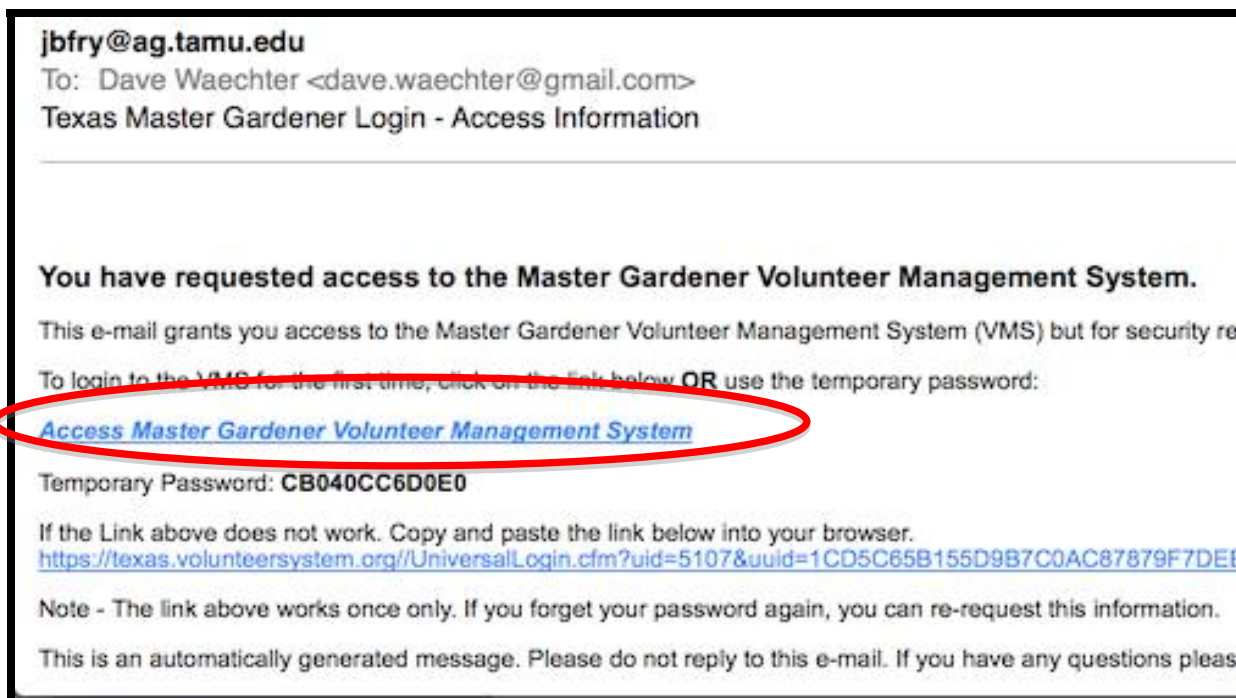


Instructions for Using the GCMG Online Volunteer Management System (VMS)

The online *Volunteer Management System, VMS*, is user friendly, intuitive, and has many great features. It was developed specifically for Master Gardener Programs by the University of California Cooperative Extension and is used in Texas under license agreement with the University of California.

Logging into the Texas Master Gardener Volunteer Management System (VMS) For the First Time

1. Open your Internet browser and enter texas.volunteersystem.org. If you know how, we highly recommend you create a desktop shortcut, a favorite or bookmark for ease of logging into VMS in the future.
2. The Texas Master Gardener Volunteer Management System, Texas Master Gardener Login Home/Welcome Page should appear.
3. Click on the **New User? Password Problems?** link at the bottom
4. The Forgot Password Texas Master Gardener Login page should appear. Enter the email address at which you receive the electronic Master Gardener Newsletter and other correspondence from GCMG into the “E-Mail Address” field. Click the **receive e-mail to access portal** box.
5. Check your email. In about 5 minutes, you will receive an email from jbfry@ag.tamu.edu with the subject line “Texas Master Gardener Login – Access Information”.
6. Click on the **Access Master Gardener Volunteer Management System link** in the email. THIS LINK WORKS ONLY ONCE– BE CAREFUL!

