



Humane Society of Huron Valley

New Foster Volunteer Information

EMAIL

For any non-emergent medical concerns or medication refills email:
FosterTech@hshv.org

For general requests, questions, or concerns email:
Fosters@hshv.org



Welcome!

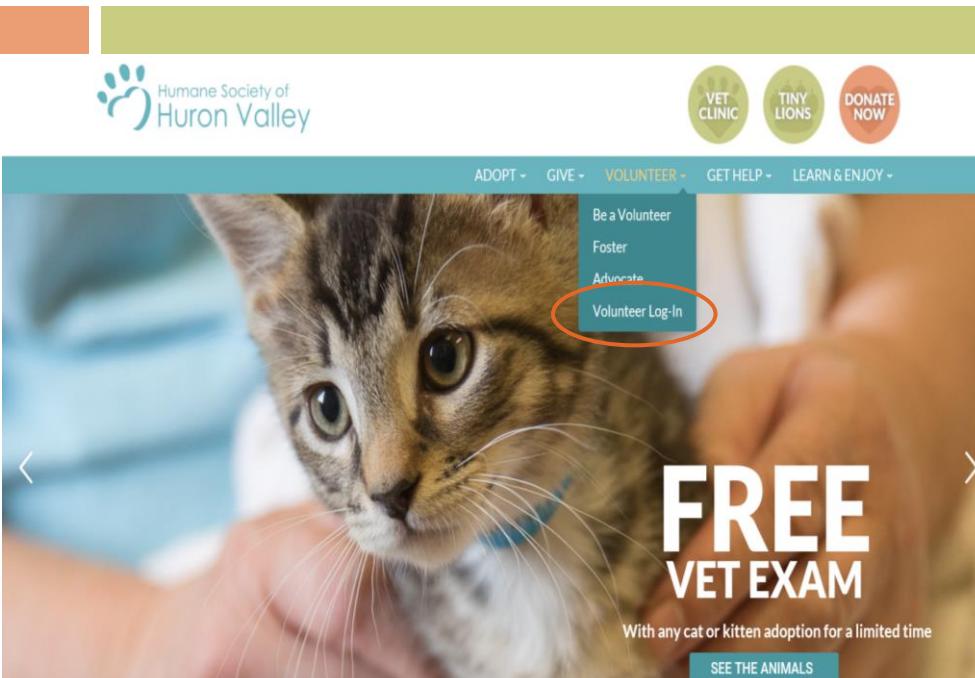
Thank you for fostering for HSHV! Your time is important to HSHV, the animals, and to the shelter.

- This document will show you:
 - How to get started in VIC
 - How to Schedule Yourself for Foster Events
 - How Foster volunteer hours are recorded in VIC
 - How to View your Foster Hours in VIC

SIGNING UP FOR SHIFTS



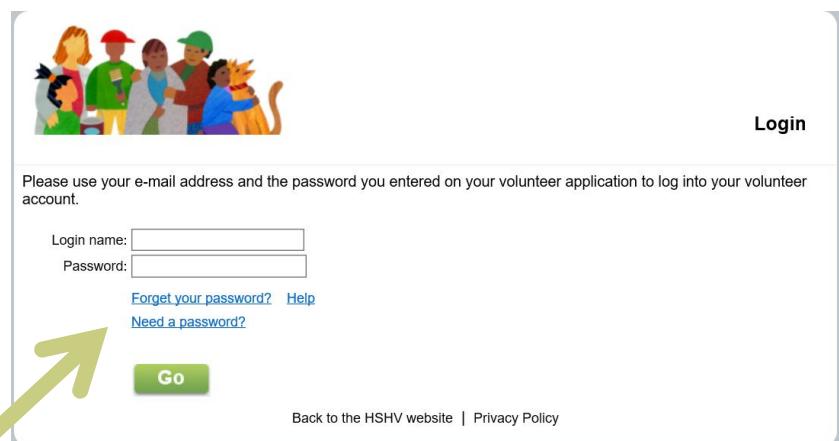
Logging In



Login: Your login name will be your email address and your password from the application. Click “go”

VIC = Volunteer Information Center

VIC Net Login: Visit our website, www.hshv.org, on the homepage you can click on “Volunteer”, then “Volunteer Login” to access VIC on your computer.



Please use your e-mail address and the password you entered on your volunteer application to log into your volunteer account.

