

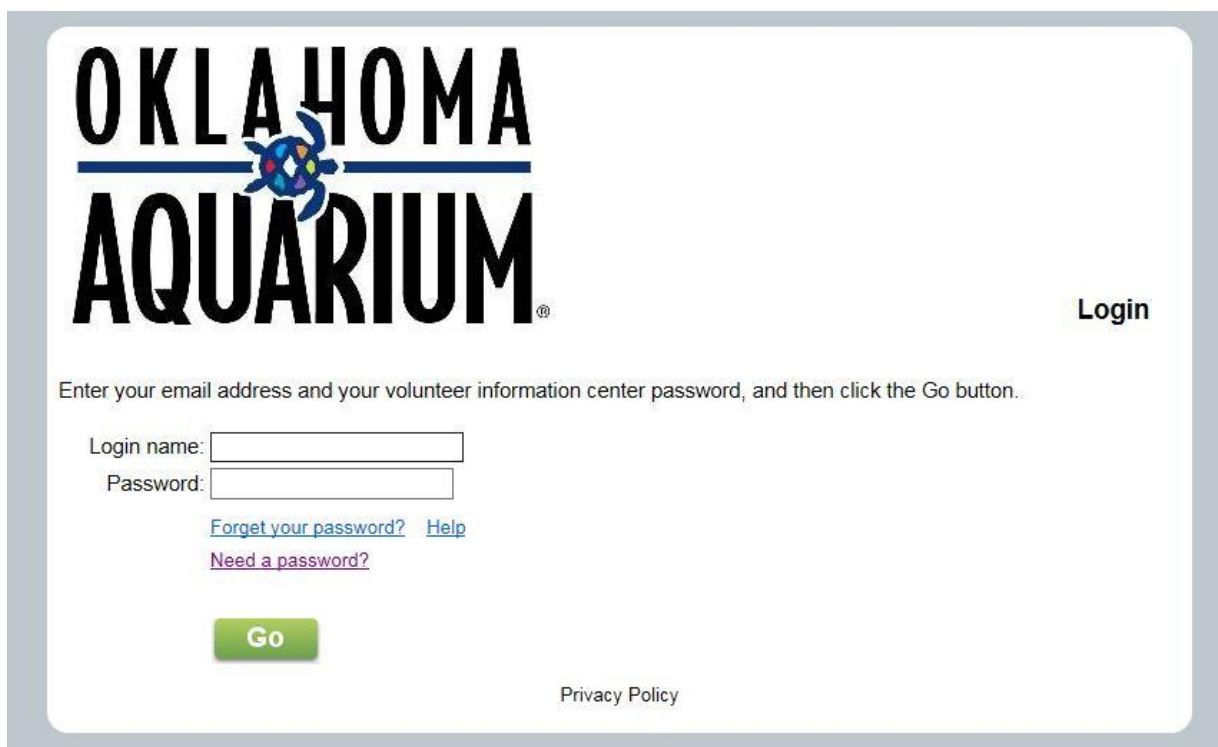
# Volunteer Self-Scheduling

## Step One

Log in to the Vicnet Volunteer Portal here,

<https://www.volgistics.com/ex2/vicnet.dll?FROM=147556>

Your “user name” is your email address. The first time you log on, you will need to click “need a password”.



**OKLAHOMA**  
**AQUARIUM**

**Login**

Enter your email address and your volunteer information center password, and then click the Go button.

Login name:

Password:

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

[Need a password?](#)

**Go**

[Privacy Policy](#)

## Step Two

Click on the “My Schedule” tab to look at the monthly calendar. You can click on individual days to see what openings are available, and you can schedule yourself to volunteer. NOTE: there are some specialized positions (Day Captain, Intern, Food Prep, Docent, and Diver) that you will only see if you are approved to serve in those positions.

SCHEDULE FOR

**Thursday, December 12, 2019** [Previous day](#) [Next day](#)

**Schedule**

---

Aqua Agent [Description](#)

[Schedule me](#) You choose the times

---

Aqua Teen [Description](#)

[Schedule me](#) You choose the times

---

Diver - Polynesian Reef [Description](#)

[Schedule me](#) 3:15pm to 5:15pm Open  
2 volunteers still needed

3:15pm to 5:15pm

3:15pm to 5:15pm

---

Diver - Sea Turtle [Description](#)

[Schedule me](#) 3:15pm to 5:15pm Open  
3 volunteers still needed

3:15pm to 5:15pm

---

Special Event [Description](#)

[Schedule me](#) 6:00pm to 10:30pm Open  
2 volunteers still needed  
Note: Corporate Event

### Step Three

Sign yourself up to volunteer by clicking on the “Schedule me” button next to available positions. It’s that easy! NOTE: Please remember to remove yourself from the schedule if you are no longer able to serve on the day you selected.

If you need any assistance or have any questions concerning this, please don’t hesitate to get in touch with me.

Jamie Gaylor  
918-528-1533  
jgaylor@okaquarium.org