

Volunteer Management System

User Guide

Introduction

The Volunteer Management System (VMS) is used to collect and track Master Gardener (MG) volunteer hours. In addition, VMS stores current Fort Bend County Master Gardener (FBCMG) member information for both Trainee/Intern and Master Gardener members, serving as a membership roster.

MG volunteer hours are used for initial certification and annual recertification. Additionally, and of equal importance, our hours are used by the Horticulture Agent and County Extension Director to report the impact Master Gardeners have on the citizens of Fort Bend County. Monthly, our volunteer activities are reported to AgriLife Extension, the County Commissioners Court and the Texas State Legislature. The County and the State are very interested in the numbers of people we educate and their respective zip codes.

We ask that you enter your hours each time you volunteer, preferably within 24 hours of the activity. This practice will allow for more complete information being reported in a timely manner.

The information contained in the VMS roster is proprietary to FBCMG and is not to be used for any other purpose. Please treat the information as private and only to be used for FBCMG related activities.

To Begin Using VMS

Each member will receive an email to the email address on file. An example of the email is shown below:

To access the system, please go to:

<https://vms.texasmq.org/>

You can bookmark that URL but do not bookmark the account homepage/dashboard as it requires a login to render that page properly.

First Time User Credentials

Your username for first-time access will be the “user” half of the email address on file. For example, if your email was rjjacobdesign@gmail.com, your temp username will be “rjjacobdesign”, without the quotes, of course. This username should be submitted as *all lower-case* characters.

If you have any trouble, use the [GET HELP](#) form listed under the login form.

Your one-time, temporary password to access the VMS for the first time is:

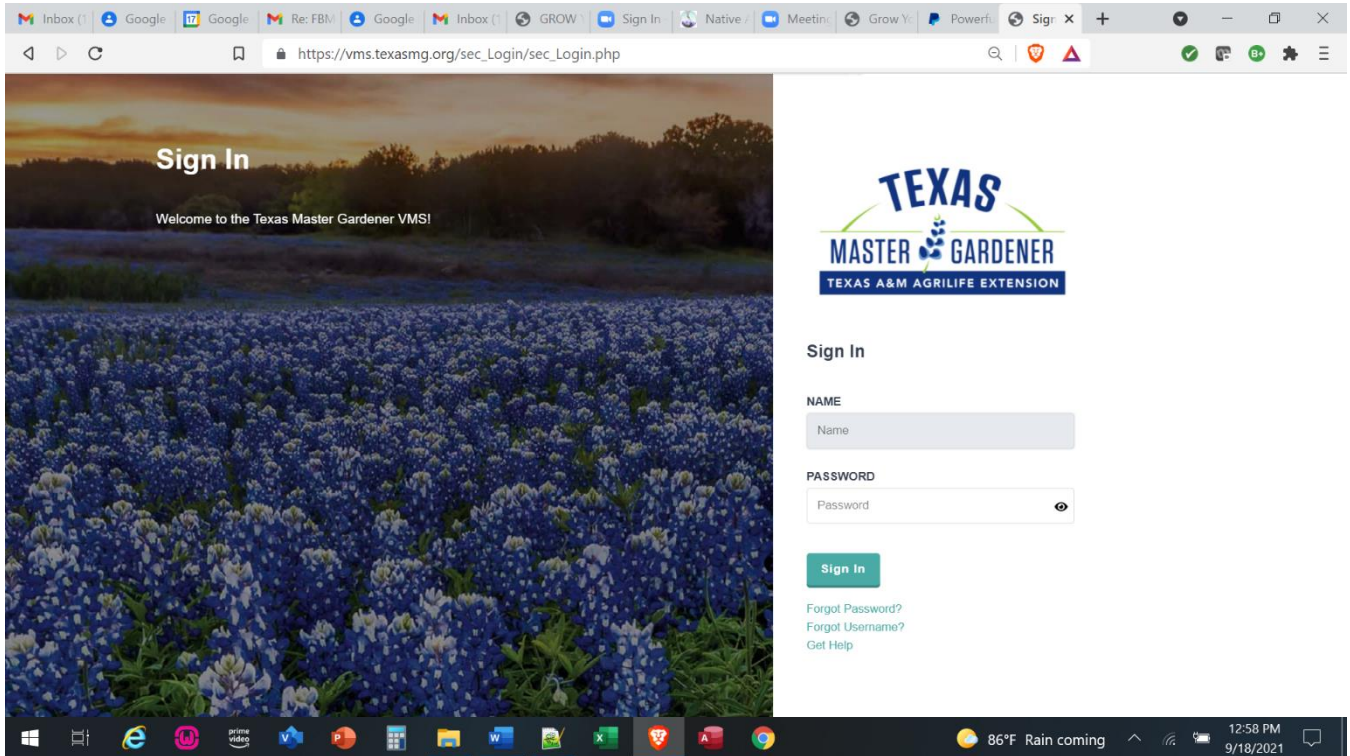
Garden4Life\$

The password is CaSE-SenSiTivE. Make sure you enter it exactly without any added spaces or characters. Make sure your caps lock is off.

Save or bookmark the link to VMS: <https://vms.texamg.org/>. This link will be used each time you access VMS.

Please email the VMS Team, vms@fbmg.org, or contact the Master Gardener Coordinator, if unable to login.

Open your browser, enter <https://vms.texasmg.org/> which will open the login page:



Remember for first time login:

- **NAME** is the portion of your email before the @ sign. For the test user account, the email address is vmsuser@fbmg.org. **Name** is **vmsuser**.
- **PASSWORD** is **Garden4Life\$**.

Once you enter NAME and PASSWORD and click **Sign In**, the **Update of User Profile** page will automatically open. Once you save the changes to your profile, all future visits to the VMS system will open the **HOME** page which will be shown later.

This is the only time the VMS system will automatically open the User Profile page.

All fields on the profile page should be checked for correctness. In addition, the following fields should be updated:

- Username
- Password
- Emergency Contact information
- Interests
- Photo

UPDATE OF USER PROFILE

Save

Back



Privacy? *

No Yes

Do you wish your contact information to be hidden from other Master Gardeners?

Please do not set **Privacy** to 'Yes'. All data in VMS is available only to fellow Master Gardeners. If **Privacy** is set to 'Yes', no data is available to your fellow members.

All the contact information is on one long page. The following screen shots are taken after scrolling down.

Note: future visits to the **EDIT YOUR PROFILE** page will show profile data broken into sections using tabs:

HOME EDIT YOUR PROFILE X

UPDATE OF USER PROFILE

Save

Privacy? *
 No Yes
Do you wish your contact information to be hidden from other Master Gardeners?

Contact User Info Phone Photo-Bio Emergency Program Interests Projects

First Name *
Test

▼ Contact

First Name *

Test

Middle Initial

Last Name *

User

Address *

123 Any Street

City *

Rosenberg

Zip *

77471-

State *

TX

▼ User Info

User ID

15717

Email *

vmsuser@fbmg.org

Username *

vmsuser


Set New Password

Click **Set New Password**, the following screen appears:

Instructions


Enter the new password in both fields. Make sure the passwords match exactly and meet the minimum password requirements:

1. Minimum of 8 characters
2. At least one UPPER CASE letter
3. At least one lower case letter
4. At least one number
5. At least one special character such as !@#\$\$%^&*
6. Does not contain the username

Click the eye icon  to the right of either text input field to see the passwords in plain text.

Password

Repeat Password

 Save

Enter the chosen password twice and click the **Save** button. The password will be saved, and you will be returned to the **Edit Your Profile** page.

