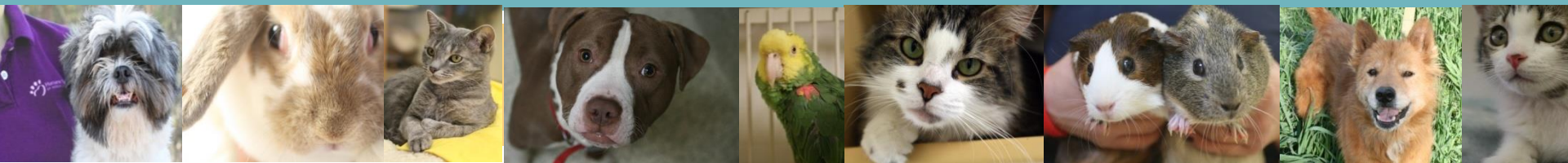


Humane Society of Huron Valley New Foster Volunteer Information

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!

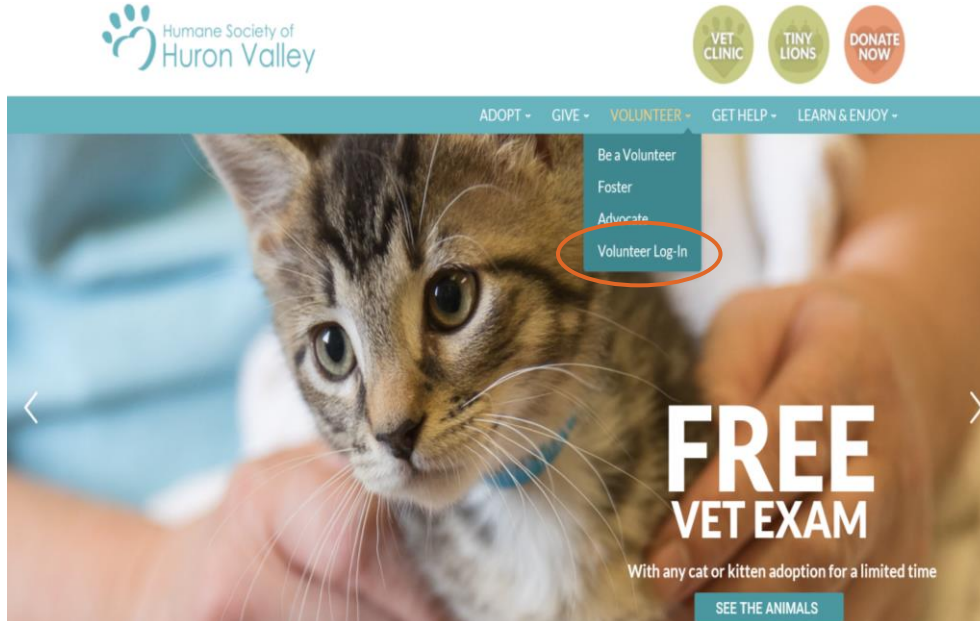
Thank you for fostering for HSHV! Your time is important to HSHV, the animals, and to the shelter.

- 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.

A screenshot of the Volunteer Information Center (VIC) login page. At the top, there is an illustration of a diverse group of people and a dog. The word 'Login' is in the top right corner. Below the illustration, a message reads: 'Please use your e-mail address and the password you entered on your volunteer application to log into your volunteer account.' There are two input fields: 'Login name:' and 'Password:'. Below the 'Password:' field are two links: 'Forgot your password?' and 'Need a password?'. A green 'Go' button is at the bottom. At the very bottom, there are links for 'Back to the HSHV website' and 'Privacy Policy'. A green arrow points from the text 'Click “go”' to the 'Go' button.


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



HomeScheduleService


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](https://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.

Click small arrow next to your name for drop down menu

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.

The screenshot shows the website of the Humane Society of Huron Valley. At the top, a yellow banner indicates the user is "Logged in as Tawn Hinze". Below this is a teal header with the organization's logo and navigation tabs: "Home", "Schedule", and "Service". In the top right corner, the user's name "Tawn Volunteer" is displayed next to a small circular profile icon. A red circle highlights this area, with an arrow pointing to a small downward arrow icon. A dropdown menu is open, showing three options: "Profile" (with a person icon), "Account" (with a gear icon), and "Log Out" (with a door icon). The main content area is divided into three columns. The left column is titled "Love Train Arrivals" and contains text about the program, upcoming dates (Wednesday, October 13th and 27th), and a note about email notifications. Below the text is a photo of a black and white puppy. The middle column is titled "Giving Back & Holiday Schedule" and contains text about holiday shopping, a reminder about shelter closures on Christmas and New Year's Eve, and information about limited shifts. The right column is titled "Volunteer Spotlight- Tom Wol" and features a photo of a man holding a dog, followed by text about why he started volunteering and his favorite aspect of volunteering.

Logged in as Tawn Hinze

Humane Society of Huron Valley

Home Schedule Service

Tawn Volunteer

Profile

Account

Log Out

Love Train Arrivals


Love Train is open to Paw I-HV Volunteers in the Adult Program.

