Volunteer Management System (VMS) Guide
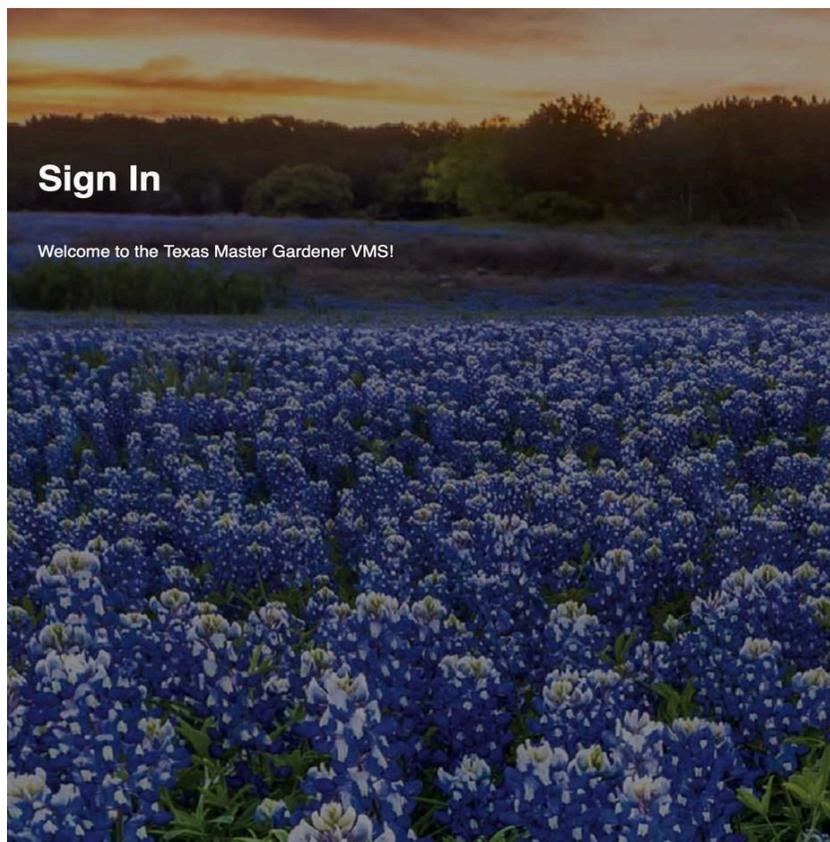# for Extension Master Gardeners

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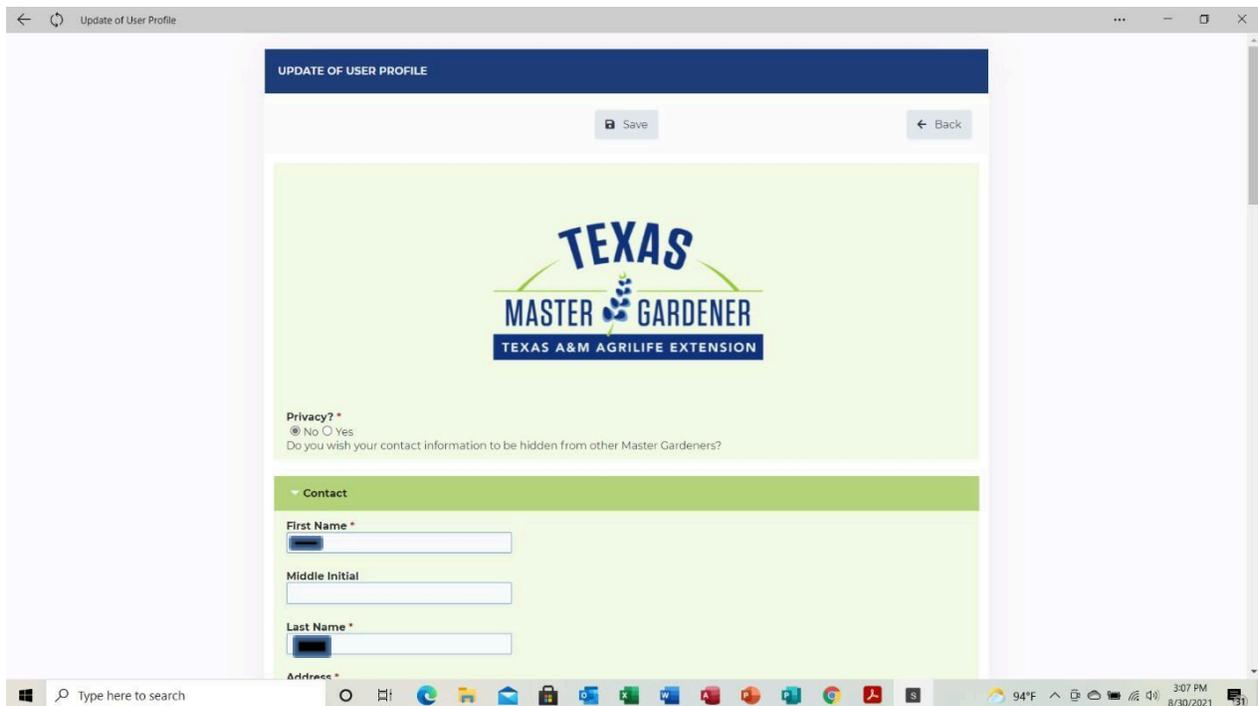https://vms.texasmg.org

