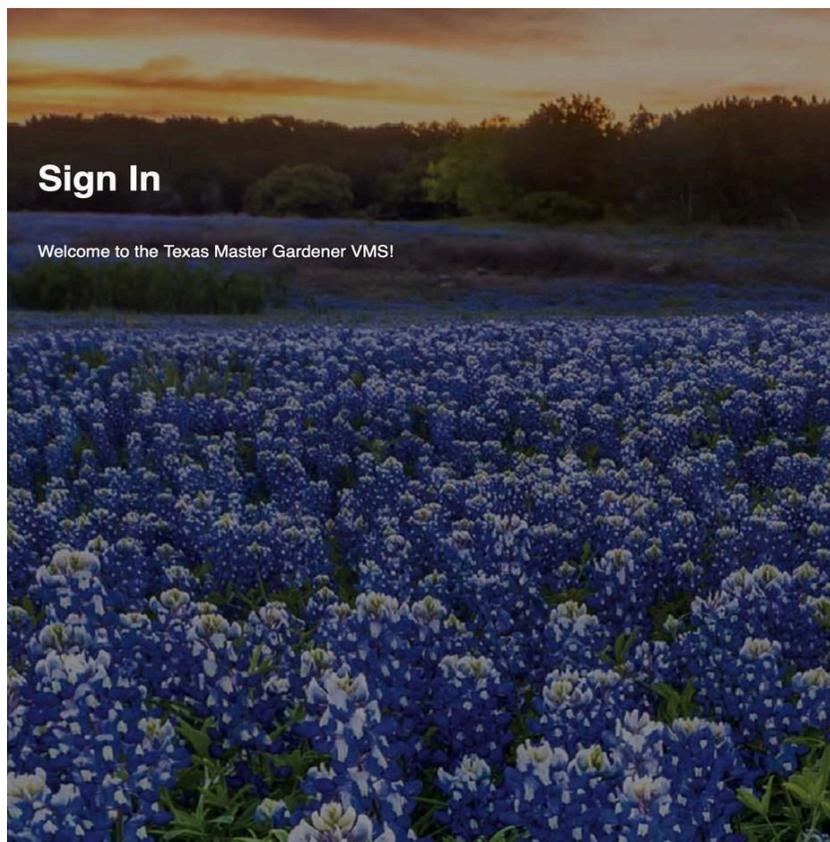


Volunteer Management System (VMS) Guide for Extension Master Gardeners

To access the VMS system type in the following URL in your browser
<https://vms.texasmg.org>

It brings you to the sign-up screen.

