

# VIC-TOUCH Quick Start Guide for SAFE Volunteers

## All you need is VIC-TOUCH!

SAFE volunteers! Did you know that you can handle all of your scheduling changes directly from VIC-TOUCH? All you need is your Volunteer Number, and you can view your schedule, add yourself to open shifts, and remove yourself from the schedule when you're not able to come in.

To access VIC-TOUCH on your computer, tablet, or smartphone, click this link:

[Link to SAFE's VIC-TOUCH Welcome Page](#)

To sign in and out

1. Enter your Volunteer Number
2. Confirm your identity

3. Click Sign In
4. Choose your Assignment for the day

The image displays four sequential screenshots of the VIC-TOUCH interface:

- Step 1:** The main login screen titled "VIC-TOUCH". It features the SAFE logo (a horse head in a circle) and the text "SAFE Save a Forgotten Equine". Below the logo, it says "Welcome to Safe Harbor Stables! If you're here to get started on your volunteer shift, please use this touchpad to sign in and sign out. Your Volunteer ID number was given to you at Orientation. Please use that number to log into VIC-TOUCH." The main prompt is "Enter your volunteer ID number" with a text input field and a keypad containing numbers 1-9, \*, 0, #, and buttons for "Cancel", "Backspace", and "Continue".
- Step 2:** A confirmation dialog box that says "Welcome! Is this Bonnie Hammond?" with "Yes" and "No" buttons.
- Step 3:** A menu for "Bonnie Hammond" titled "What would you like to do?". It includes instructions: "If you are arriving now, touch the 'Sign-in' button to check-in. Touch the 'Sign-out' button if you are leaving now." The menu has buttons for "Sign-in", "View my schedule", "View my service", and "Exit".
- Step 4:** A selection screen titled "Which assignment are you here to perform?". It lists four options: "AM Feed/Chores", "PM Feed/Chores", "zNightcheck", and "zzOrientation". At the bottom are "Not sure" and "Cancel" buttons.

5. You'll be asked to confirm your selection, and then you are signed in!
6. When you finish your shift, the first two steps are the same, then at Step 3, select Sign Out.

If you forget to sign in for your chore shift, please email [volunteer@safehorses.org](mailto:volunteer@safehorses.org) with the date you volunteered and the hours worked so we can enter your service for you.

If you forget to sign out, please email [volunteer@safehorses.org](mailto:volunteer@safehorses.org) and let us know what time you left.

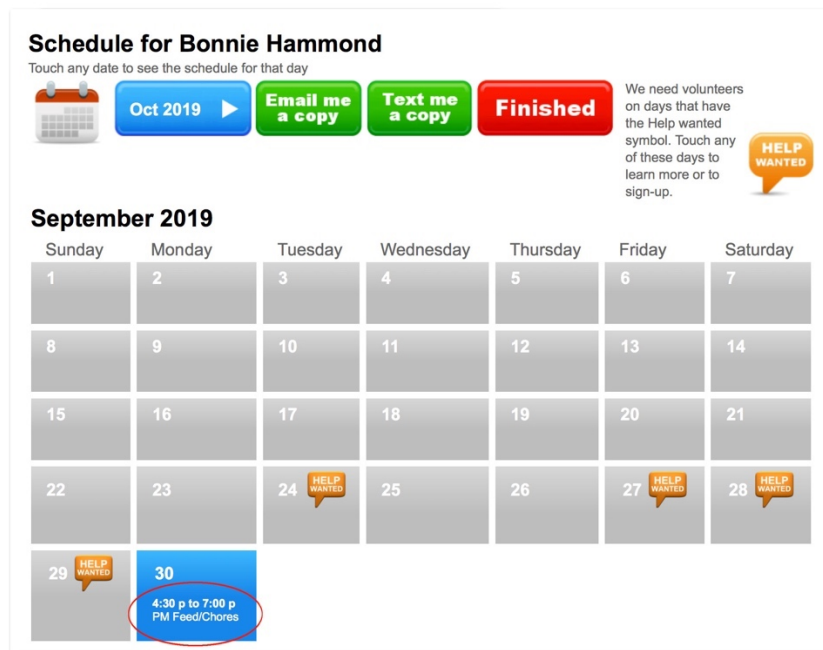
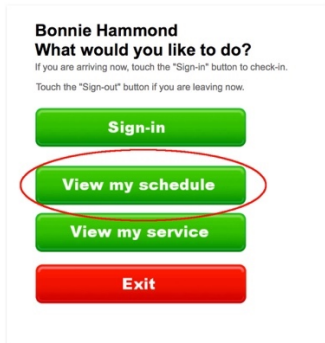
**Prevent unhappy surprises at the barn by removing yourself from your shift if you know in advance you can't be there! This can be done up to 24 hours before you are scheduled.**