Phone

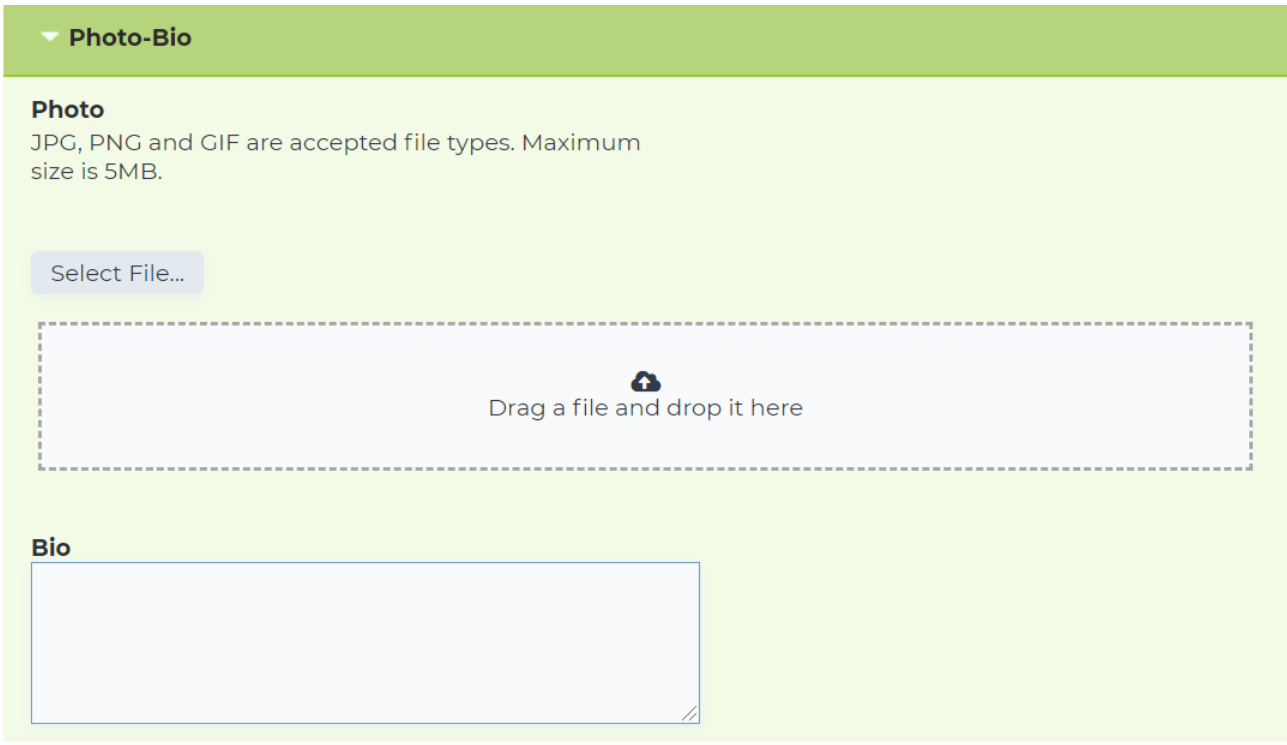
Preferred Phone *

Home Work Mobile Unknown

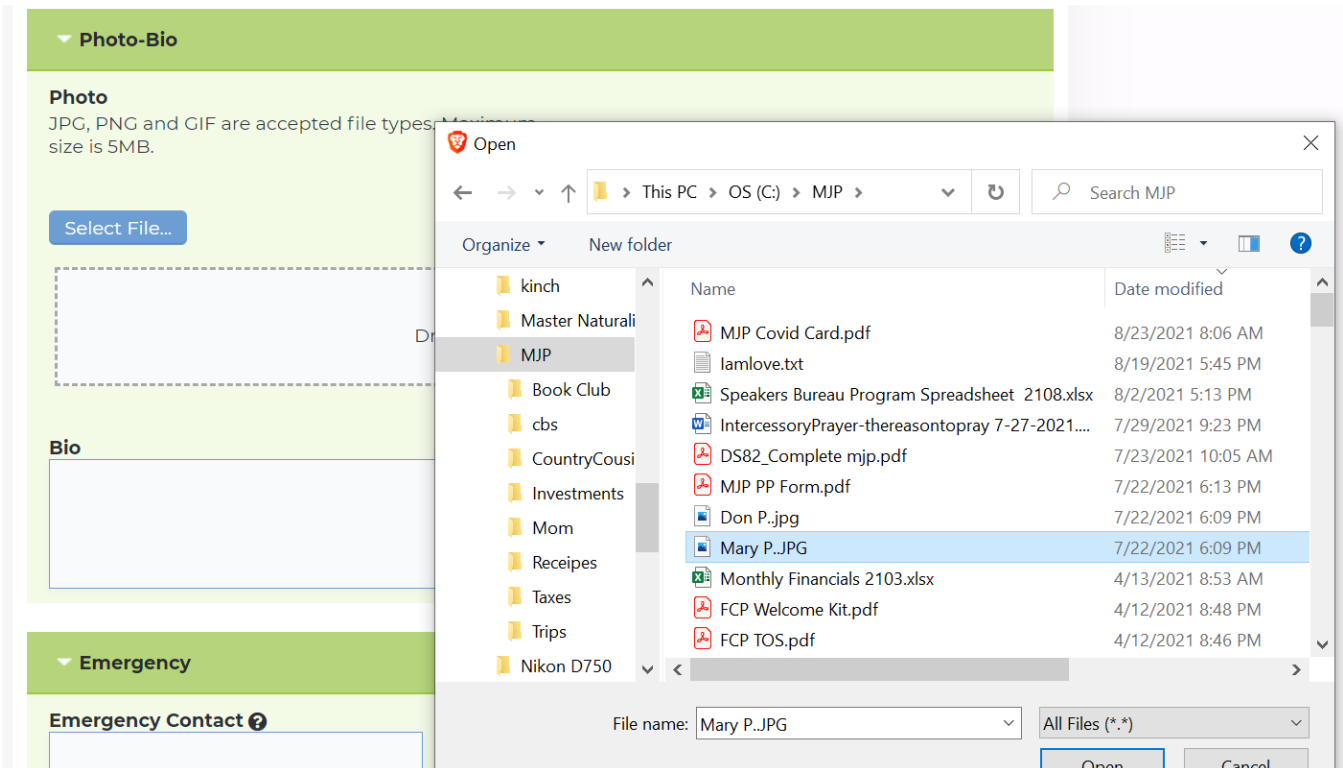
Home Phone

Work Phone

Mobile Phone




To upload a picture, click **Select File**. File Explorer will open, navigate to the folder in which your photo resides and **double click** the file name containing your photo or **click** the file name to highlight the file name and click **Open**. In the following example, the file is Mary P.JPG.



The file will be uploaded, and your photo displayed. The photo may be updated whenever desired. Please use a 'head shot' photo so that other Master Gardeners can recognize you when they see you at Master Gardener functions.

▼ **Photo-Bio**

Photo
JPG, PNG and GIF are accepted file types. Maximum size is 5MB.



Mary P..JPG

Select File... Delete

Scrolling on down the profile page, please update your Emergency Contact.

▼ **Emergency**

Emergency Contact ⓘ

Emergency Phone ⓘ

The following area is used by the Admin group and is displayed for your information only.

Program

Start year
F 2007
Can be changed by an admin only.

Roster
Fort Bend County

Admin?
Non-Admin

Staff?
No

Updated
08/24/2021 13:49

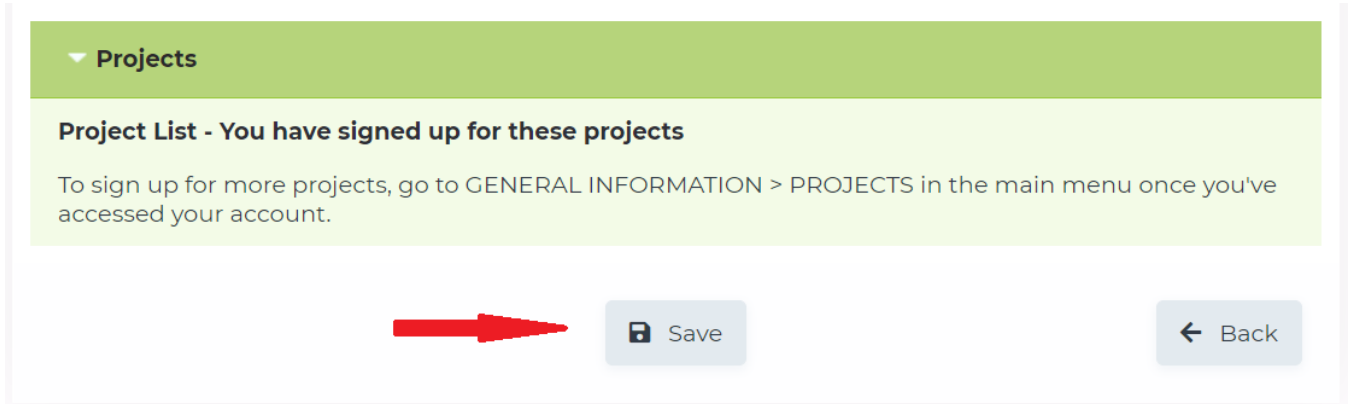
The interests checked here help Master Gardeners find people interested in working with them. Please check all that you might be interested in. Interests may be modified at any time.

Interests

<input checked="" type="checkbox"/> Communications Committee (includes website, publicity and social media)	<input checked="" type="checkbox"/> Community Events - Speaker Bureau	<input checked="" type="checkbox"/> Community Events Committee (includes booths at events, Garden Celebrations and tours of FBMG gardens)
<input checked="" type="checkbox"/> Demonstration Gardens	<input checked="" type="checkbox"/> Fundraising Committee (includes fruit tree and vegetable/herb sales)	<input type="checkbox"/> Hotline & Research
<input checked="" type="checkbox"/> Member Relations Committee (includes maintaining membership records, hospitality, awards banquet, MG's garden tours)	<input checked="" type="checkbox"/> Programs Committee - Community Educations Programs (such as GYO and LS)	<input checked="" type="checkbox"/> Programs Committee - Entomology Group
<input type="checkbox"/> Programs Committee - Lunch & Learn	<input type="checkbox"/> Programs Committee - MG Continuing Education Programs	<input type="checkbox"/> Youth Activities (includes Earth-Kind Kids Kamp, JMG, scout badge days, 4-H and more)

Other Interests ?

Currently, The **Projects** section is not being used.