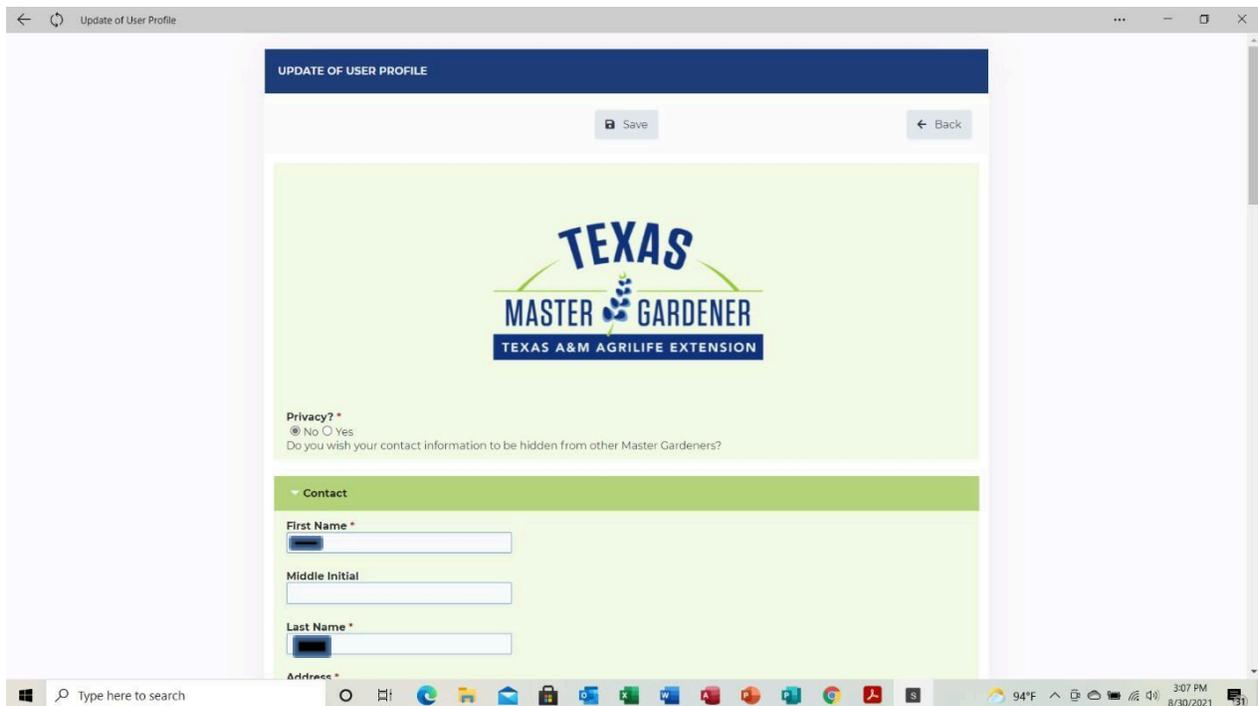


Type in your username and the temporary password provided to you.
Please note these are both *case sensitive* and must be entered exactly as provided.

Click the box



The first screen you see is *Update Your Profile*



The screenshot shows a web browser window titled "Update of User Profile". The page has a dark blue header with the text "UPDATE OF USER PROFILE". Below the header, there are two buttons: "Save" and "Back". The main content area has a light green background and features the "TEXAS MASTER GARDENER" logo, which includes the text "TEXAS A&M AGRILIFE EXTENSION". Below the logo, there is a "Privacy?" section with two radio buttons: "No" (selected) and "Yes". Below this, there is a "Contact" section with four input fields: "First Name *", "Middle Initial", "Last Name *", and "Address *". The "First Name" and "Last Name" fields contain the text "John" and "Doe" respectively. The "Address" field is partially visible at the bottom. The Windows taskbar is visible at the bottom of the browser window, showing the search bar, taskbar icons, and system tray information including the date and time (3:07 PM, 8/30/2021).

Questions with an asterisk * must be answered.

Privacy: If you select "NO", your information will not be visible to other Master Gardeners. Admins will have access to this information.

You can change your username with a name you are more comfortable with or may remember more easily.

It is strongly suggested that you change the password. Note the requirements:

- Minimum 8 characters
- At least one UPPER CASE character
- At least one lower case character
- At least one number
- At least one special character such as !@#\$\$%^&*
- Does not contain the username