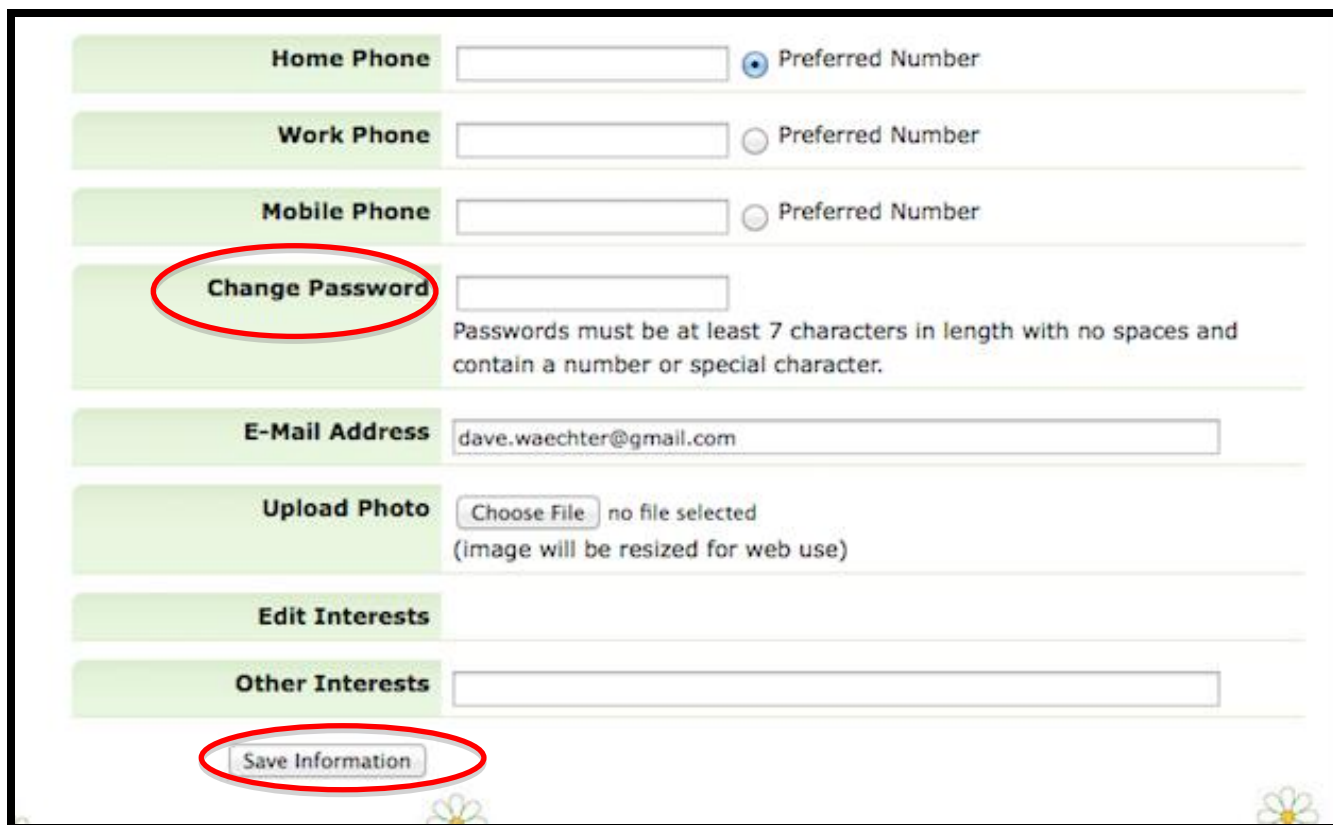


7. You will receive the Texas Master Gardener Volunteer Management System Home/Welcome page. In the top left hand corner, it should say “Hello, (Your Name)”. **Please note.** The email link containing the temporary password will work **only “once”**. **BEFORE YOU DO**

ANYTHING ELSE, click Edit your Profile, Change Your Password, and Save It. You must add a personal password to be able to get into the site again.