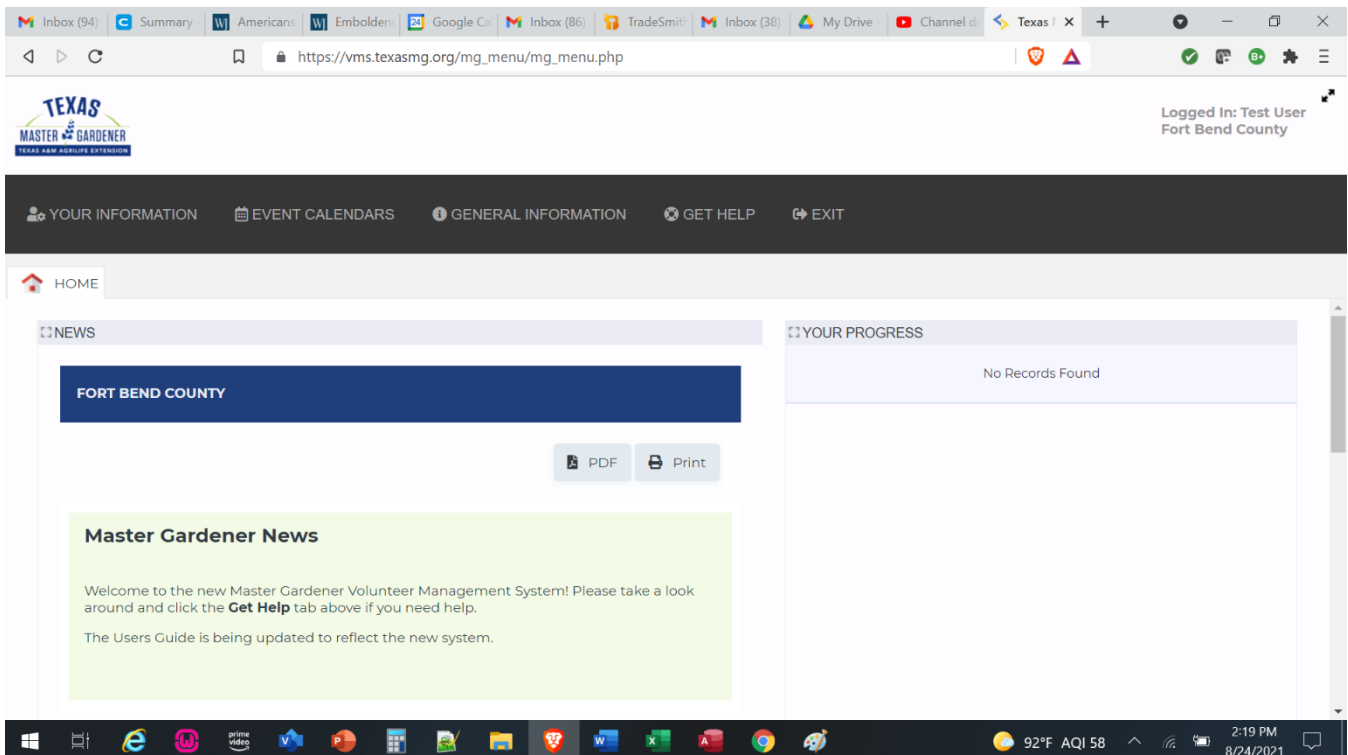
Please **remember your password**, as you will be required to enter it each time you access VMS. Also, bookmark or save the link to VMS:

<https://vms.texasmg.org/>

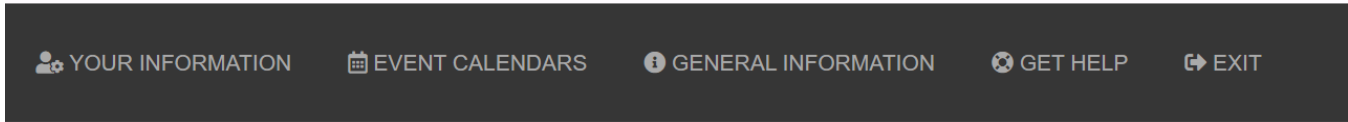
The link to VMS is also available on the Members Only page of the FBCMG website (fbmg.org).

Each Master Gardener is responsible for keeping their profile information up to date. Additionally, as your interests grow, please keep this section updated.

After the User Profile changes have been saved, the **HOME** page is shown. This is the page you will see each time you login.



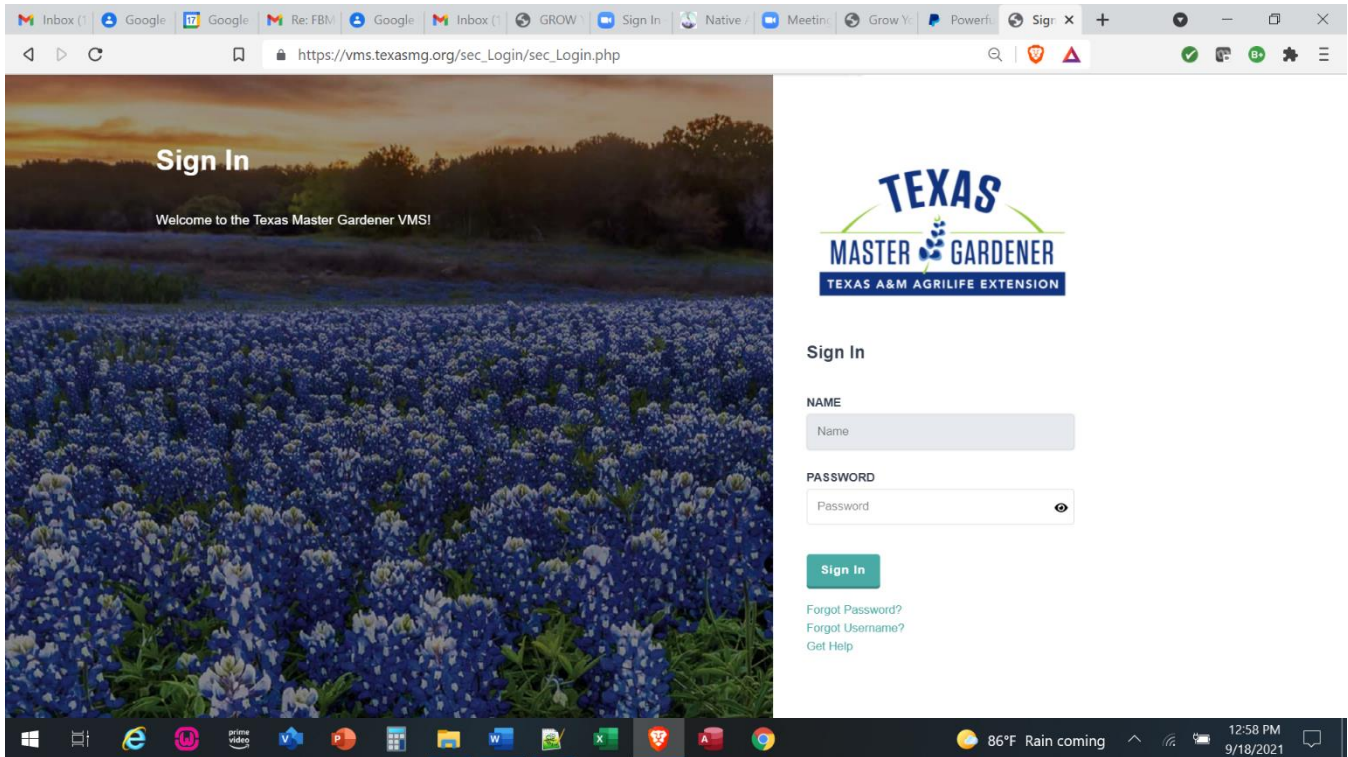
When all tasks for a session have been completed, please **EXIT** VMS by clicking on the **EXIT** tab.



Access and Update VMS

After completing your initial login, use the following link to access VMS

<https://vms.texasmg.org/>:



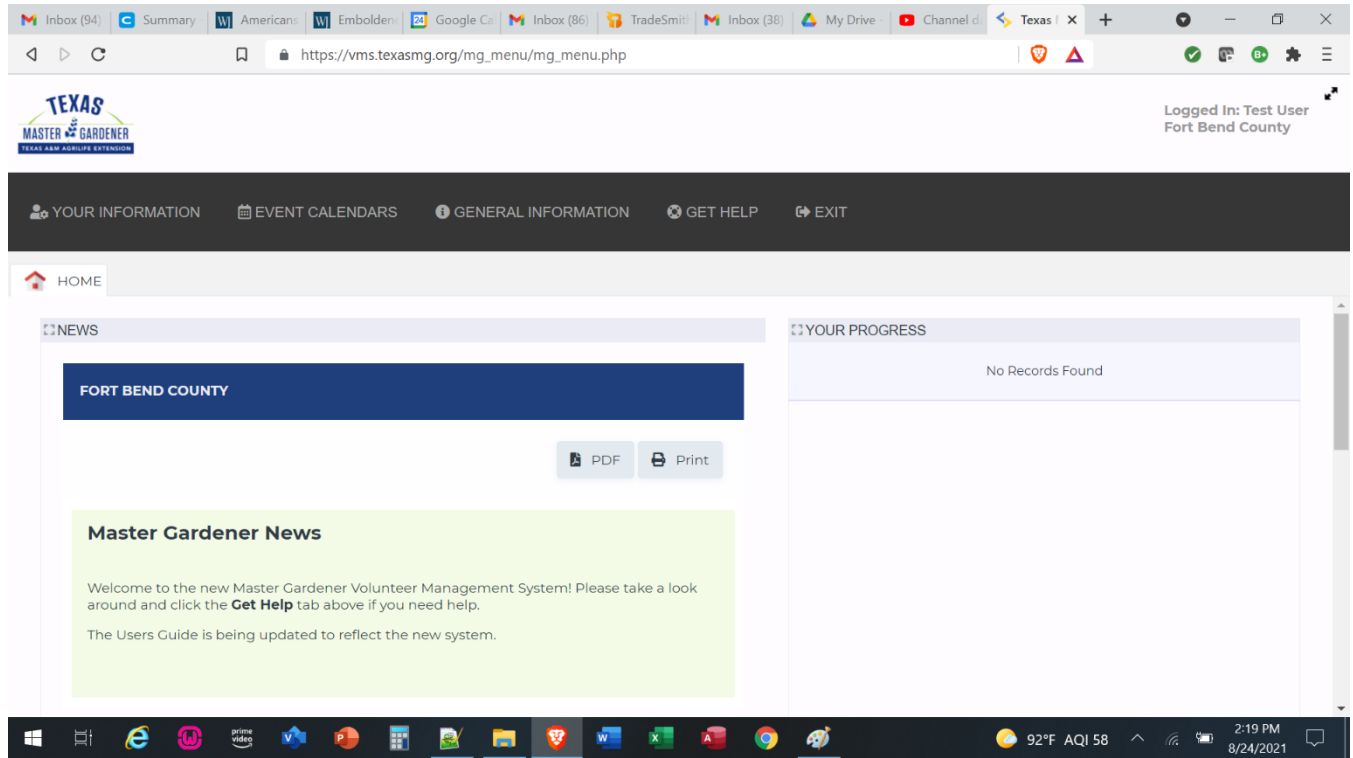
Enter your NAME

Enter your PASSWORD

Click the **Sign In** button.

Note: If you forget your password or username, click the appropriate link on the Login page and follow the directions. If you need help, click the **Get Help** link. You may also email the VMS Team, vms@fbmg.org, or contact the Master Gardener Coordinator, with questions.

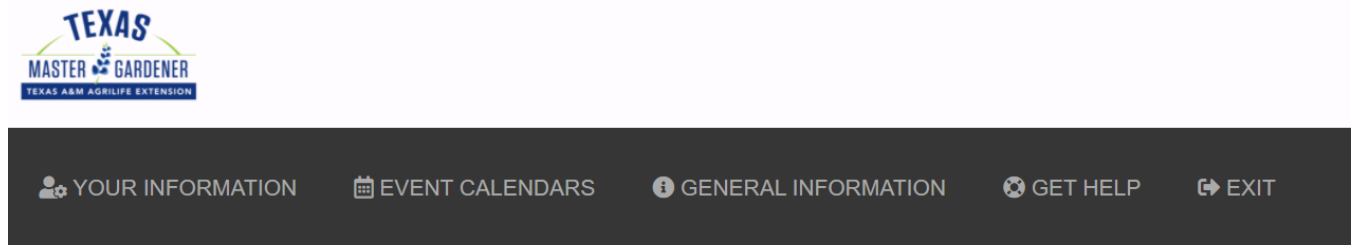
Each time you successfully login to VMS, the **HOME** page is shown:



The **HOME** page indicates who is logged in in the right-hand upper corner:

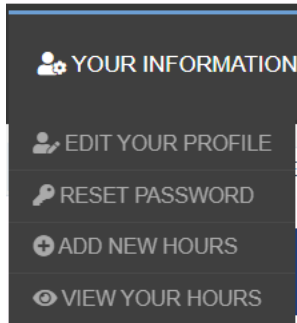
Logged In: Test User
Fort Bend County

The tabs across the top give access to the functions available to the user:



Placing your cursor on each tab will cause the dropdown menu to appear. Clicking on a link in the dropdown list will activate that function.

YOUR INFORMATION:



The **Your Information** section contains:

EDIT YOUR PROFILE - discussed on pages 2 - 10

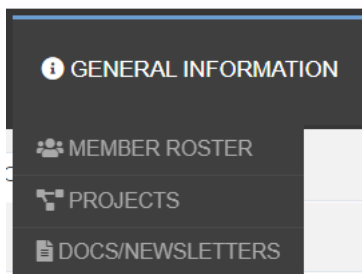
RESET PASSWORD - discussed on page 6

ADD NEW HOURS - allows volunteer hour entry which will be discussed in detail below.

VIEW YOUR HOURS - allows view, edit, print and download of entered hours by period chosen

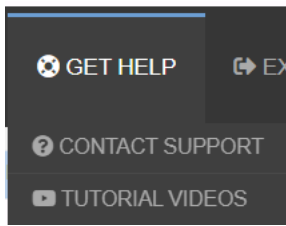
EVENT CALENDARS – the calendar provided by VMS is not being used by FBCMG. Please see the Calendar on the fbmg.org website.

GENERAL INFORMATION:



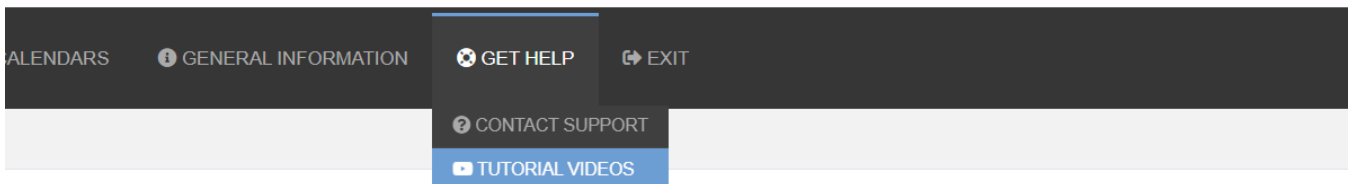
The **Member Roster** link in the **General Information** tab is the only link FBCMG is using in this area. The Member Roster link will be discussed in a later section.

Placing your cursor on the **GET HELP** tab produces this dropdown list:



Although you can use the **CONTACT SUPPORT** link, we ask that you contact your local support. If we cannot solve the problem, we will contact VMS support.

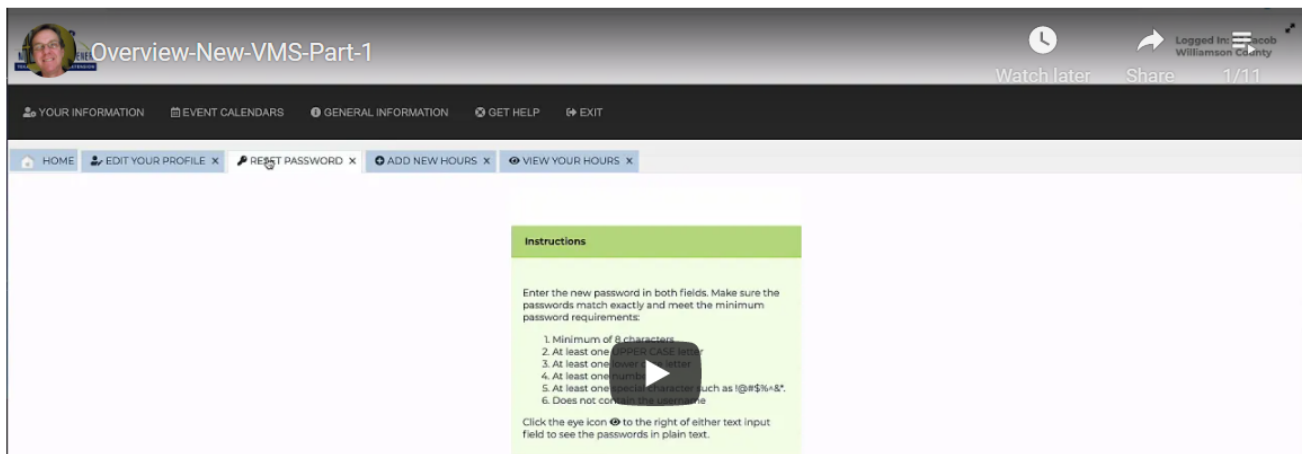
Click on the **TUTORIAL VIDEOS** link to access the tutorial:



This video playlist has been produced to preview the new VMS and show its similarities to and differences from the old VMS and to demonstrate greater detail and include all applications which were not complete when the VMS was first launched and earlier videos were made.

It is recommended that you watch the entire playlist at least once and then refer to individual videos as necessary to refresh your knowledge.

Watch this at full screen on a large device, if at all possible. As new videos are produced, based on support questions and how-to requests, they will be added to the playlist, so check back often.



To Add New Hours

Click on **Add New Hours** in the **Your Information** tab. The following information is displayed:

The screenshot shows a web interface for adding new hours. At the top, there is a tab labeled 'ADD NEW HOURS' with a close button. Below the tab is a dark blue header with the text 'NEW RECORD OF MG HOURS'. A green '+ Add' button is centered below the header. The form itself is light green and contains several sections: 'Program' with a dropdown menu showing 'Fort Bend County'; 'MG Name' with a dropdown menu showing 'User, Test'; 'Project *' with a dropdown menu showing 'SELECT'; 'Date *' with a text input showing '08/24/2021' and a calendar icon; 'VOL Hours', 'CE Hours', and 'Miles' each with a text input field; 'Description' with a large text area; and 'Population Served' with a right-pointing arrow.