Update of User Profile

City *

Zip *

State *

TX

User Info

User ID
16797

Email *

mcmga9020@gmail.com

Username *

Set New Password

Phone

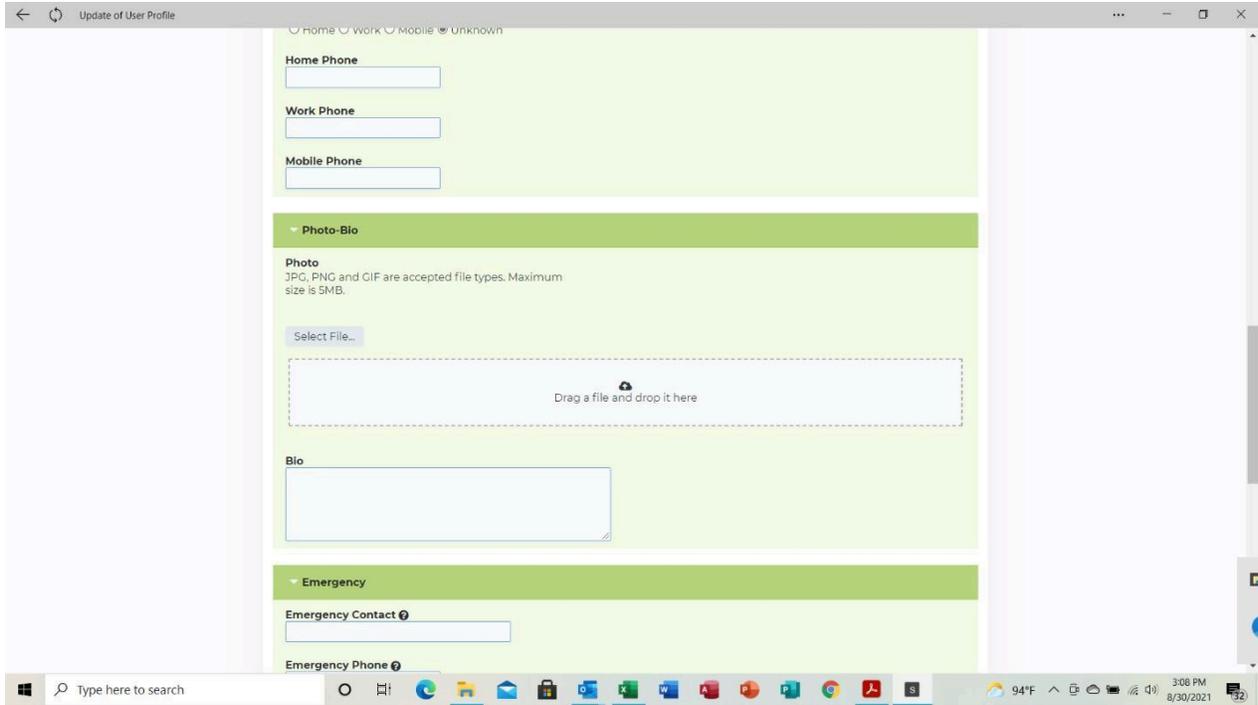
Preferred Phone *

Home Work Mobile Unknown

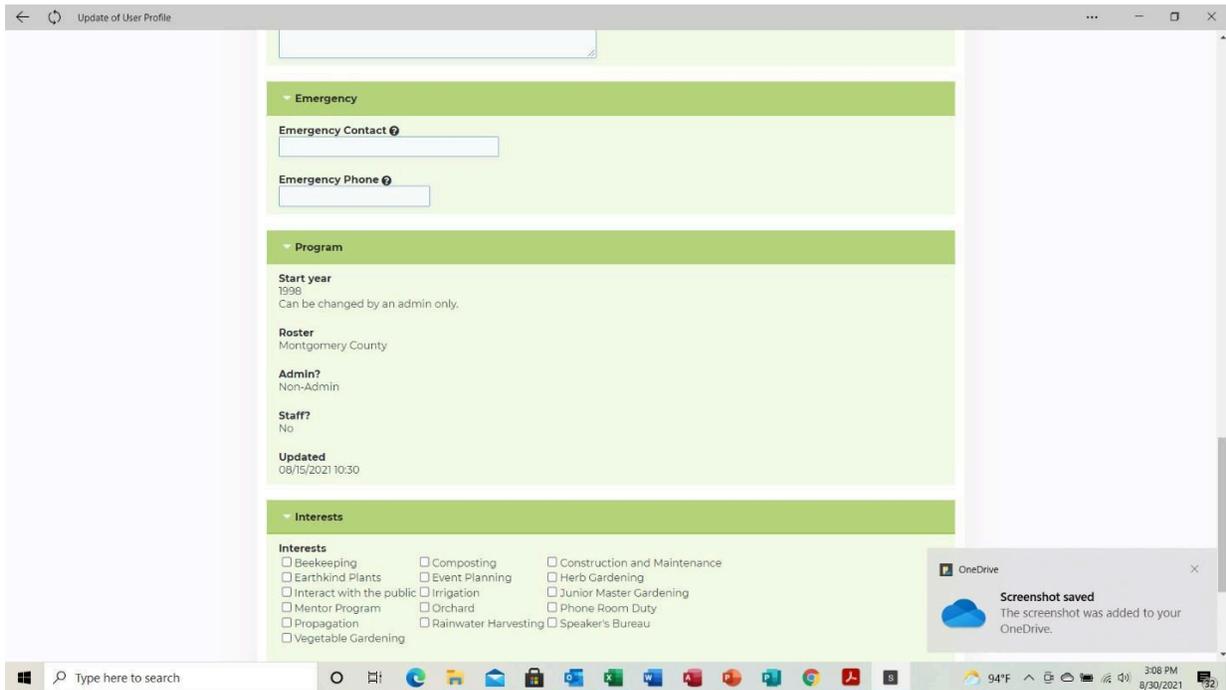
Home Phone

Work Phone

Mobile Phone



We strongly suggest you add emergency contact(s) in your profile.