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   Sign In

The first screen you see is *Update Your Profile*

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 !@#$%^&*
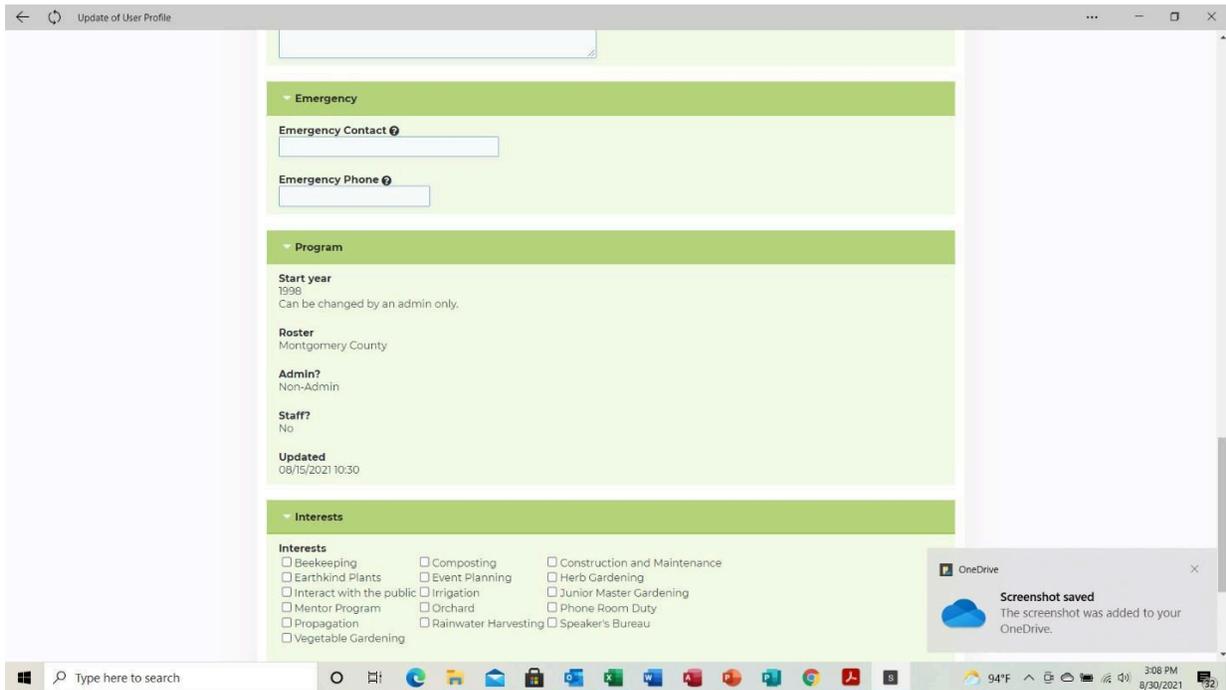- Does not contain the username
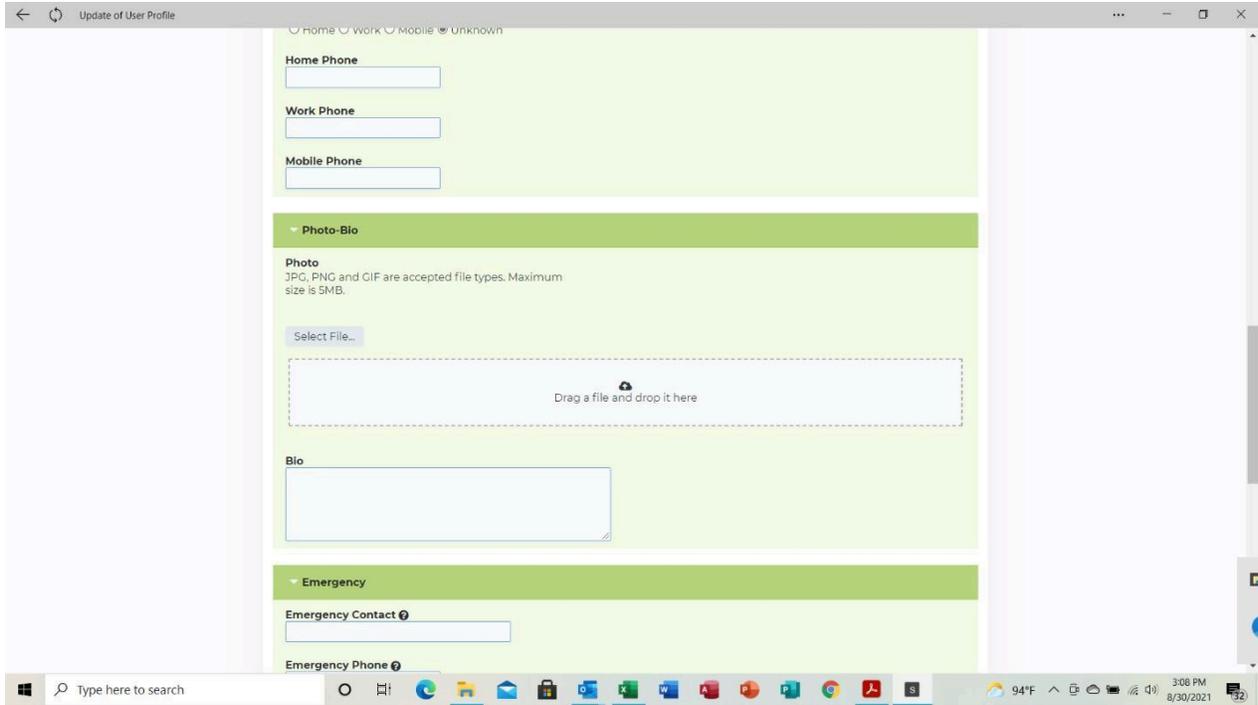
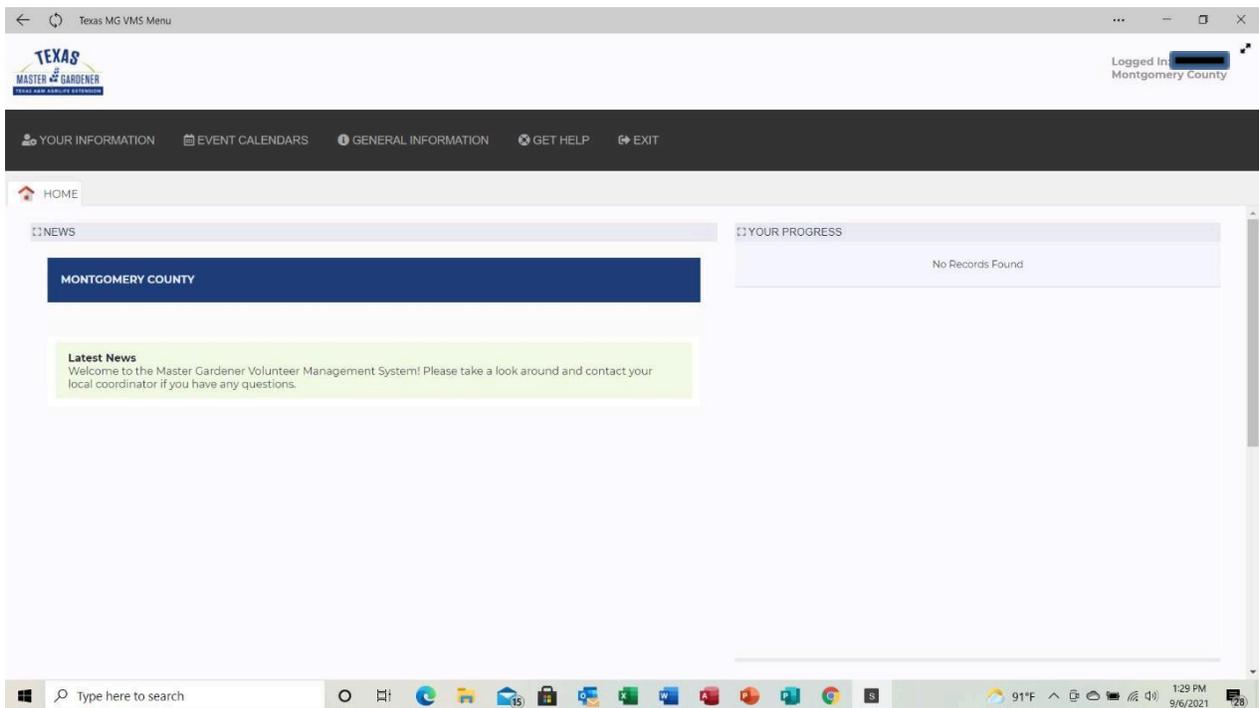We