Add the following information for each project worked on by date:

- **Project** – Project names are chosen to accurately reflect our volunteer efforts for reporting purposes. You must choose a project from the list. The choice of project is extremely important for reporting purposes. **Appendix A** contains a list of current projects for Certified Master Gardeners. **Appendix C** contains projects to be used by Trainees/Interns. Trainees/Interns use only those projects that begin with ‘Intern – ‘. Trainees/Interns see Appendix C before entering any hours.
- **Date** – date of activity
- **VOL Hours** – For Certified Master Gardeners, hours other than continuing education hours. For Trainees/Interns, all hours count toward the 50 hour initial certification volunteer hour requirement.
- **CE Hours** – For Certified Master Gardeners, hours that apply toward the 12-hour requirement for continuing education. Trainees/Interns do not use this field.
- **Miles Driven** – N/A you may track your mileage here if desired

- **Description** – the contents of this field describe activity(ies) completed for the project chosen in the **Project** section. Several examples of how to enter information are shown below. A detailed explanation of Event Description for ‘public facing’ projects is covered in **Appendix B**.

Examples for Completing “Add New Hours”

Example #1 – Demonstration Gardens

The screenshot shows a web form for adding new hours. At the top, a red arrow points to a green button with a white plus sign and the text '+ Add'. Below this is a light green form area with several sections:

- Program**: A dropdown menu showing 'Fort Bend County'.
- MG Name**: A dropdown menu showing 'User, Test'.
- Project ***: A dropdown menu showing '_Demonstration Gardens'.
- Date ***: A text input field with '08/24/2021' and a calendar icon.
- VOL Hours**: A text input field with '3'.
- CE Hours**: An empty text input field.
- Miles**: An empty text input field.
- Description**: A text input field with 'Native Garden - trimmed and weeded'.
- Population Served**: A section with a right-pointing arrow and the text 'Population Served'.

Note: All hours are entered in quarter of hour increments: .25, .5, .75. When entering hours, round to the nearest quarter of an hour.

- The page shown below is displayed after Clicking the **+ Add** button to record your entry:

UPDATE OF MG HOURS

+ Add New Copy Save Delete

Instructions

Now that you have added this hours record, you may edit it (make changes and click "Save", delete it, add a new record (click "Add New") or copy this record (click "Copy" to save as a new record, make a minor change and click "Add".)

HID
1425002

Program
Fort Bend County

MG Name
User, Test

Project *
_Demonstration Gardens

Date * 08/24/2021 **VOL Hours** 3.00 **CE Hours** 0.00 **Miles** 0.00

Description
Native Garden - trimmed and weeded

Population Served

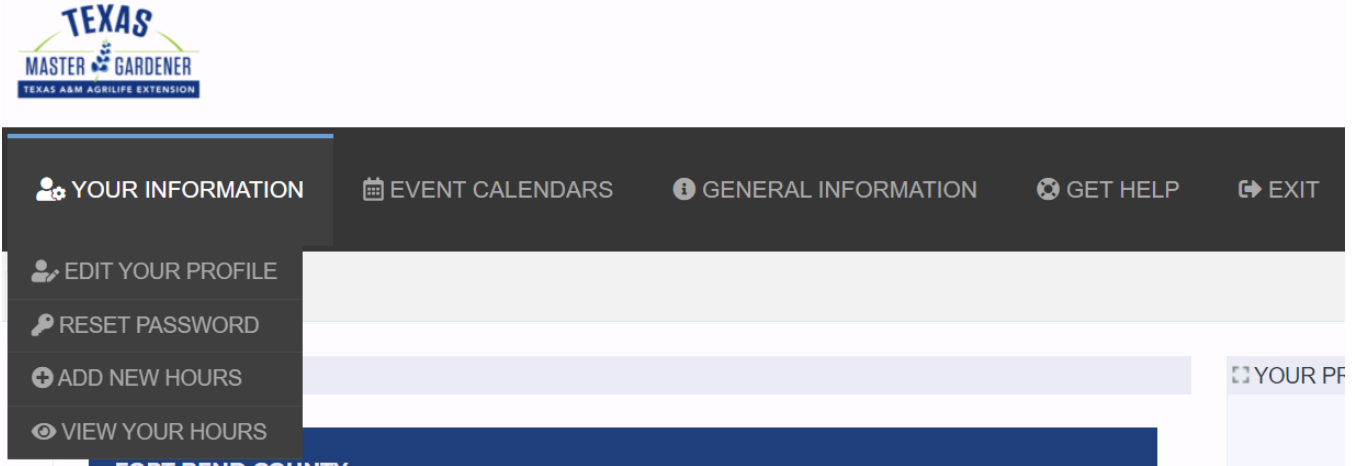
Notice that the page is now titled **UPDATE OF MG HOURS**, a new field **HID** (Hours ID) has been added and you may change or delete the current entry, copy it, or add another entry.

Note: The most common projects begin with the ‘_’ (underline) character to cause them to sort to the top of the list. Clicking the ▾ arrow to the right of the **Project** field shows the list of projects:

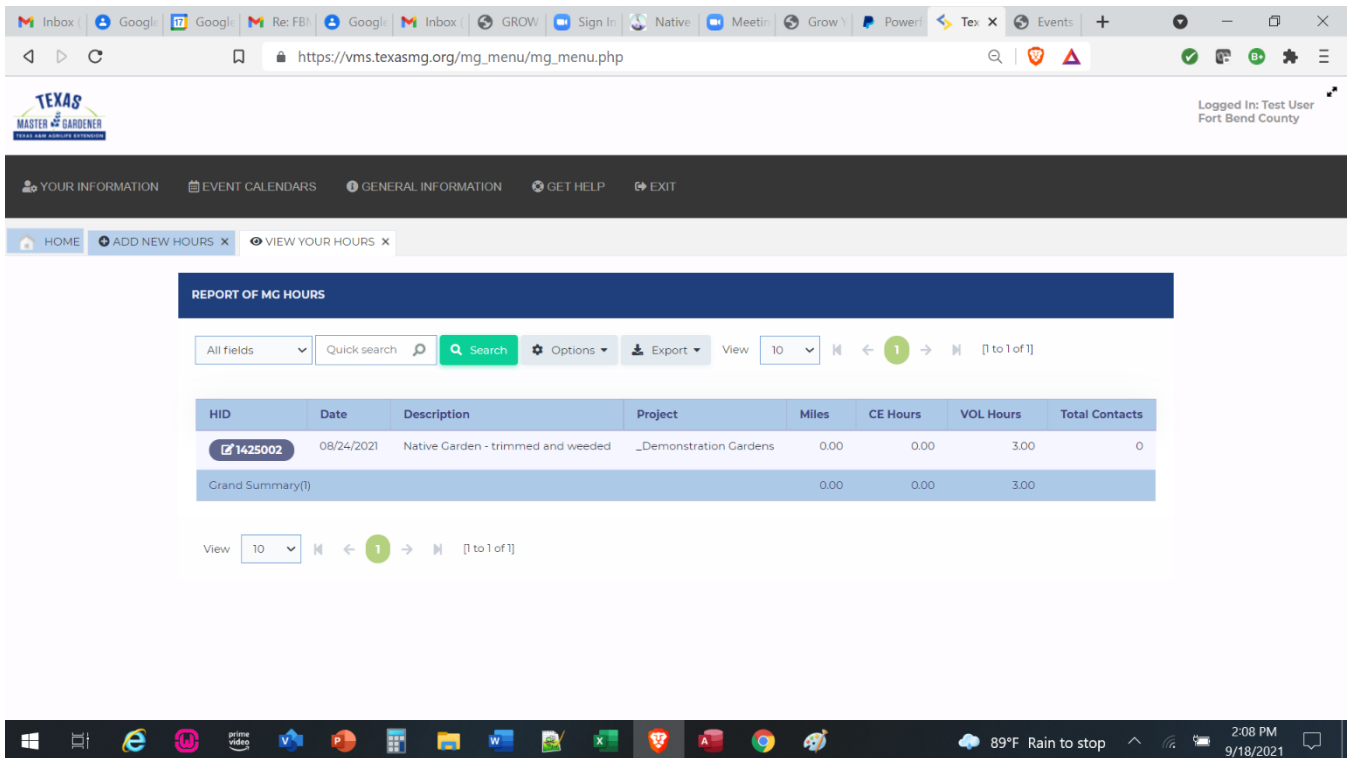
Reminder: Trainees/Interns may only choose projects that begin with **‘Intern – ‘**.

If an error in an hours entry is not caught at the time the entry is made, it is easily corrected in another session. The first entry has an incorrect date and needs to be corrected.

Hovering over the **YOUR INFORMATION** tab shows the dropdown menu.



Clicking on **VIEW YOUR HOURS** in the dropdown provides the following page:



Clicking on the **HID** field, brings up the entry to be corrected:

UPDATE OF MG HOURS

+ Add New Copy Save Delete

Instructions

Now that you have added this hours record, you may edit it (make changes and click "Save", delete it, add a new record (click "Add New") or copy this record (click "Copy" to save as a new record, make a minor change and click "Add")

HID
1425002

Program
Fort Bend County

MG Name
User, Test

Project *
_Demonstration Gardens

Date * 08/24/2021 VOL Hours 3.00 CE Hours 0.00 Miles 0.00

Description
Native Garden - trimmed and weeded

This page should look familiar because it is the identical page we saw when the hours were originally added. The date field can now be changed either by typing in the new date or choosing it from the calendar.