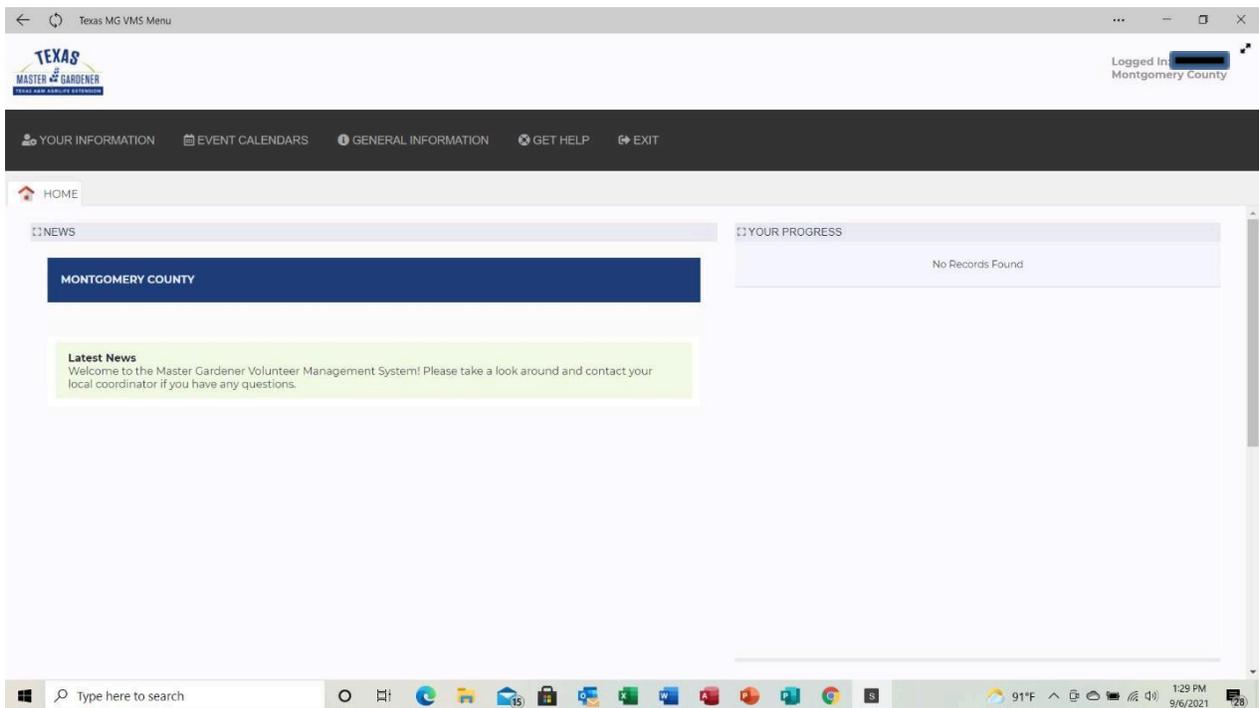


Select as many interests as you like.

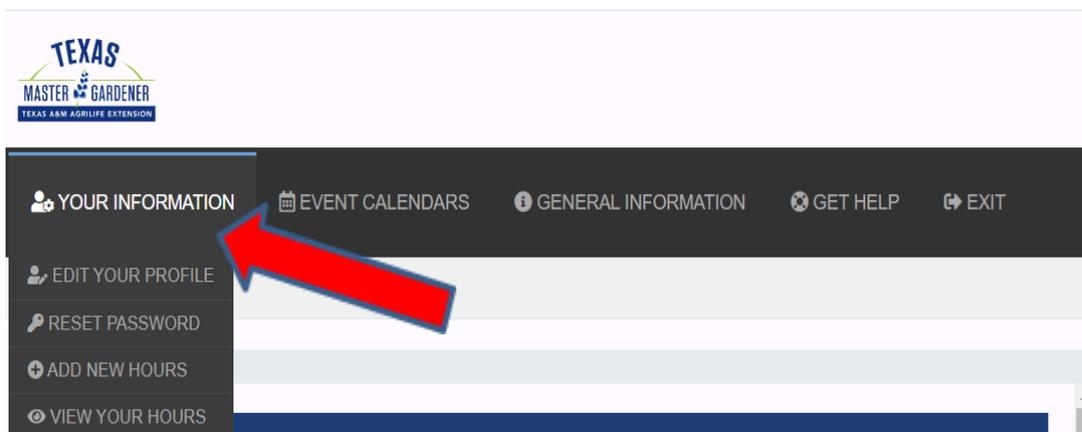
As a first-time user, you have not signed up for any projects. You will do this once your profile has been updated. Go to the General Information screen to add projects.

Click the **SAVE** button.

The following screen pops up.



The **YOUR INFORMATION** Tab



Here is where you may edit your profile, reset your password and where you add your hours.