Login name:

Password:

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

Go

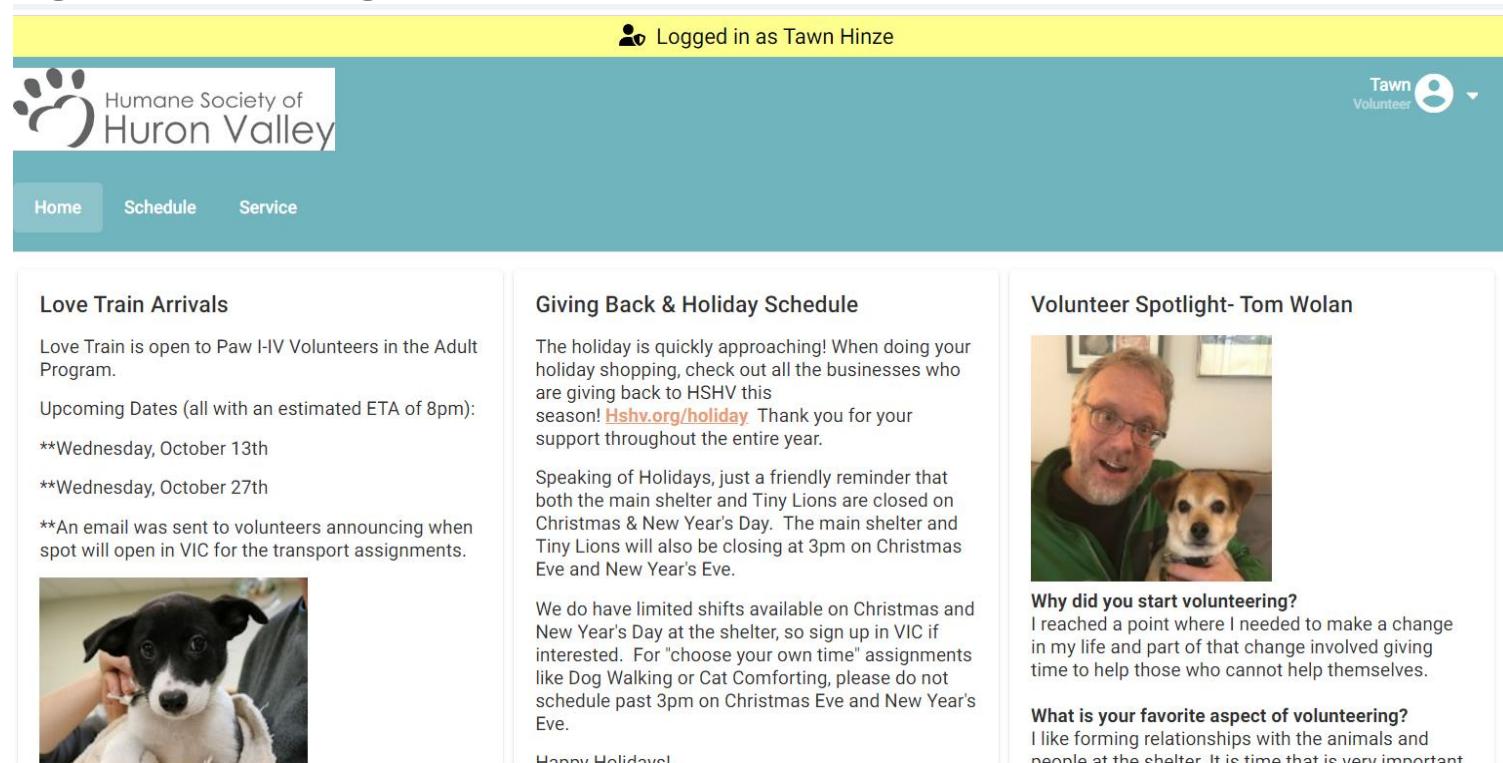
[Back to the HSHV website](#) | [Privacy Policy](#)

Don't worry, if you forgot your password, there is a “Forgot your password?” button

VIC Homepage

Welcome Screen: This is the main page you will see every time you log into VIC. Be sure to check here for the most important and up to date information about upcoming trainings, happenings at the shelter, or events you can participate.

If you volunteer before 11:00 AM, the shelter doors will be locked. The morning door code will unlock the door. Please be mindful to not let someone from the public in the building before 11 AM.



Logged in as Tawn Hinze

Tawn Volunteer

Humane Society of Huron Valley

Home Schedule Service

Love Train Arrivals
Love Train is open to Paw I-IV Volunteers in the Adult Program.
Upcoming Dates (all with an estimated ETA of 8pm):
**Wednesday, October 13th
**Wednesday, October 27th
**An email was sent to volunteers announcing when spot will open in VIC for the transport assignments.