HID
1425002

Program
Fort Bend County

MG Name
User, Test

Project *
_Demonstration Gardens

Date * 08/24/2021 VOL Hours 3.00 CE Hours 0.00 Miles 0.00

Aug 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Admin

The date 08/25/2021 is chosen, and the **Save** button is clicked. We are notified that the record has been updated and the following page is displayed:

UPDATE OF MG HOURS

[+ Add New](#)
[Copy](#)
[Save](#)
[Delete](#)
[← Back](#)

Instructions

Now that you have added this hours record, you may edit it (make changes and click "Save", delete it, add a new record (click "Add New") or copy this record (click "Copy" to save as a new record, make a minor change and click "Add".)

HID
1425002

Program
Fort Bend County

MG Name
User, Test

Project *

Date *

VOL Hours

CE Hours

Miles

Notice the addition of the **Back** button. Clicking the **Back** button takes us back to the **VIEW YOUR HOURS** tab which displays the corrected record:

YOUR INFORMATION
EVENT CALENDARS
GENERAL INFORMATION
GET HELP
EXIT

HOME
ADD NEW HOURS x
VIEW YOUR HOURS x

REPORT OF MG HOURS

All fields

Options
Export
View

1
[1 to 1 of 1]

HID	Date	Description	Project	Miles	CE Hours	VOL Hours	Total Contacts
1425002	08/25/2021	Native Garden - trimmed and weeded	_Demonstration Gardens	0.00	0.00	3.00	0
Grand Summary(1)				0.00	0.00	3.00	

View

1
[1 to 1 of 1]

The choice of which Project to use is very important. Projects are predetermined by the Coordinator to fulfill reporting requirements. Any question about where to allocate time should be sent to the Master Gardener Coordinator. Trainees/Interns, remember you may only choose projects that begin with 'Intern - '.

NEW RECORD OF MG HOURS

Project:

- _Communications
- _Community Events
- _Continuing Education
- _Continuing Education - Lunch & Learn
- _Demonstration Gardens
- _Entomology Group

Date *

VOL Hours

CE Hours

Miles


Description

There are two ways to 'find' a Project:

- Clicking in the **Project** field or clicking the ▼ arrow pointed to by the red arrow above will open the list and then scroll down the list
- If you know the Project name, begin typing the name of the project in the **Project** field. The project names beginning with the characters typed will appear in the list. If that's not the correct project, continue scrolling from that point to the desired project.

Example #2 – Multiple Projects on Same Day

Note: An entry must be made for each project worked on the same day.



Program

MG Name

Project *

Date *

VOL Hours

CE Hours

Miles

Description

▶ **Population Served**

* Required field(s)

The hours are not recorded until the **+ Add** button is clicked. The **Description** field contains the Lunch & Learn topic and the hours earned are in the **CE Hours** field. When recording hours for Lunch and Learn or Continuing Education, include the topic presented in the **Description** field.

After clicking the **+ Add** button, the following page is shown:

UPDATE OF MG HOURS

[+ Add New](#) [Copy](#) [Save](#) [Delete](#)

Instructions


Now that you have added this hours record, you may edit it (make changes and click "Save", delete it, add a new record (click "Add New") or copy this record (click "Copy" to save as a new record, make a minor change and click "Add".)

HID
1437375

Program
Fort Bend County

MG Name
User, Test

Project *
_Continuing Education - Lunch & Learn

Date * 

VOL Hours

CE Hours

Miles

Description

Viewing Your Hours

Mousing over the **YOUR INFORMATION** tab and clicking on the **VIEW YOUR HOURS** option shows the following:

The screenshot shows a web browser window with the URL https://vms.texasmg.org/mg_menu/mg_menu.php. The page title is "REPORT OF MG HOURS". The table below shows the data:

HID	Date	Description	Project	Miles	CE Hours	VOL Hours	Total Contacts
1425002	08/25/2021	Native Garden - trimmed and weeded	..Demonstration Gardens	0.00	0.00	3.00	0
1437375	08/25/2021	Lunch and Learn - How to Grow MicroGreens	..Continuing Education - Lunch & Learn	0.00	1.00	0.00	0
Grand Summary(2)				0.00	1.00	3.00	

To view or modify an entry, click on the **HID** button and follow instructions on pages 18 – 20.

Using the Member Roster

To access the Member Roster, hover over the **GENERAL INFORMATION** tab and click **MEMBER ROSTER** in the dropdown:

The screenshot shows a web browser window with the URL https://vms.texasmg.org/mg_menu/mg_menu.php. The page header includes the Texas Master Gardener logo and the text "Logged In: Test User Fort Bend County". The navigation menu has "GENERAL INFORMATION" selected, and a dropdown menu is open showing "MEMBER ROSTER" as the active option. Other options in the dropdown include "HOME", "NEWS", "PROJECTS", and "DOCS/NEWSLETTERS". The main content area displays "FORT BEND COUNTY" and a "Master Gardener News" section with a welcome message. A "YOUR PROGRESS" table is visible on the right side of the page.

YEAR	VOL	CE	MILES
2021		3.00	1.00
Grand Summary		3.00	1.00

Opens the page shown below:

The screenshot shows the "MEMBER ROSTER" page. The navigation menu has "MEMBER ROSTER" selected. The page features a search bar, a "Quick search" button, and a "Search" button. Below the search bar is a table with columns for MG Name, Status, Start year, City, Email, Preferred Phone, Home Phone, Work Phone, Mobile Phone, and Interests. The table contains 15 rows of member data.

MG Name	Status	Start year	City	Email	Preferred Phone	Home Phone	Work Phone	Mobile Phone	Interests
ALAPAT, Christina	Certified	2015	SUGAR LAND	calapat@gmail.com	Mobile			713-303-2508	Community Events - Speake_
Alberts, Donna D	Certified	2003	Houston	donnadee36@att.net	Home	281-437-8534		832-483-3861	Youth Activities [include_
Alcala, Josefina	Certified	2010	Richmond	alcalajosefina@yahoo.com	Home	281-980-4731		832-900-2328	Community Events - Speake_
Almanza, Olga L	Inactive	2020	Fulshear	olga_lu@hotmail.com	Mobile		000-000-0000	832-748-8689	Youth Activities [include_
Almon, Marilyn	Certified	2002	Katy	jksc99@yahoo.com	Mobile		000-000-0000	832-368-5587	Youth Activities [include_
Altimore, Bev	Inactive	2020	Newville	baltimore7202@gmail.com	Mobile		000-000-0000	832-465-3101	Fundraising Committee (in_
Amyotte, Sarah	Inactive	2016	Katy	sjmamyotte@me.com	Mobile		000-000-0000	832-674-5990	Fundraising Committee (in_
Arevalo, Berenice	Certified	2018	Katy	berenice.zakeri@gmail.com	Mobile		000-000-0000	832-531-2017	Youth Activities [include_
Arevalo, Margot S	Certified		Edinburg	margots@sbglobal.net	Mobile		000-000-0000	956-802-5544	Composting, Executive Com_
Bair, Linda	Certified	2014	Richmond	lindabair2007@gmail.com	Mobile			319-461-6827	Fundraising Committee (in_
Banduch, Amanda	Certified	2017	Richmond	amanda.banduch@att.net	Mobile		000-000-0000	210-286-7184	Community Events - Speake_
Barone, Amanda	Certified	2019	East Bernard	amandabarone75@gmail.com	Mobile			281-610-0138	Youth Activities [include_
Bartek, Janet	Inactive	2020	Fulshear	rbartek@comcast.net	Mobile			281-473-4042	Youth Activities [include_

The roster contains information on each Fort Bend County Master Gardener and Trainee/Intern. Member records are shown in groups of 25 in alphabetical order by last name. You may scroll down the list and use the button at the bottom of the page to access the next group of records.

If you know the name of the member, use the **Search** button to quickly find their record. To find the record for Parkhouse, Mary, begin typing the last name in the MG Name box:

The screenshot shows the 'MEMBER ROSTER' header in a dark blue bar. Below it are four buttons: 'Search' (green), 'Clear' (with a trash icon), 'Save Filter' (with a lock icon), and 'Back' (with a left arrow icon). The main search area is light blue and contains a dropdown menu labeled 'MG Name' with 'SELECT' as the current selection. Below the dropdown is a text input field containing 'par'. A dropdown list is open, showing 'Parkhouse, Mary J' as the selected option. To the right of the name are checkboxes for 'Honorary' and 'Emeritus'. Below these are checkboxes for 'Leave of Absence', 'Inactive', 'Faculty/Staff', 'Internal Administration', and 'Released'. At the bottom of the search area is a 'City' label and an empty text input field.

Clicking on the name in the dropdown will show the following:

This screenshot shows the same 'MEMBER ROSTER' interface. The 'MG Name' dropdown now displays 'Parkhouse, Mary J' as the selected value. The 'Status' section is expanded, showing checkboxes for 'Trainee/Intern', 'Certified', 'Honorary', and 'Emeritus'. Below these are checkboxes for 'Leave of Absence', 'Inactive', 'Faculty/Staff', 'Internal Administration', and 'Released'. The 'City' text input field remains empty.