The screenshot shows a web browser window titled "Texas MG VMS Menu". The page header includes the Texas Master Gardener logo and the text "Texas Master Gardener" and "Texas Master Gardener Extension". The user is logged in as "Clay Hunt" from "Montgomery County". The navigation menu includes "YOUR INFORMATION", "EVENT CALENDARS", "GENERAL INFORMATION", "GET HELP", and "EXIT". The main content area is titled "ADD NEW HOURS" and features a green "+ Add" button at the top. Below the button is a form with the following fields: "Program" (dropdown menu with "Montgomery County" selected), "MG No." (dropdown menu with a redacted value), "Project *" (dropdown menu with "SELECT" selected), "Date *" (calendar icon and date "09/06/2021"), "VOL Hours" (input field), "CE Hours" (input field), "Miles" (input field), and "Description" (text area). A green bar at the bottom of the form is labeled "Population Served". A red asterisk and the text "* Required field(s)" are located at the bottom of the form.

Project is a required field.

The date defaults to the current date but you can change that to whatever date you are reporting for.

In the description box write in your own words what you did during the time you are reporting for.

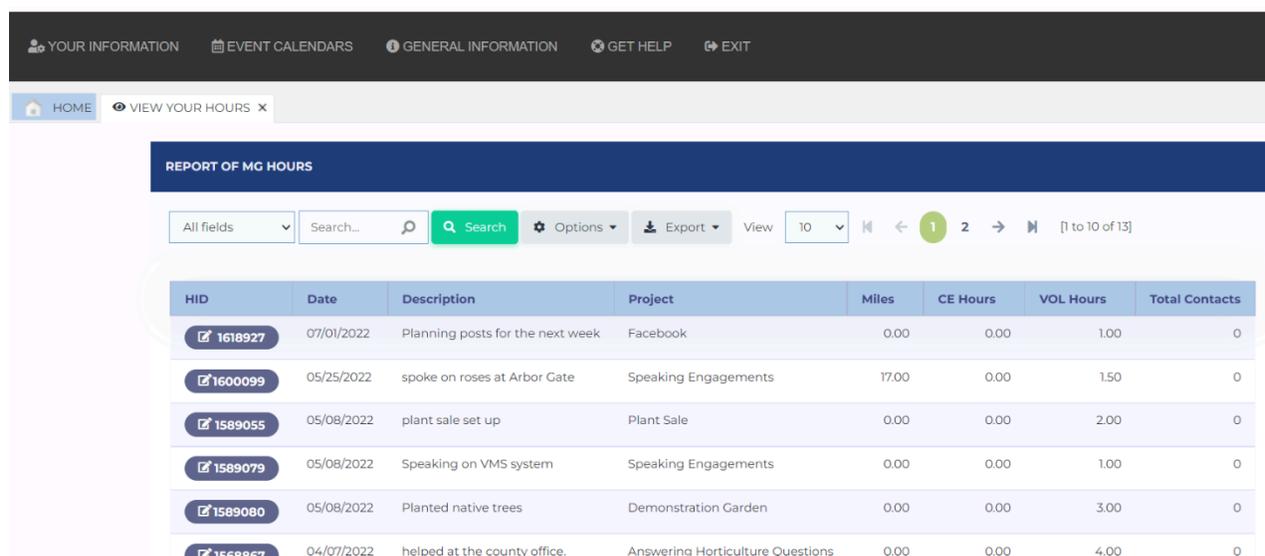
Click **+ ADD** at the top.

*Population served is for those occasions where you were on a project that served the public. Ensure multiple people are not reporting population numbers.

To add more entries – Click on Copy or **+Add New** and you will get the previous screen for adding more hours. Click **SAVE** when you are done

You may also view your hours by clicking the **VIEW YOUR HOURS Tab**.

This will give a listing of all your hours. On this screen you can make changes or corrections to your previous entries. Click on the HID box or Blue Box where you want to make your changes, make your correction, and click **SAVE**.