Giving Back & Holiday Schedule
The holiday is quickly approaching! When doing your holiday shopping, check out all the businesses who are giving back to HSHV this season! Hshv.org/holiday. Thank you for your support throughout the entire year.
Speaking of Holidays, just a friendly reminder that both the main shelter and Tiny Lions are closed on Christmas & New Year's Day. The main shelter and Tiny Lions will also be closing at 3pm on Christmas Eve and New Year's Eve.
We do have limited shifts available on Christmas and New Year's Day at the shelter, so sign up in VIC if interested. For "choose your own time" assignments like Dog Walking or Cat Comforting, please do not schedule past 3pm on Christmas Eve and New Year's Eve.
Happy Holidays!

Volunteer Spotlight- Tom Wolan

Why did you start volunteering?
I reached a point where I needed to make a change in my life and part of that change involved giving time to help those who cannot help themselves.
What is your favorite aspect of volunteering?
I like forming relationships with the animals and people at the shelter. It is time that is very important.

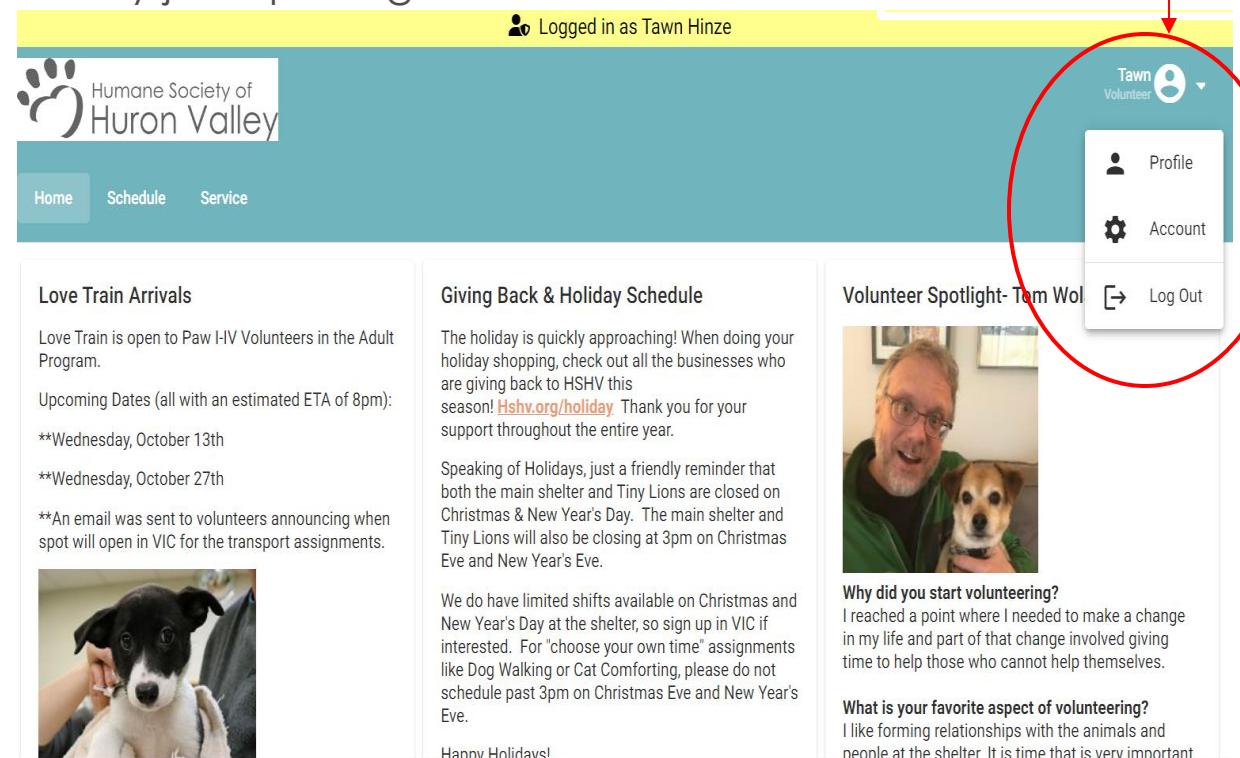
Door code = 8318#

Account & Profile Tabs

Account Tab: This is where you can change your password, set your email and text messaging preferences. **Note:** if you choose to not receive “important information” you will miss out on most emails regarding upcoming events, information important to your role as a volunteer, training reminders and any job openings.

My Profile Tab: Make sure all your information is filled out correctly. You can update your current contact information, email and your photo. Please make sure you are the only human and that your face is clearly showing in your photo.

Click small arrow next to your name for drop down menu



The screenshot shows a user interface for the Humane Society of Huron Valley. At the top, a yellow bar indicates the user is 'Logged in as Tawn Hinze'. Below this is the website header for 'Humane Society of Huron Valley' with a paw print logo. The main navigation menu includes 'Home', 'Schedule', and 'Service'. On the right side, there is a user profile section with a photo of a man and a dog, and text about a volunteer spotlight. A red circle highlights the user dropdown menu, which is open and shows options for 'Profile' (with a person icon), 'Account' (with a gear icon), and 'Log Out'. An arrow points to the small arrow next to 'Tawn Hinze' that opens this menu. The 'Account' tab is the active one.