strongly suggest you add emergency contact(s) in your profile.
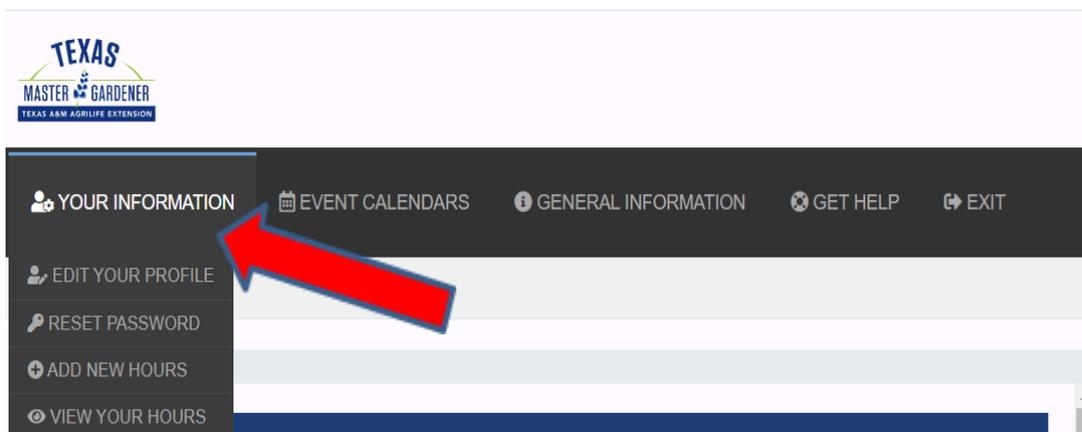
Select as many interests as you like.

