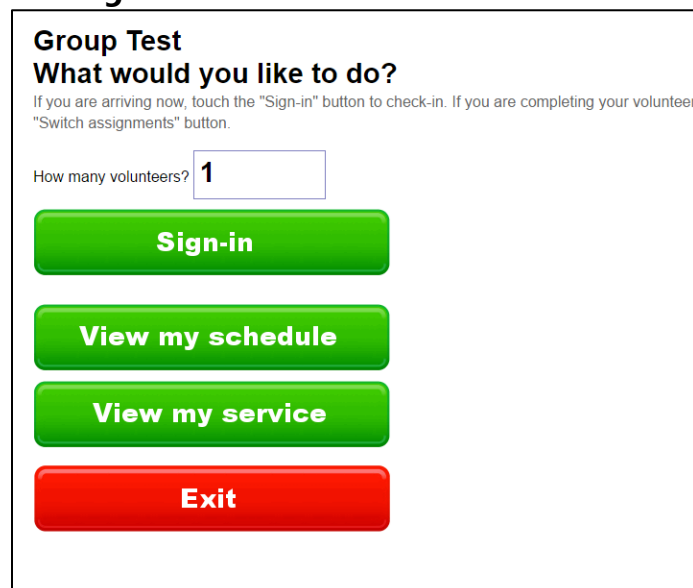


**Is this Test Test?**

**Yes**

**No**

Step 3: **Enter the number of volunteers in your group today.** Be sure to include any staff supervisors. (Touch inside of the box next to the "How many volunteers?" text. Once the cursor appears, the blue key pad will appear so you can type in the number of volunteers.) Then **touch Sign-in.**



**Group Test**

**What would you like to do?**

If you are arriving now, touch the "Sign-in" button to check-in. If you are completing your volunteer "Switch assignments" button.

How many volunteers?

**Sign-in**

**View my schedule**

**View my service**

**Exit**

Step 4: **Touch your volunteer assignment for the day.**

**Which assignment are you here to perform?**  
Touch the button for the assignment you have come to perform today.

Children's Crafts/Programs [Ladd]

Holds Hunter-DT [Downtown]

Not sure Cancel

Step 5: Confirm your information by **touching Yes**. If the information is incorrect, touch No to start over.

**Is this information correct?**  
If the information shown is correct, touch the Yes button. Touch the No button if you want to start over.

Name: **Test Test**  
Date: **Friday, March 17, 2017**  
Time in: **4:52 pm**  
Assignment: **Sorter Room Assistant [Downtown]**

Yes

No