Logged in as Tawn Hinze

Humane Society of Huron Valley

Home Schedule Service

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Hannu Hollidays!

Volunteer Spotlight- Tom W.



Why did you start volunteering?

I reached a point where I needed to make a change in my life and part of that change involved giving time to help those who cannot help themselves.

What is your favorite aspect of volunteering?

I like forming relationships with the animals and people at the shelter. It is time that is very important.

Email Preferences

- Communication through email in VIC is how we send information on trainings, shelter news, schedule changes, and help needed.
- Please check your message preferences in VIC under the “Profile” section

Always keep Important Information checked!

Message Preferences
Use this section to choose how to receive different types of messages.

Schedule Reminders i

Email Text None

HSHV Specials Emails i

Email Email & Text None

Volunteers Needed Postings i

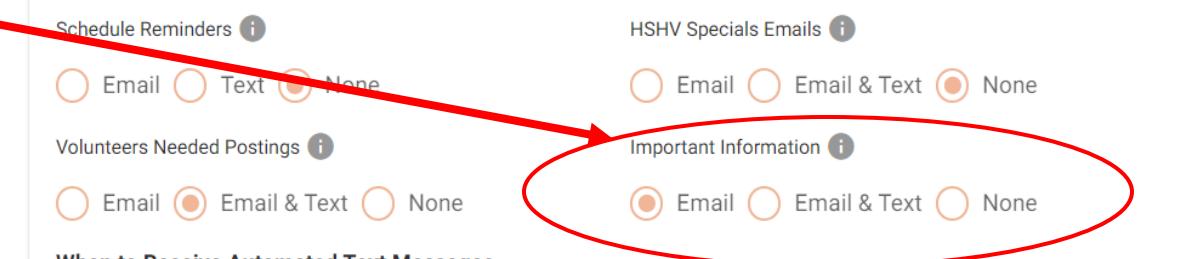
Email Email & Text None

Important Information i

Email Email & Text None

When to Receive Automated Text Messages

From Midnight ▾ To Midnight ▾ Timezone (GMT-05:00) Eastern Time (US & Canada) ▾



Scheduling

Schedule Tab: This is where you schedule yourself for volunteer assignments.

Click on a specific date to see what assignments are available (this will be specific to your volunteer Paw Level, training, Foster, Tiny Lions, etc

You will see a list of assignments available when you click on a specific date

Logged in as Tawn Hinze

Volunteer

Home Schedule Service

Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule, click the "Print" button.