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.

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.
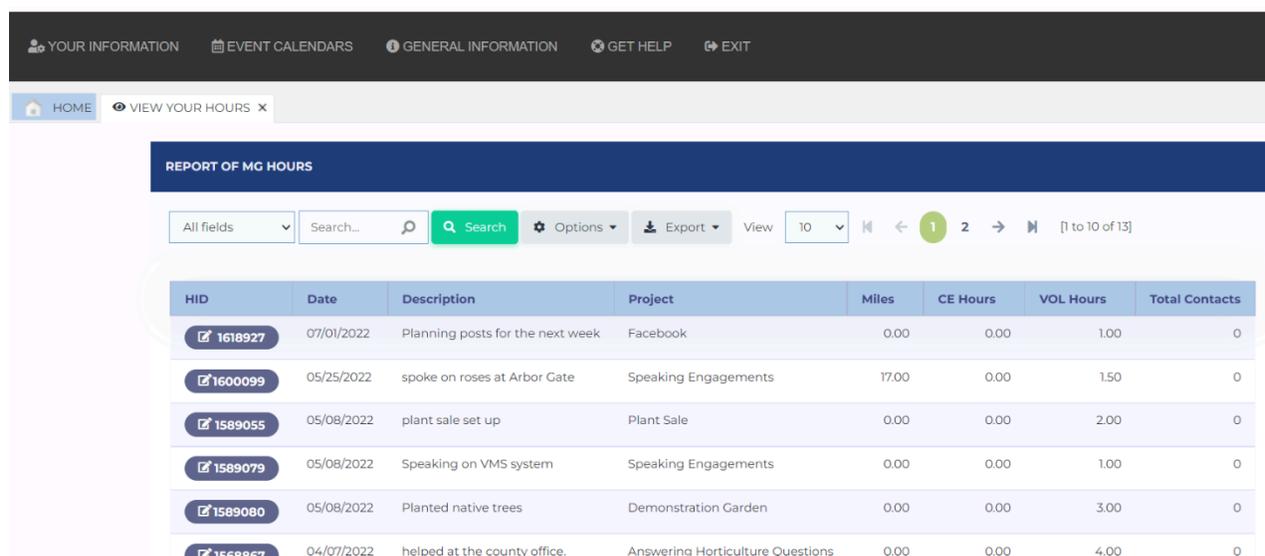
Click **+ ADD** at the top.

*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.
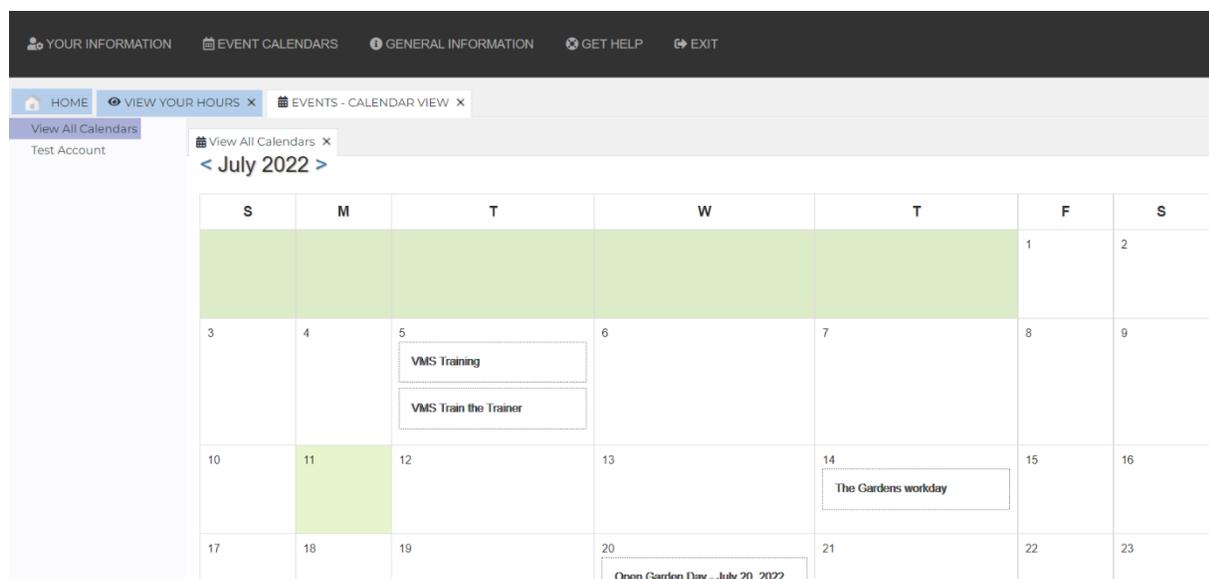

To run a report of your hours:

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.