

# **Palm Springs Art Museum**

**Docents**

**Introduction to VIC**

**(Volunteer Information Center)**

# Palm Springs Art Museum Volunteer Information Center (VIC)

## —> Docent Assignment Areas

### Palm Springs Art Museum Docent Assignments

#### **A+D Center**

Adult Scheduled Tours  
Frey House Tours  
Requested Tours  
School Tours

#### **Main Museum**

Adult Scheduled Tours  
Requested Tours  
School Tours

#### **Palm Desert (The Galen)**

Adult Scheduled Tours  
Requested Tours  
School Tours

#### **The last two assignments are available to all docents**

♣□\*\*■▼ Enrichment - any location  
Docent Meetings - any location

# **Palm Springs Art Museum Volunteer Information Center (VIC)**

## **Definitions**

**—> Hours = actual hours volunteered**

**—> Merit Hours = actual hours + travel time**

**NOTE that travel time will be automatically added  
to all volunteer assignments**

# **Palm Springs Art Museum Volunteer Information Center (VIC)**

**—> Travel Time - automatically added to all  
logged hours**

- **Travel time is calculated based on city you live in**
  - **Palm Springs / Cat City - 15 minutes to & from main museum**
  - **Rancho Mirage / Palm Desert - 30 minutes to & from main museum**
  - **Indian Wells / La Quinta / Indio - 45 minutes to & from main museum**
  - **Yucca Valley / Beaumont - 1 hour to & from main museum**
- **Additional adjustment for travel to The Galen**
  - **Additional travel time for Palm Springs / Cat City residents (30 minutes to & from The Galen)**
  - **Less time for down valley residents**
  - **Rancho Mirage / Palm Desert (15 minutes to & from The Galen)**
  - **Indian Wells / La Quinta / Indio (30 minutes to & from The Galen)**

# **Palm Springs Art Museum Volunteer Information Center (VIC)**

## **How to access VIC**

### FROM HOME (web-based application)

- similar concept to Shiftboard
- login-ID = e-mail address / personal password

# **Palm Springs Art Museum Volunteer Information Center (VIC)**

## **WHAT CAN I DO USING VIC?**

- **Log Volunteer Hours**
  - **Verify my tour assignment areas**
  - **Log Hours (up to 30 days in the past) - actual hours only, VIC automatically adds travel time**
- **Scheduling**
  - **Self-schedule for a tour assignment**
  - **Check your tour assignment schedule**
  - **Receive e-mail reminders for an up-coming tour assignment**
  - **Cancel a tour assignment**
- **Monitor**
  - **Check your service history**

**Palm Springs Art Museum  
Volunteer Information Center (VIC)**

**Using the VIC Module At Home**

# **Palm Springs Art Museum Volunteer Information Center (VIC)**

To access the VIC module:

Detailed procedures will follow, but can access VIC through either the Docent Portal or the Docent's webpage on the Palm Springs Art Museum's website



# Palm Springs Art Museum Volunteer Information Center (VIC)


**On desktop at home:**

**—> Enter login / password**



Enter your email address and your Palm Springs Art Museum volunteer password.

Login name:

Password:  

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

[Need a password?](#)

**Go**

[Close This Window](#) | [Privacy Policy](#)

# Palm Springs Art Museum Volunteer Information Center (VIC)

**On mobile device:**

**—> Enter login / password**

**Login**

Enter your email address and your Palm Springs Art Museum volunteer password.

Login name:

Password:

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

[Need a password?](#)

**Mobile site**

**Desktop site**

# Palm Springs Art Museum Volunteer Information Center (VIC)

## Home Screen



### Volunteer information for Daniel Hogan TEST

[Home](#)[My Profile](#)[My Schedule](#)[My Service History](#)[Time Sheet](#)[Account](#)[Check your schedule](#)[Post your hours](#)[Sign-up](#)[Text message opt-in](#)

### News

Welcome to VIC ... the Palm Springs Art Museum Volunteer Tracking System. This new system gives you an easy way to keep-in-touch with the volunteer program. You can check your schedule, post your volunteer hours, receive messages, and much more ... anytime, and from any device.

Watch this space for more volunteer news!

### Your Assignments

Adult Scheduled Tours [Docents\A+D Center]

Adult Scheduled Tours [Docents>Main Museum]

Adult Scheduled Tours [Docents\Palm Desert]

Docent Enrichment (travel time added) [Docents\Any Location]

Docent Meetings (travel time added) [Docents\Any Location]

Requested Tours [Docents\A+D Center]

School Tours [Docents>Main Museum]

[Exit](#)

# **Palm Springs Art Museum Volunteer Information Center (VIC)**

## **QUESTIONS?**

Send an e-mail to  
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