Today < > January 2023 Filter Month

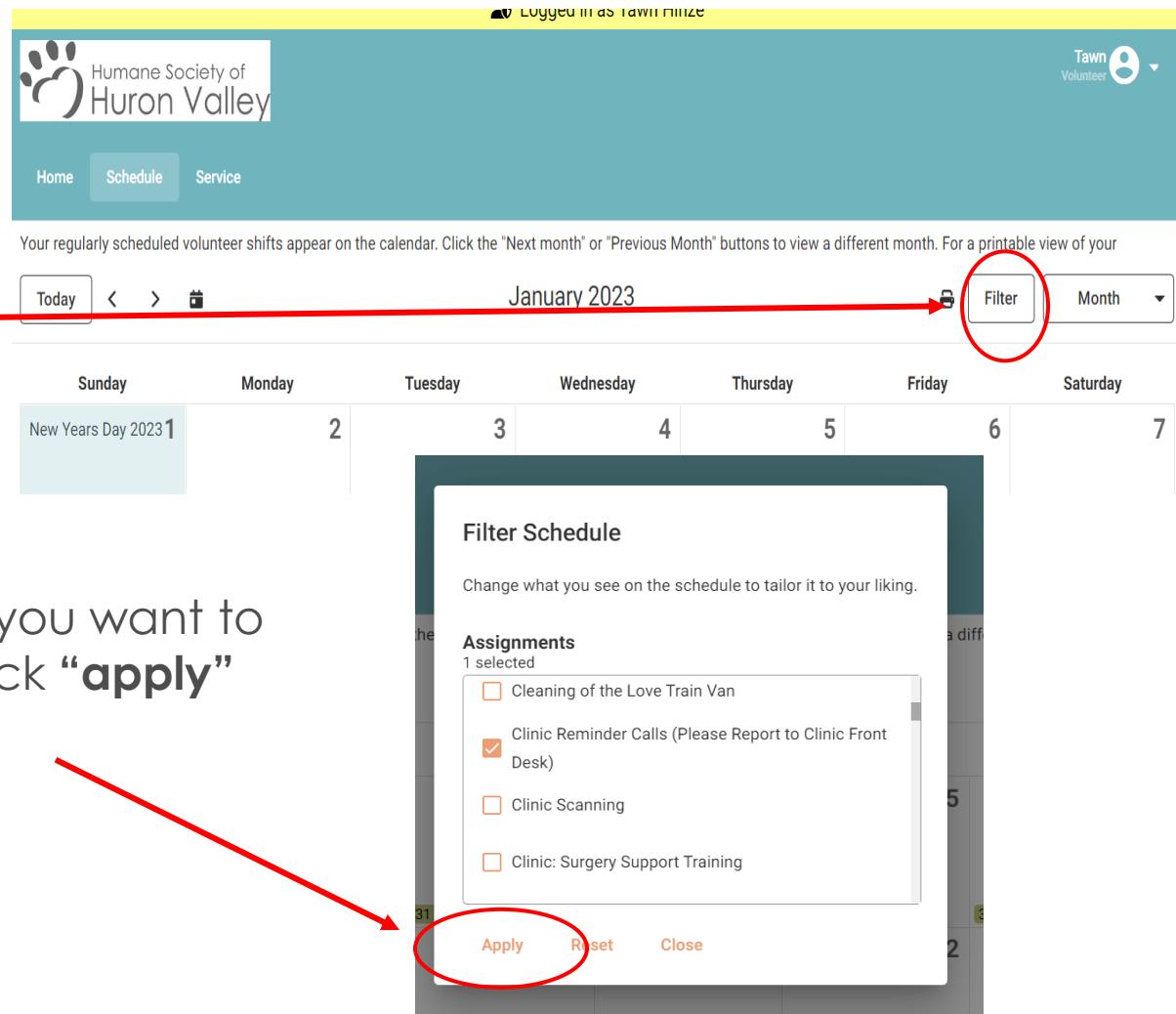
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
New Years Day 2023 1	2	3	4	5	6	7
6 Openings	27 Openings	31 Openings	30 Openings	32 Openings	35 Openings	29 Openings

Today < > Tuesday, January 3, 2023 Filter Day

Shift	Description	Action
8:00am - 10:00am	Dog Walking - Holding (walks start at 8am)	Schedule
9:00am - 11:00am	Shelter Cleaning- Back of House	Schedule
9:00am - 11:00am	Shelter Cleaning- Assisting Facilities Team	Schedule
9:00am - 4:00pm	Pet Supplies Plus- (South Lyon Location) Food Pick-Up	Schedule
10:00am - 12:00pm	Shelter Cleaning & Laundry	Schedule
10:00am - 12:00pm	Crate Cleaning	Schedule

Choosing Assignments

In addition to clicking a particular date to see assignment, you can search for a specific assignment by using the **“Filter”** feature