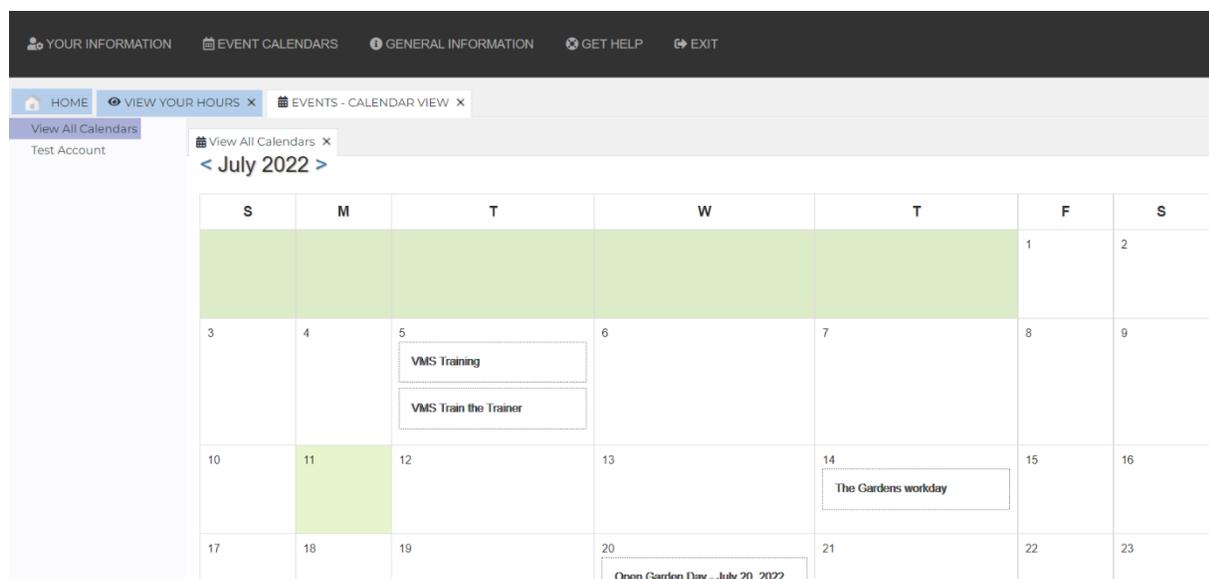
The screenshot displays a web application interface for viewing a report of MG hours. The top navigation bar includes links for 'YOUR INFORMATION', 'EVENT CALENDARS', 'GENERAL INFORMATION', 'GET HELP', and 'EXIT'. Below this, a breadcrumb trail shows 'HOME' and 'VIEW YOUR HOURS X'. The main content area is titled 'REPORT OF MG HOURS' and features a search and filter interface with a search bar, a green 'Search' button, and options for 'Options', 'Export', and 'View' (set to 10). The data is presented in a table with the following columns: HID, Date, Description, Project, Miles, CE Hours, VOL Hours, and Total Contacts. The table contains six rows of data, each with a blue HID box for editing.

HID	Date	Description	Project	Miles	CE Hours	VOL Hours	Total Contacts
1618927	07/01/2022	Planning posts for the next week	Facebook	0.00	0.00	1.00	0
1600099	05/25/2022	spoke on roses at Arbor Gate	Speaking Engagements	17.00	0.00	1.50	0
1589055	05/08/2022	plant sale set up	Plant Sale	0.00	0.00	2.00	0
1589079	05/08/2022	Speaking on VMS system	Speaking Engagements	0.00	0.00	1.00	0
1589080	05/08/2022	Planted native trees	Demonstration Garden	0.00	0.00	3.00	0
1568867	04/07/2022	helped at the county office.	Answering Horticulture Questions	0.00	0.00	4.00	0

To run a report of your hours:

1. View Your Hours
2. Click Green SEARCH button
3. Enter date(s) you want to report on, or date range, etc.
4. Click Green SEARCH button
5. Click Gray OPTIONS button
6. Select EXCEL, then extension type and click OK
7. View or download your report

The **EVENT CALENDAR** Tab



You may view this in List View or traditional Calendar View. If your association is using the VMS calendar feature this is where you will see upcoming events and sign up to volunteer.

The **GENERAL INFORMATION** Tab

Member Roster allows you to see all the members that have allowed their information to be made public.

Projects lists all the projects.

Member Interests shows all the members that selected interests.

You can email members from the General Information Tab.

The GET HELP tab has tutorial videos you can watch and a form you can fill out to GET SUPPORT from the VMS support team.

Make sure you click on **EXIT** to get out of the program.

Please contact one of your local association VMS Administrators first, before sending in a Help Ticket on GET SUPPORT. Most issues can easily be resolved locally.

Video Demos:

This video will demonstrate what to expect the first time you login:
<https://www.loom.com/share/4e4d85473d2a49faaae70bf9241990a7>.

We've also created introductory video demos and put them at GET HELP > TUTORIAL VIDEOS in the main menu above your dashboard. You can access them once you login.