Upcoming Dates (all with an estimated ETA of 8pm):

****Wednesday, October 13th**

****Wednesday, October 27th**

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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?
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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 ⓘ
☐ Email ☐ Text ☒ None

Volunteers Needed Postings ⓘ
☐ Email ☒ Email & Text ☐ None

HSHV Specials Emails ⓘ
☐ Email ☐ Email & Text ☒ None

Important Information ⓘ
☒ Email ☐ Email & Text ☐ None

When to Receive Automated Text Messages

From

To

Timezone

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

Humane Society of Huron Valley

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 < > 📅 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

- 8:00am - 10:00am**
1 more needed
Dog Walking - Holding (walks start at 8am)
Please do not enter the building before 8am to ensure safety.
Schedule
- 9:00am - 11:00am**
1 more needed
Shelter Cleaning- Back of House
You will be helping with kennel cleaning
Schedule
- 9:00am - 11:00am**
1 more needed
Shelter Cleaning- Assisting Facilities Team
Schedule
- 9:00am - 4:00pm**
1 more needed
Pet Supplies Plus- (South Lyon Location) Food Pick-Up
Pick up between these times, return donations to shelter
Schedule
- 10:00am - 12:00pm**
2 more needed
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 the Humane Society of Huron Valley volunteer portal. At the top, there's a navigation bar with 'Home', 'Schedule', and 'Service' buttons. Below this, a message states: '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'. The calendar for January 2023 is displayed, with the 'Filter' button circled in red. A red arrow points from the text '“Filter” feature' to this button. Below the calendar, a 'Filter Schedule' modal is open. It contains a list of assignments: 'Cleaning of the Love Train Van', 'Clinic Reminder Calls (Please Report to Clinic Front Desk)' (which is checked), 'Clinic Scanning', and 'Clinic: Surgery Support Training'. At the bottom of the modal, the 'Apply' button is circled in red. A red arrow points from the text 'then click “apply”' to this button.

Logged in as Tawn Hiltz

Humane Society of Huron Valley

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 < > 📅 January 2023 Filter Month ▼

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
New Years Day 2023 1	2	3	4	5	6	7

Filter Schedule

Change what you see on the schedule to tailor it to your liking.

Assignments
1 selected

- ☐ Cleaning of the Love Train Van
- ☒ Clinic Reminder Calls (Please Report to Clinic Front Desk)
- ☐ Clinic Scanning
- ☐ Clinic: Surgery Support Training

Apply Reset Close

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”.

January 2023							Filter Applied	Month ▼
Today < > 📅	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	1 Opening	
22	23	24	25	26	27	28	1 Opening	
29	30	31	1	2	3	4	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”

Click on assignment name for job description

Logged in as Tawn Hinze

Humane Society of Huron Valley

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 < > Thursday, January 19, 2023 Filter Applied Day

Your Schedule

No scheduled events

Openings

9:00am - 11:00am
1 more needed

Clinic Reminder Calls (Please Report to Clinic Front Desk)

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

Confirming Assignment

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

Your Schedule

No scheduled events

Openings

🕒 9:00am - 11:00am

Clinic Reminder Calls (Please Report to Clinic Front Desk)

👤 1 more needed

Schedule

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

Are you sure you want to schedule here?

📅 Thursday, January 19, 2023

🕒 9:00am - 11:00am

Clinic Reminder Calls (Please Report to Clinic Front Desk)

👤 1 more needed

Cancel

Schedule Me

3. You will now see that you are scheduled

The screenshot shows the Humane Society of Huron Valley volunteer portal. At the top, there is a navigation bar with the organization's logo and name, and a user profile icon labeled "Tawn Volunteer". Below the navigation bar, there are three tabs: "Home", "Schedule", and "Service". The "Schedule" tab is active. The main content area displays a calendar for Thursday, January 19, 2023. A specific shift is highlighted, showing the time "9:00am - 11:00am" and the assignment "Clinic Reminder Calls (Please Report to Clinic Front Desk)". The status "1 more needed" is also visible. A "Filter Applied" button is present. At the bottom, under the heading "Your Schedule", the confirmed assignment is listed with a "Remove" button next to it.

Humane Society of Huron Valley

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 < > 📅 Thursday, January 19, 2023 🗄 Filter Applied Day ▾

Your Schedule

🕒 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

Today < > 📅 January 2023 Filter

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
New Years Day 2023 1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19 9:00am • Clinic Reminder Call	1 Opening
22	23	24	25	26	

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 < > 📅 Thursday, January 19, 2023 Filter Applied Day ▾

Your Schedule

🕒 9:00am - 11:00am
👤 You

Clinic Reminder Calls (Please Report to Clinic Front Desk)

Remove

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

Start of Service - End of Service

12/21/2022 - 12/21/2022



Hours

Assignment *



Post

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



Home Schedule **Service**

Post Service

Start of Service - End of Service

12/21/2022 - 12/21/2022



Hours

Assignment *



Post

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