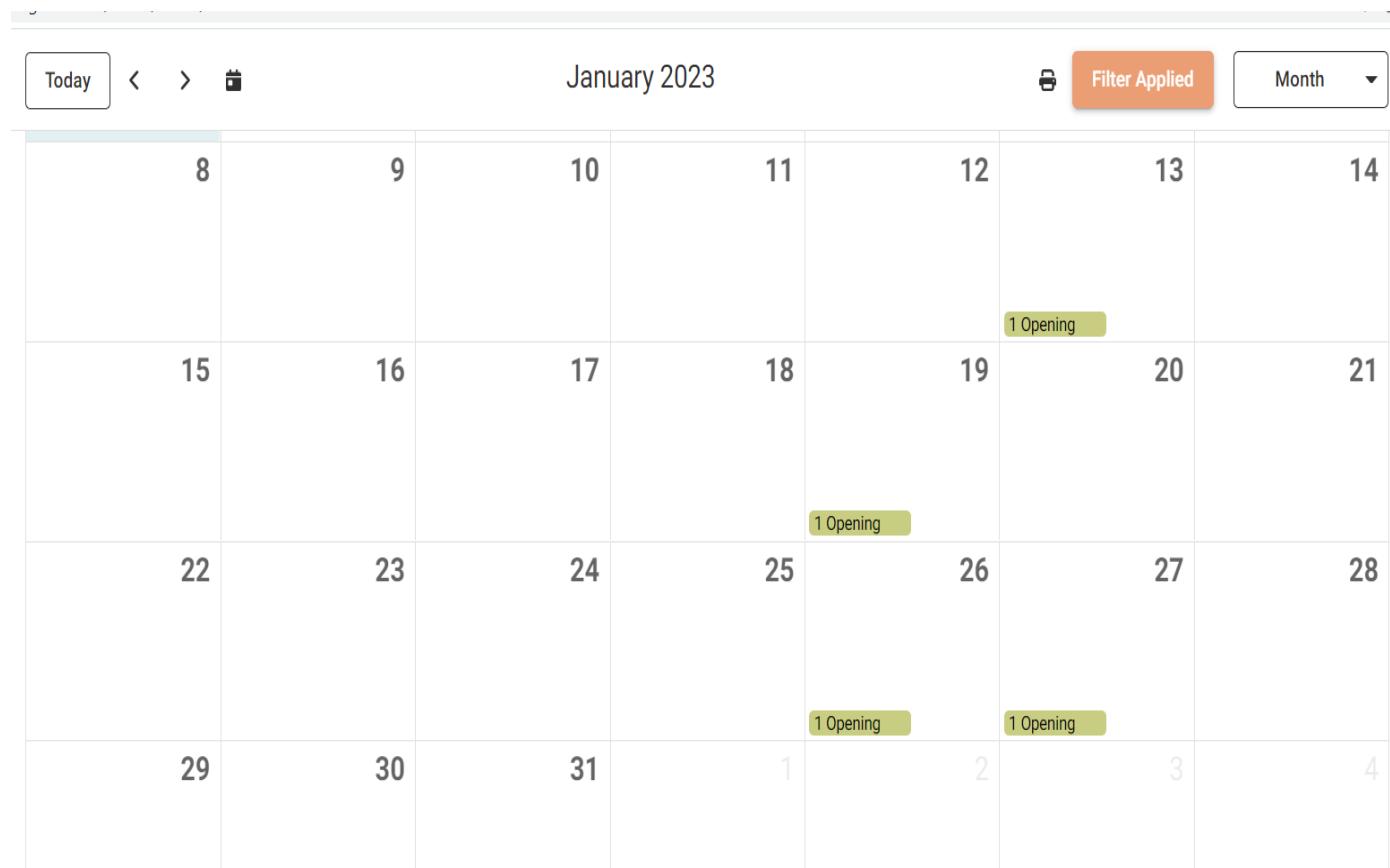


The screenshot shows a web-based volunteer scheduling system for the Humane Society of Huron Valley. At the top, a navigation bar includes a paw print logo, the organization's name, and links for Home, Schedule, and Service. The user is logged in as Tawni Rinze, a volunteer. A message at the top of the main content area says, "Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your shifts, click the "Print" button." Below this is a date picker showing "January 2023". A red arrow points from the text in the previous slide to the "Filter" button, which is highlighted with a red circle. The calendar grid for January shows the 1st as "New Years Day 2023". A red arrow points from the "Filter" button to a modal window titled "Filter Schedule". The modal allows users to "Change what you see on the schedule to tailor it to your liking." Under the "Assignments" section, it says "1 selected" and lists four options: "Cleaning of the Love Train Van" (unchecked), "Clinic Reminder Calls (Please Report to Clinic Front Desk)" (checked), "Clinic Scanning" (unchecked), and "Clinic: Surgery Support Training" (unchecked). At the bottom of the modal are "Apply", "Reset", and "Close" buttons, with "Apply" and "Reset" also highlighted with red circles.