Clicking the **Search** button will bring up their member record:

The screenshot shows the 'MEMBER ROSTER' interface. On the left, there are filters for Status, Start year, and City. The main area has a search bar with 'MG Name: Equal Parkhouse, Mary J' and a search button. Below the search bar is a table with one row for 'Parkhouse, Mary J'. The table columns are: MG Name, Status, Start year, City, Email, Preferred Phone, Home Phone, Work Phone, Mobile Phone, and Interests. The row data is: Parkhouse, Mary J, Certified, 2007, Rosenberg, mjp.fbmj@gmail.com, Mobile, 713-562-6603, Fundraising Committee (in_...). At the bottom, there are pagination controls showing 'View 25' and '[1 to 1 of 1]'.

Clicking on the name of the member, in this case Parkhouse, Mary J, will display the profile page:

The screenshot shows the 'MARY J PARKHOUSE Member Profile' page. It features a profile picture of Mary J. Parkhouse. Below the photo, there are sections for Status (Certified), Start Year (2007), Bio, Address (P.O. Box 1817, Rosenberg, TX, 774717817), Email (mjp.fbmj@gmail.com), Preferred Phone (Mobile), Home Phone, Work Phone, and Mobile Phone (713-562-6603). At the bottom, there is an 'Interests' section with a detailed list of committees and events.

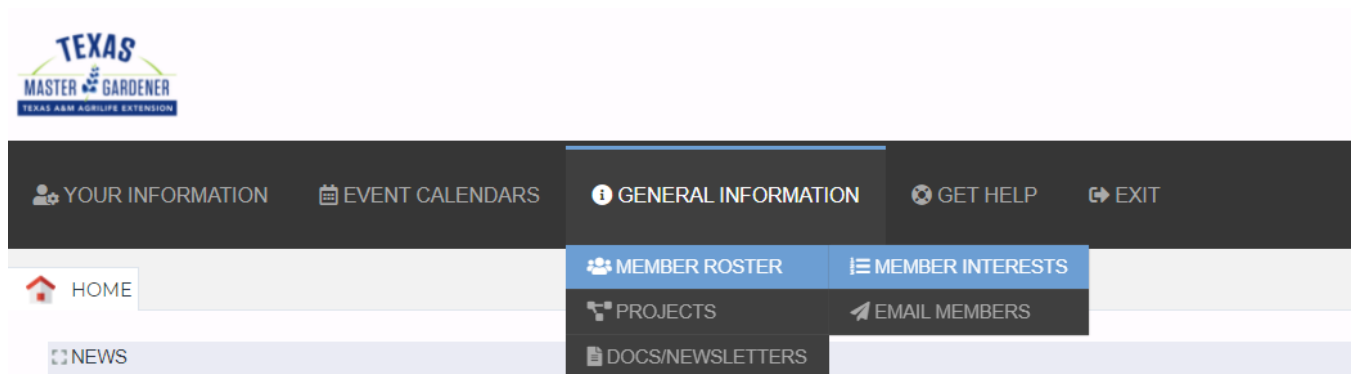
Clicking the **Back** button will take you to the previous page:

The screenshot shows the 'MEMBER ROSTER' interface with filters expanded. The Status filter shows 'Certified (1)', the Start year filter shows '2007 (1)', and the City filter shows 'Rosenberg (1)'. The search results table is the same as in the previous screenshot, showing one record for 'Parkhouse, Mary J'. The pagination controls at the bottom show 'View 25' and '[1 to 1 of 1]'.

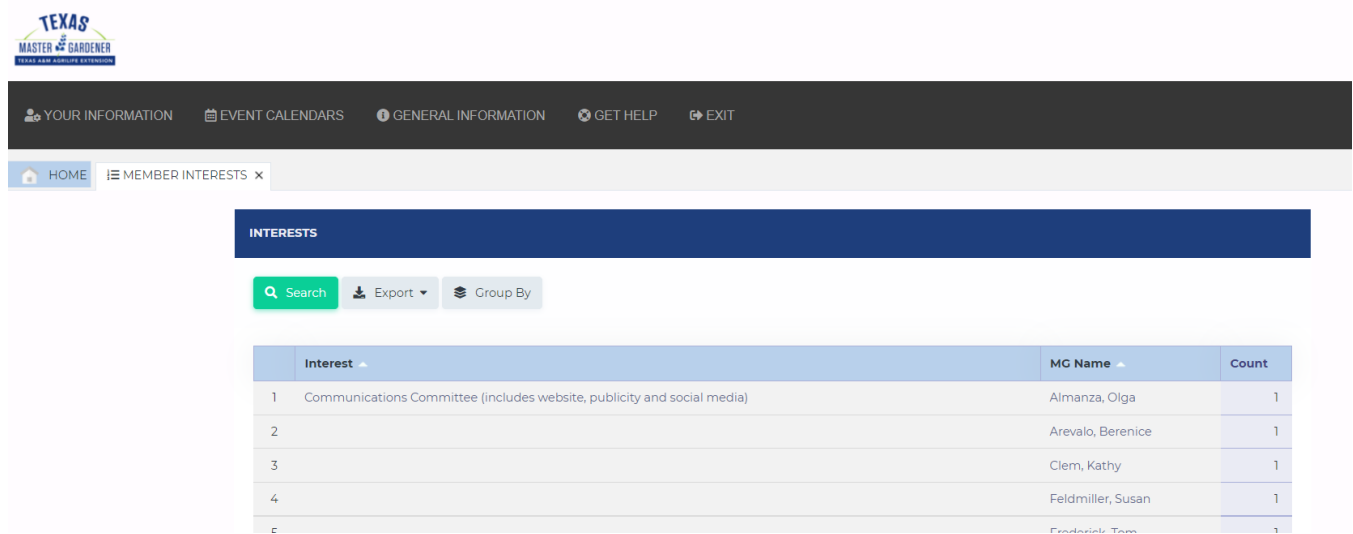
Notice that the 3 boxes on the left have been expanded and show: Status – Certified, Start Year – 2007, City – Rosenberg. The boxes were expanded by clicking on the down arrow.

Using Member Interests

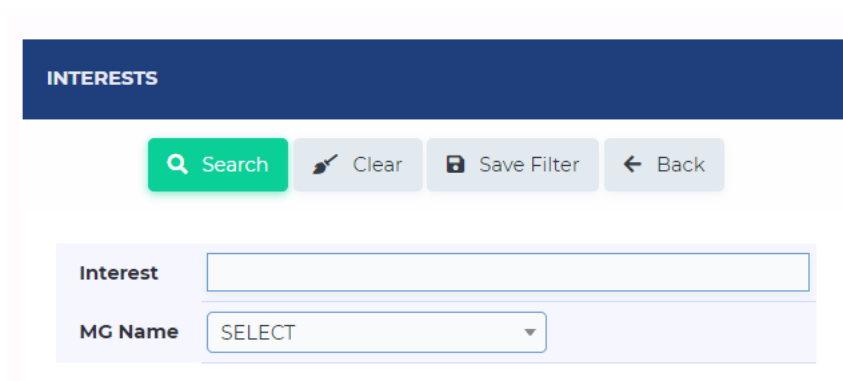
Hovering over the **GENERAL INFORMATION** tab and **MEMBER ROSTER** in the dropdown list will show two additional choices: **MEMBER INTERESTS** and **EMAIL MEMBERS**.



Clicking on **MEMBER INTERESTS** will produce the list of Interests with a list of members who have indicated an interest.



Clicking the **Search** button allows you to search by Interest or member name:



To find an Interest, begin typing the name of the Interest in the **Interest** box:

INTERESTS

Interest

MG Name

- Community Events - Speaker Bureau
- Community Events Committee (includes booths at events, Garden Celebrations and tours of FBMG gardens)
- Communications Committee (includes website, publicity and social media)
- Programs Committee - Community Educations Programs (such as GYO and LS)

Click on the name of the Interest you're looking for and click **Search**.

INTERESTS

Interest

MG Name

Produces a list of members interested in the Community Events Committee:

INTERESTS

	Interest ▲	MG Name ▲	Count
1	Community Events Committee (includes booths at events, Garden Celebrations and tours of FBMG gardens)	ALAPAT, Christina	1
2		Alberts, Donna	1
3		Almanza, Olga	1
4		Altimore, Bev	1
5		Amyotte, Sarah	1
6		Banduch, Amanda	1
7		Barone, Amanda	1
8		Bartek, Janet	1
9		Blaise, Maria	1
10		Buggs, Ralph	1

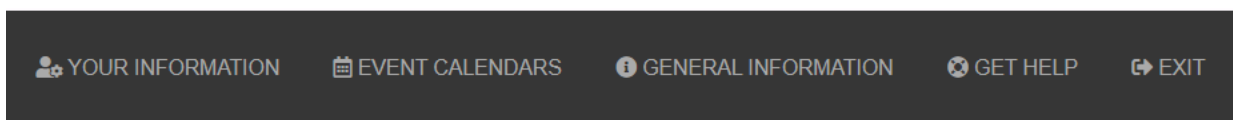
Summary

The Volunteer Management System (VMS) is accessed from your browser using the <https://vms.texasmg.org/> URL. The first time you access VMS, you will use the username and password assigned to you and will be taken directly to the **UPDATE YOUR PROFILE** page. Once you've chosen your username, reset your password, made other modifications to your profile and **SAVE**ed your changes; future logins will open the **HOME** page.