8. On the Edit Member Profile page, scroll down to the Change Password box. Enter the password you will use to enter the program. Passwords must contain at least 7 characters with NO spaces AND have a number or special character. You may change your password at any time.



9. To save your password, scroll down to the bottom of the page and click the Save Information button. If you forget to save your password you will have to request a new temporary password link and go through the process again.
10. If you have any problems contact Cindy W. or Dave E. for assistance.

Change/Save Your Password

1. You have been given a link with a “temporary” password to get into the program for the first time. This link containing your temporary password will only work one time.
2. In the left-side Your Information pod, click on the Edit Your Profile link. This will open your profile page.
3. On the Edit Member Profile page, scroll down to the Change Password box. Enter the password you will use to enter the program. Passwords must contain at least 7 characters with NO spaces AND have a number or special character. You may change your password at any time.
4. To save your password, scroll down to the bottom of the page and click on the Save Information button. If you forget to save your password you will have to request a new temporary password and go through the process again.

Setting up Your Profile

After you have logged in, you will be on the Texas Master Gardener Volunteer Management System Home/Welcome Page. Find the yellow box in the upper left hand corner labeled **Your Information**.

Click **Edit Your Profile**. The top of the page will read **Edit Member Profile, Last Updated**

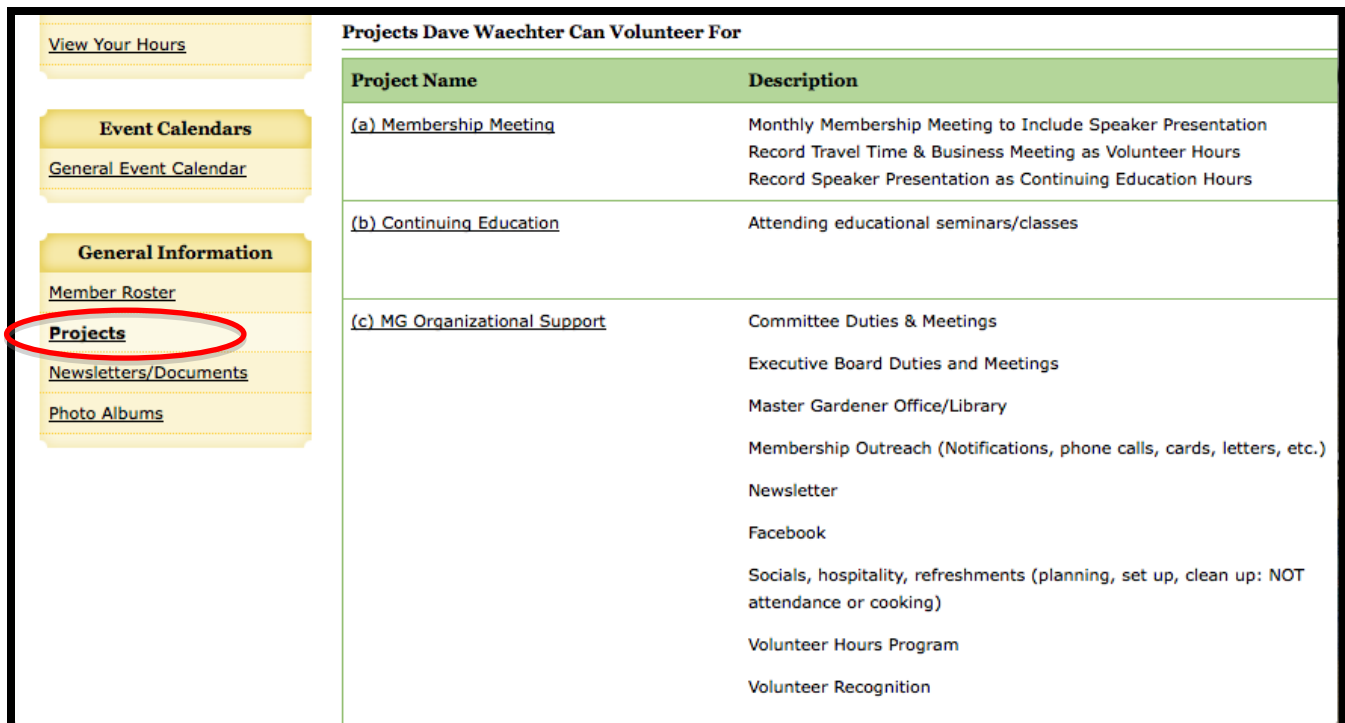
1. Scroll down and review your information, First Name, Middle Initial, Last Name, Privacy Policy, Mailing Address, Mailing City/State/Zip, Home Phone, Work Phone, and Cell Phone. Make any changes necessary.
2. **Private:** Please consider **NOT** hiding your information from other master gardeners in your organization. This is how they will get in touch with you. Just like our current Membership Roster, this information is restricted to Master Gardeners only and will not be shared outside of the organization.
3. **Physical City, State, Zip:** If your physical address is the same as your mailing address, leave blank.
4. **Home Phone, Work Phone and Cell Phone:** Include phone numbers where you can be contacted. Please mark the “**Preferred Number**” as the telephone number you would like members to use first to contact you.
5. **Change Password:** Passwords must contain at least 7 characters with **NO** spaces **AND** have a number or special character. You may change your password at any time.