Select the assignment you want to search for and then click **“apply”**

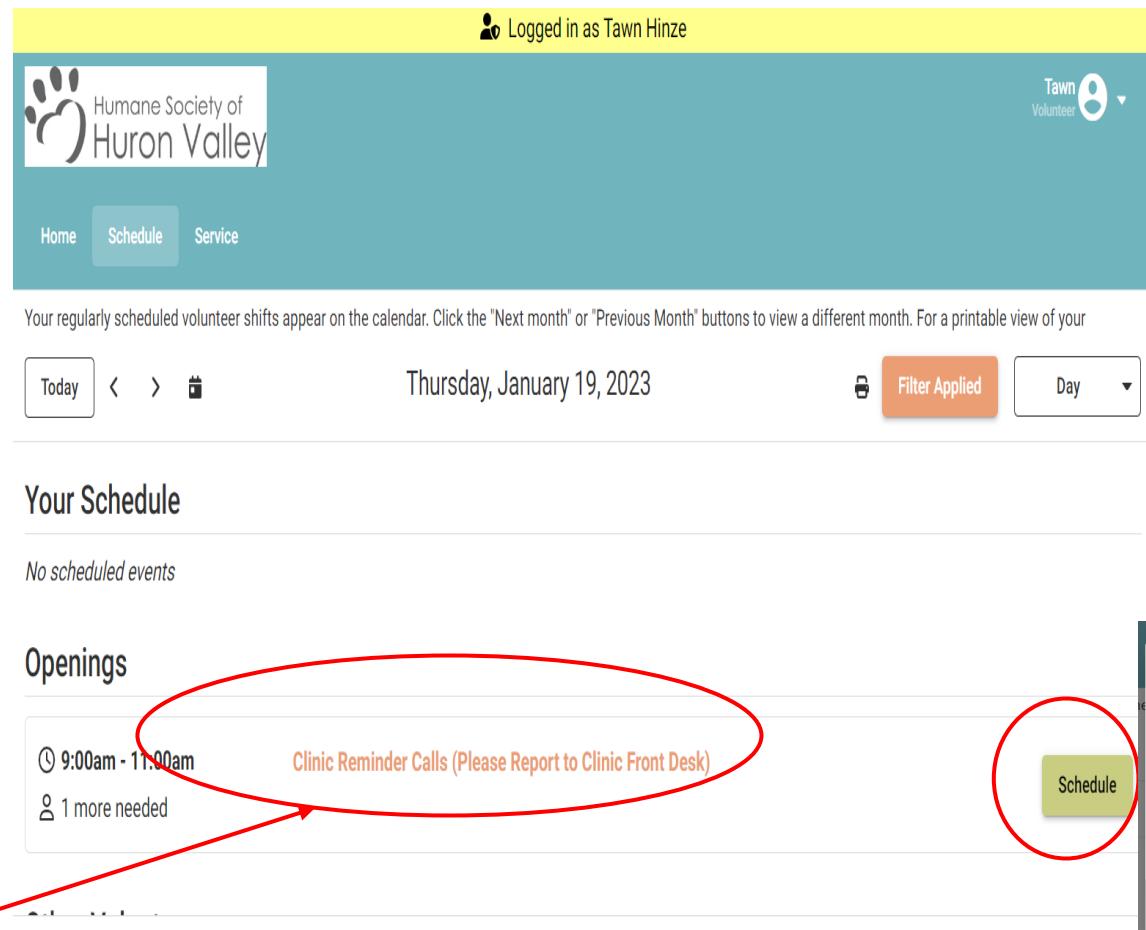
Choosing Assignments

You will now see the filter has been applied and any dates that have an opening for Clinic Reminder Calls, will show on the calendar as “1 opening”.



Scheduling & Job Description

Click the name of the assignment to get the **Job Description**. Learn more about the specific tasks associated with that volunteer assignment. If that assignment is something you would like to schedule yourself for, click on the green “Schedule Me”



Logged in as Tawn Hinze

Humane Society of Huron Valley

Tawn Volunteer 8

Home Schedule Service

Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your

Today < > Filter Applied Day

Thursday, January 19, 2023

Your Schedule

No scheduled events

Openings

9:00am - 11:00am Clinic Reminder Calls (Please Report to Clinic Front Desk)

1 more needed

Schedule

Are you sure you want to schedule this shift?

Thursday, January 19, 2023

9:00am - 11:00am

Clinic Reminder Calls (Please Report to Clinic Front Desk)

1 more needed

Cancel

Click on assignment name for job description

Confirming Assignment

1. Click the green “Schedule Me” button for the shift you want to sign up for.

2. Click “Schedule Me” to verify you are registering for this assignment.

3. You will now see that you are scheduled

Your Schedule

No scheduled events

Openings

① 9:00am - 11:00am **Clinic Reminder Calls (Please Report to Clinic Front Desk)**
1 more needed

Schedule

Are you sure you want to schedule here?

Thursday, January 19, 2023
① 9:00am - 11:00am
Clinic Reminder Calls (Please Report to Clinic Front Desk)
1 more needed

Schedule Me

Cancel

Humane Society of Huron Valley

Home Schedule Service

Today < > Filter Applied Day

Thursday, January 19, 2023

Your Schedule

① 9:00am - 11:00am **Clinic Reminder Calls (Please Report to Clinic Front Desk)**
You Remove