YEAR	VOL	CE	MILES
2021	3.00	1.00	0.00
Grand Summary	3.00	1.00	0.00

The **HOME** page shows who is logged in, the total hours by year and Master Gardener News.

Navigating VMS is done using the tabs in the black strip across the top:



As you move your mouse across the tabs, the dropdown menus for each tab are shown. If a link in the dropdown has additional links, those links are shown when your mouse moves over the original link. Clicking a link selects that link and brings up the appropriate page.

- **YOUR INFORMATION**
 - **EDIT YOUR PROFILE** – pages 2 - 10
 - **RESET PASSWORD** – page 6
 - **ADD NEW HOURS** – pages 13 - 23
 - **VIEW YOU HOURS** – page 24
- **EVENT CALENDARS** – not used

- **GENERAL INFORMATION**
 - **MEMBER ROSTER** – pages 25 - 27
 - **MEMBER INTERESTS** – pages 28 - 29
 - **EMAIL MEMBERS** – not used
 - **PROJECTS** – not used by general membership
 - **DOCS/NEWSLETTERS** – not used
- **GET HELP**
 - **CONTACT SUPPORT**
 - **TUTORIAL VIDEOS**
- **EXIT** - always **EXIT** when completing a session.

Appendix A – Project List

Name

- _Communications
- _Community Events
- _Continuing Education
- _Continuing Education - Lunch & Learn
- _Demonstration Gardens
- _Entomology Group
- _Fundraising
- _Greenhouse
- _Member Relations
- _Membership Meeting
- _Programs
- _Special Projects
- _YAC - Volunteer - Meetings

Advanced Trained Master Gardeners (formerly Specialist)

Board of Directors

Community Gardens

Community Outreach - Pecan Harvest Festival

Community Outreach - Preparation

Community Program - Grow Your Own

Community Program - Landscape Success

Community Programs - Preparation

Demonstration Gardens - Vegetable Garden Enhancement Project

FBMG Awards Banquet

Hotline & Research

Intern - All Other Approved Time

Intern - FBMG Internal Member Events

Intern - MG Hotline & Research

Intern- Educational Outreach

Speaker's Bureau - Buffalo Run Park

Speaker's Bureau - Presentations

Speakers' Bureau - Preparation for talks

YAC - Outreach

Appendix B – How to Enter ‘Public Facing’ Projects

Projects for ‘public facing’ events have special reporting requirements. The following ‘public facing’ project types have been identified and a naming convention for the project chosen. The Project name will begin with:

- **Speakers Bureau** – Speakers Bureau event
- **Community Outreach** – Community Outreach
- **YAC** – Youth Activities

The remainder of the Project name uses the following guideline:

- If at a Library, the proper/complete name of the Library from the Fort Bend Library List
- If for a community or a MUD, the proper/complete name of the community or MUD, ex: Missouri City Green
- If for a club, the complete name of the club, ex: Sugar Land Garden Club
- If for a booth, the Event Name or Location, ex: Pecan Harvest Festival

Example:

NEW RECORD OF MG HOURS

[+ Add](#)

Program
Fort Bend County ▾

MG Name
User, Test ▾

Project *
Speaker's Bureau - Buffalo Run Park ▾

Date * 07/20/2021 📅 **VOL Hours** 3 **CE Hours** **Miles**

Description
AT - Talked about native bees to 20 day camp attendees

▶ **Population Served**

Click the **+ Add** button to complete the entry.

UPDATE OF MG HOURS

+ Add New Copy Save Delete

Instructions

Now that you have added this hours record, you may edit it (make changes and click "Save", delete it, add a new record (click "Add New") or copy this record (click "Copy" to save as a new record, make a minor change and click "Add").

HID
1438109

Program
Fort Bend County

MG Name
User, Test

Project *

Date * <input type="text" value="07/20/2021"/>	VOL Hours <input type="text" value="3.00"/>	CE Hours <input type="text" value="0.00"/>	Miles <input type="text" value="0.00"/>
--	---	--	---

Description

In the above scenario, the Test User was Advanced Trained in Entomology (formerly specialist) and needed to count these hours as AT hours, she entered her **Description** as *AT – Talked about native bees to 20 day camp attendees*. Adding ‘AT – ‘ to the description tells the Coordinator that these hours will be applied to the AT hours for this Master Gardener. If the hours were for the JMG designation, ‘JMG – ‘ would be used in place of ‘AT – ‘.

Any time a ‘public facing’ entry is made which is to be applied to Advanced Trained (AT or JMG) hours, the **Event Description** must begin with ‘AT – ‘ or ‘JMG – ‘. VMS has no other way to capture these hours. However, if hours applied to the Advanced Trained specialty are accrued doing preparation for a talk or some other non ‘public facing’ work, the project used is: Advanced Trained Master Gardeners (formerly Specialist) as shown below:

NEW RECORD OF MG HOURS

+ Add

Program

Fort Bend County

MG Name

User, Test

Project *

Advanced Trained Master Gardeners (formerly Specialist)

Date *

07/19/2021

VOL Hours

2

CE Hours

Miles

Description

Preparation for talk on native bees

Population Served

* Required field(s)

After clicking the **+ Add** button, these hours will be recorded as AT hours by the Coordinator.

Appendix A contains the current list of Projects. Projects will be added as needed.

Appendix C – Trainee/Intern Hours Entry

Trainees/Interns will be accruing hours to be certified. Four projects have been defined for Trainees/Interns:

- Intern – All Other Approved Time
- Intern – Educational Outreach
- Intern – FBMG Internal Member Events
- Intern – MG Hotline & Research

When entering hours in the VMS system, all approved Master Gardener projects will be shown in the Project list. Trainees/Interns may **only** use those that begin with ‘**Intern –**’.

Example #1 – Worked in the demonstration gardens weeding and trimming in the Superstar Garden

NEW RECORD OF MG HOURS

+ Add

Program
Fort Bend County ▾

MG Name
User, Associate ▾

Project *
SELECT ▾
int
Intern - All Other Approved Time
Intern - FBMG Internal Member Events
Intern - MG Hotline & Research
Intern- Educational Outreach

Miles

Population Served

* Required field(s)

Until you are certified, you **must** use the projects that begin with 'Intern - '. Working in the gardens at Extension fall in the 'All other Approved Time' project.

Click the highlighted option and complete the remaining fields:

NEW RECORD OF MG HOURS

+ Add

Program
Fort Bend County

MG Name
User, Associate

Project *
Intern - All Other Approved Time

Date * 08/03/2022 **VOL Hours** 2.5 **CE Hours** **Miles**

Description *
Superstar Garden - weeded and trimmed

Population Served

* Required field(s)

Click **+ Add** to save the record:

UPDATE OF MG HOURS

+ Add New

Copy

Save

Delete

▼ Instructions

Now that you have added this hours record, you may edit it (make changes and click "Save", delete it, add a new record (click "Add New") or copy this record (click "Copy" to save as a new record, make a minor change and click "Add".)

HID

1644116

Program

Fort Bend County

MG Name

User, Associate

Project *

Intern - All Other Approved Time

Date *

08/03/2022



VOL Hours

2.50

CE Hours

0.00

Miles

0.00

Description *

Superstar Garden - weeded and trimmed

The record is saved and can now be modified or deleted. Clicking on **+ Add New** opens a new record. I also attended Lunch & Learn on July 27 and wish to enter that time now:

NEW RECORD OF MG HOURS

+ Add

← Back

Program

Fort Bend County ▾

MG Name

User, Associate ▾

Project *

Intern - FBMG Internal Member Events ▾

Date *

07/27/2022 📅

VOL Hours

1

CE Hours

Miles

Description *

Lunch n Learn - Gardening with Native Plants

▶ Population Served

Lunch and Learn, Membership meetings and any other activities given for Members Only fall into this category. All hours for Trainees/Interns will be recorded as volunteer hours (VOL Hours). Trainees/Interns will not use CE (Continuing Education) Hours.

When you **VIEW YOUR HOURS**, all entries under the Project title should begin with **'Intern - '** as shown below:

VIEW YOUR HOURS X

REPORT OF MG HOURS

All fields ▾ Search... 🔍 Search ⚙️ Options ▾ 📄 Export ▾ View 10 ▾ ⏪ ⏩ 1 ⏪ ⏩ [1 to 2 of 2]

HID	Date	Description	Project	Miles	CE Hours	VOL Hours	Total Contacts
📄 1644116	08/03/2022	Superstar Garden - weeded and trimmed	Intern - All Other Approved Time	0.00	0.00	2.50	0
📄 1644119	07/27/2022	Lunch n Learn - Gardening with Native Plants	Intern - FBMG Internal Member Events	0.00	0.00	1.00	0
Grand Summary(2)				0.00	0.00	3.50	0

View 10 ▾ ⏪ ⏩ 1 ⏪ ⏩ [1 to 2 of 2]

Master Gardener activities at which you interact with the public, like the Pecan Harvest Festival, will be entered in the **Intern – Educational Outreach** project. You will be assigned time to work with the Hotline group and those hours will be entered in **Intern – MG Hotline and Research** project.