6. **E-Mail Address:** Ensure your E-Mail address is correct. Notifications will be sent via VMS to the E-Mail listed in your profile. You may change your E-Mail address as necessary.
7. **Upload Photo:** If you like you may include a photo to represent yourself. Use the Browse function to search your computer to find a photo and follow directions to include it. It would be nice to use a personal photo to help other members learn your name and recognize you at Master Gardener functions.
8. **Edit Interests:** Leave blank, at this point.
9. **Other Interests:** Leave blank, at this point.
10. **Click SAVE INFORMATION** or you will have to re-enter any data you changed.

Adding Hours to VMS

When you want to add volunteer or continuing education hours to your record, from the Home/Welcome page, find the yellow box in the upper left hand corner labeled **Your Information**.

Click **Add New Hours**. The top of the page will read **Add Volunteer Hours for (your name)**.

1. **Event Description:** Describe the volunteer or continuing education activity you performed, just like you do today on the Excel spreadsheet. The Description Column in the Project List has a list of events/activities to assist you. You can always get a copy of the Project List from the Home/Welcome page by clicking on the Projects link in the General Information Box.



The screenshot displays the VMS interface. On the left is a sidebar menu with yellow buttons for 'View Your Hours', 'Event Calendars', 'General Information', 'Member Roster', 'Projects' (circled in red), 'Newsletters/Documents', and 'Photo Albums'. The main content area is titled 'Projects Dave Waechter Can Volunteer For' and contains a table with two columns: 'Project Name' and 'Description'.

Project Name	Description
(a) Membership Meeting	Monthly Membership Meeting to Include Speaker Presentation Record Travel Time & Business Meeting as Volunteer Hours Record Speaker Presentation as Continuing Education Hours
(b) Continuing Education	Attending educational seminars/classes
(c) MG Organizational Support	Committee Duties & Meetings Executive Board Duties and Meetings Master Gardener Office/Library Membership Outreach (Notifications, phone calls, cards, letters, etc.) Newsletter Facebook Socials, hospitality, refreshments (planning, set up, clean up: NOT attendance or cooking) Volunteer Hours Program Volunteer Recognition

2. **Event Date:** Click on the small calendar. The current month will appear. You can use the back << arrows to select previous months or the forward >> arrows to select future months. Select the date you did the activity. The date will appear in the Event Date box.