*On the Back: Add or Remove Yourself From the Schedule*

## Add or Remove Yourself From the Schedule

Sign in, then click  
**View My Schedule**

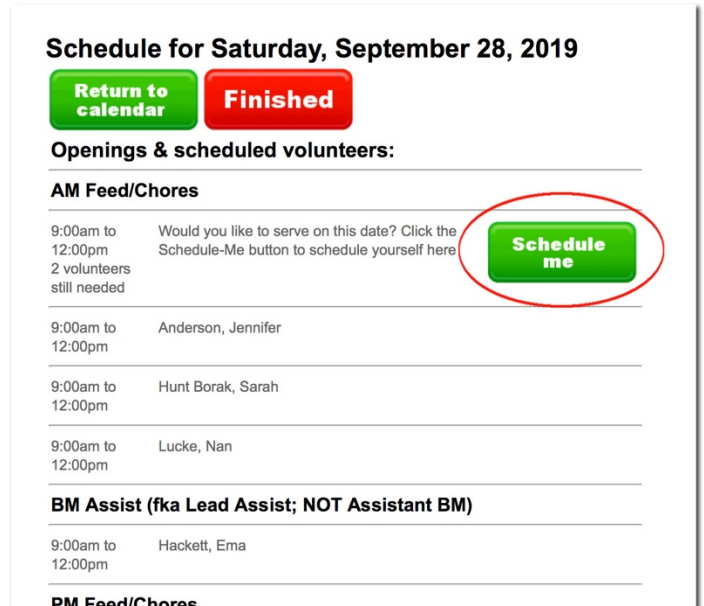
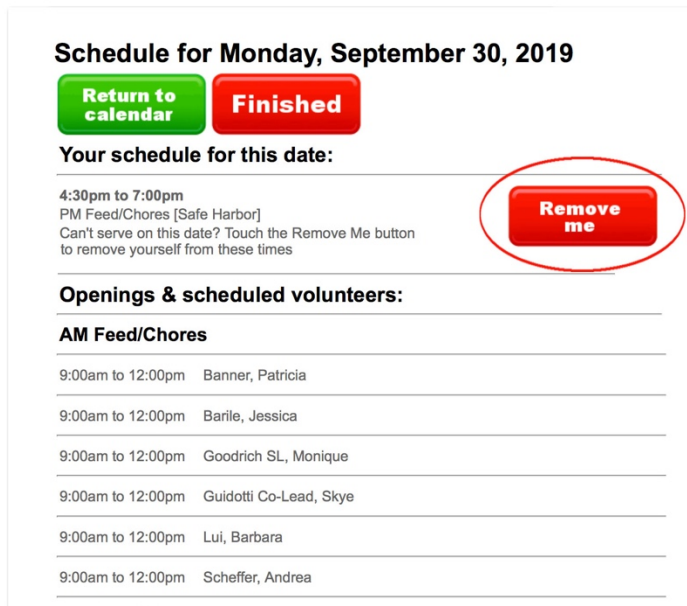
From the calendar view, you can see your schedule, as well as the days on which we're short-handed at the barn.



From the calendar, click on the day you are removing or adding yourself to to get to the next screen. Here you can see who else is assigned on that day, as well as any holes in the schedule that need to be filled.

To remove yourself from a shift, click **Remove Me**. This can be done up to 24 hours before your shift.

To add yourself to a shift, click **Schedule Me**. This can be done any time prior to the start of the shift.



Prevent unhappy surprises at the barn by removing yourself from your shift if you know in advance you can't be there! **This can be done up to 24 hours before you are scheduled.**