

## VOLUNTEER INFORMATION CENTER (VicNet) Register to Volunteer for an Event

Login: Email Address

Password: \_\_\_\_\_

- Go to the NOMA website: <https://www.notonemorealabama.org/>
- Click: **Volunteer** tab
- Scroll to the bottom of the page
- Enter your Login Name: **Email Address**
- Enter your **Password**:
  - Click: **Forget your password?** to receive an email to reset your password
    - Your password reset will be sent by [VolunteerMail@Volgistics.com](mailto:VolunteerMail@Volgistics.com)
    - If you do not receive this email, check your **blocked or junk email folder**
- Click: **Go** button
- Choose: **Volunteer** (if given the choice)
  - If you are also a Coordinator you must choose **Volunteer** to continue
- On the **Home** tab - Click: **Sign-up** Button on the left side
- Scroll down to the **calendar** (there may be a VicNet scroll bar)
- Click **Prev Month** and **Next Month** to change the calendar months
  - Any event you are already scheduled will show in black text in that date
  - Any event that needs volunteers and you are not scheduled will have **Help Wanted** balloons
- Click: **Help Wanted** balloon to see more information and to sign up to volunteer
- Click: **Schedule Me** button to sign-up as a volunteer
- Click: **Remove Me** button to be removed from the event
- Click: **Calendar view** to go back to the calendar of events
- Click: **Account** tab to change your password
- Click: **Exit** to logout of **VicTec**