3. **Apply to Project:** Click on the down arrow. The full list of GCMG Projects will appear. Click on the Project that describes the Activity you performed. The project will appear in the Apply to Project box.

GCMG Projects	
a. Membership Meeting	i. Youth Education Gardening
b. Continuing Education	j. Master Gardener Booth
c. MG Organizational Support	k. Master Gardener Class
d. Guadalupe County Community Garden	l. San Antonio Stock Show & Rodeo
e. Gutierrez Xeriscape Park	m. Guadalupe County Fair
f. Red Barn	n. TMGA Activities
g. Other Approved Gardens	o. Other
h. Outreach to the Public	

4. **Miles Driven:** Enter the miles driven to the volunteer or continuing education activity if you want to keep track of such data, for example, if you use this information for your taxes. GCMG does not need this information.
5. **Volunteer Hours:** Enter the number of volunteer hours including travel time for the activity. Record hours in increments of 15 minutes rounded up, for example, .25, .50, .75, or a full hour or a combination of whole hours and partial hours, i.e., 1 or 1.75 hours.
6. **Continuing Education:** Enter the number of continuing education hours, do not include travel time, for the activity. Report travel time under volunteer hours. Record hours in increments of 15 minutes rounded up, for example, .25, .50, .75, or a full hour or a combination of whole hours and partial hours, i.e., 1 or 1.75 hours.
7. **Population Served:** If you give a presentation to Master Gardeners and/or members of the public, enter the total number of attendees at the bottom in the UNKNOWN Male and UNKNOWN Female boxes. Otherwise, do not enter any information. Travis uses this information for his monthly reports to Texas A&M AgriLife Extension. Contact Dave E. or Cindy W. if you are uncertain about entering hours here.
8. **Click SAVE HOURS** or you will have to re-enter your data.

Viewing Your Hours

If you simply want to look at the hours you have posted to your account, from the “Home/Welcome” page, find the yellow box in the upper left hand corner labeled **Your Information** and click on **View Your Hours.**

The top of the page will read **Volunteer Hour History for (Your Name).** This provides a quick summary of your activities (since you started using VMS).

To limit the list to a specific time frame (such as the current GCMG reporting year of 1 January to 31 December), add the **Start Date** and **End Date** in the boxes and click the **Submit** button. The program will refresh the list using the entered time frame.

Change Your Email Address

1. Log in to VMS.
2. In the left-side Your Information pod, click on the Edit Your Profile link. This opens your profile page.
3. On the Edit Member Profile page, scroll down to the E-Mail Address box. Enter the new email address.
4. To save the change, scroll down to the bottom of the page and click on the Save Information button.

Editing Your Hours Report

VMS allows volunteers to edit reports for any given event.

1. To edit the report for any given event, click on the **View Your Hours** link in the **Your Information** pod. This opens your **Volunteer Hour History** page.
2. From the list, click on the event you need to edit. This opens the **Edit Volunteer Hours** page.
3. Edit the information in the report as needed.
4. Click the Save Hours button to save the change. If you want to delete the entire report, click on the Delete Hours button.

Member Roster

The **Member Roster** (**General Information** pod in the lower left-hand corner) allows you to contact other GCMG volunteers. The roster lists volunteers and staff in the program with their emails and preferred phone numbers.

- **Click on the person's name** for his or her photo (if he or she has uploaded one), address, and preferred phone number.
- **Click on the person's email** to send the person an email.

The Roster is for internal communications within the GCMG Program and must not be used for commercial purposes.

Newsletter and Documents

VMS has a feature for newsletters and documents. Click on the Newsletters/Documents link in the lower left-hand General Information pod. Click on the links to open items.