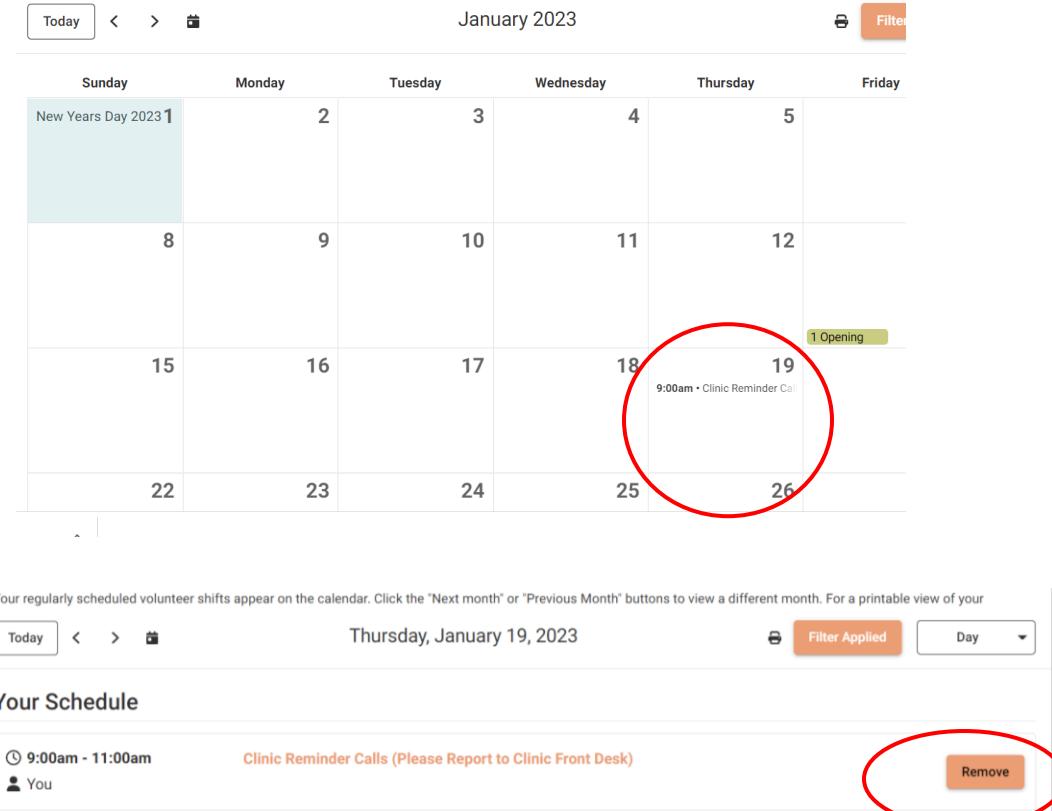
Canceling Assignments

Removing Yourself: Please don't over schedule yourself. Click on the date you need to cancel. In this example, it's the 19th.

Click the "remove" button and that will take you off of the schedule.

You may remove yourself from any scheduled assignment up to 36 hours before you are to perform that assignment. Just click "Remove Me"

If the **REMOVE** button option is **NOT** available, please email the volunteer department at volunteers@hshv.org



The screenshot shows a calendar interface for January 2023. The 19th is circled in red, indicating it is selected for cancellation. A detailed view of the 19th shows a scheduled event from 9:00am to 11:00am for "Clinic Reminder Call". The "Remove" button is highlighted with a red oval.

Reminder: 3 unexplained absence means you are done volunteering at HSHV. *Communication is the key.* Just let us know if you cannot make an assignment so we can plan.

Recording Hours From Home



Home Schedule **Service**

Post Service

A screenshot of a web-based service posting form. At the top, there is a date range selector showing "Start of Service - End of Service" from "12/21/2022 - 12/21/2022" with a calendar icon and an information icon. Below this are three input fields: "Hours" (empty), "Assignment*" (a dropdown menu with a visible arrow), and a large orange "Post" button at the bottom.

If you sign in and out at the volunteer computer, you do not need to log your hours from home.

You will use the **Service** tab to record foster hours, or off-site event/assignment hours. Here are the steps:

1. Select the beginning and ending date of your service.
2. Enter how many hours you served.
3. Choose Your Assignment from the drop-down menu
4. Click Post
5. Click "Yes" to confirm or "No" if you wish to not post.

Recording Foster Hours

- What we keep track of:
 - ▣ Direct animal care hours
 - Logged monthly in your account by foster department staff
- What you keep track of:
 - ▣ Non-animal care hours
 - Booster clinics
 - Supply pick ups
 - Phone calls
 - Drive time
 - ▣ Log these hours monthly
 - Email reminder will be sent each month

Recording Foster Hours



Post Service

A form titled 'Post Service' for recording foster hours. It includes the following fields:

- 'Start of Service - End of Service' field showing '12/21/2022 - 12/21/2022' with a calendar icon and an information icon (i).
- 'Hours' field (empty).
- 'Assignment *' dropdown menu (empty).
- 'Post' button (orange background).

You will use the **Service** tab to record foster hours, or off-site event/assignment hours. Here are the step to record non-daily care hours, off-site event hours (ex: drive time, booster clinics, supply pick ups)

- ▢ Select the beginning and ending date of your service.
- ▢ Choose “Foster Non-Daily Care” as the assignment.
- ▢ Enter how many hours you served.
- ▢ Click Post
- ▢ Click “Yes” to confirm or “No” if you wish to not post.

Staying Active

- Must foster at least once a year to stay active
- After a year of inactivity, your account will be marked “inactive” and we may have you attend a foster orientation prior to resuming volunteering.

THANK YOU FOR FOSTERING!

