

TEXAS A&M AGRILIFE EXTENSION

AND



VOLUNTEER MANAGEMENT SYSTEM USERS GUIDE



Table of Contents

Chapter 1 - Information.....	2 - 4
First Time Users - Getting Started	
Forgotten Password	
Existing Users - Signing In	
Home Page	
Chapter 2 - Edit Your Profile.....	5 - 7
Personal Information	
Privacy	
Change Your Password	
Upload Photo	
Interests	
Chapter 3 - Hours.....	8 - 11
Enter Hours - Event/Project details, Miles driven, demographics	
View Hours	
Edit Hours	
Chapter 4 - Volunteering.....	12 - 14
Events	
Projects	
Chapter 5 - Useful Tools.....	15 - 16
Member Roster	
Interests	
Email History	
Newsletters/Documents	
Photo Albums	
Tips	
Summary	
State & Local Links	
Attachment A - Project List for Orange County	

Chapter 1: Information

Information

The Volunteer Management System (VMS) is the statewide program Texas A&M AgriLife Extension Service and the Texas Master Gardeners Association utilizes to track their volunteer hours. This system has tremendous flexibility, and also offers calendar functions, customizable home pages, emailing of all members and the ability to generate reports for any time period desired. Some groups will utilize different functions of the VMS and as groups enter more information into their VMS pages, it can become the "go to" place for finding out about projects and signing up for them

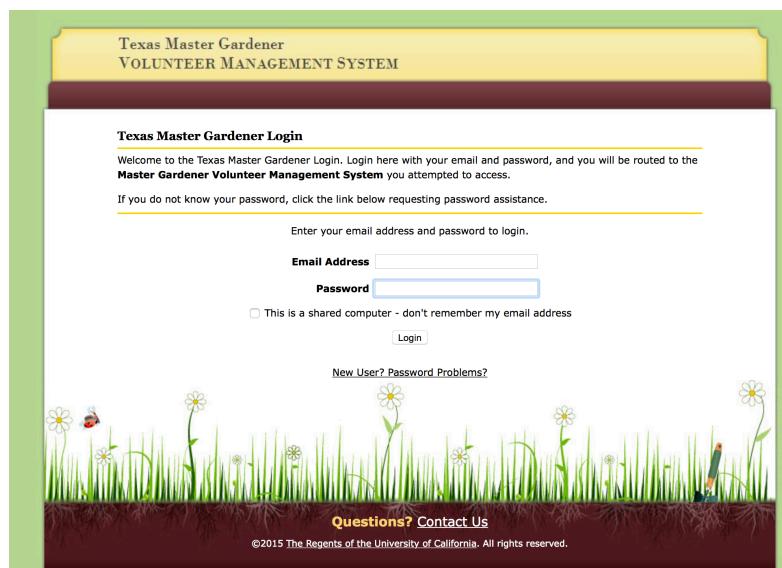
If you have any trouble with using the VMS system, the first person you should contact is your local Agent. If they are unable to assist you, please feel free to contact the State Master Gardener Coordinator, Jayla Fry at JBFry@tamu.edu.

First Time Users - Getting Started

For the first time access into the VMS, you should have already been given a temporary password to sign in with. You will log on to the Texas Master Gardener Volunteer Management System at

<https://texas.volunteersystem.org>

It is suggested you set the above web address as a bookmark for easier future access.



You will receive the screen above each time you access the web address above. Enter your email address and the password that was assigned to you and press enter.

Chapter 1: Information (continued)

Home Page

Once you have logged in you will receive the screen the below welcoming you to the Orange County Master Gardener Program from our County AgriLife Agent. This is the VMS Home Page. If you are not able to log into the VMS system because your e-mail address or password were entered incorrectly, try re-entering them again. Be sure you do not have caps lock on, as it is case sensitive. Be especially careful to use the correct upper and lower case letters in your password.

Home | Logout | Texas Master Gardeners Association | Help

Texas Master Gardener
VOLUNTEER MANAGEMENT SYSTEM

Hello, Sheri Bethard!

Orange County

Your Information

- Edit Your Profile
- Add New Hours
- View Your Hours

Event Calendars

- General Event Calendar

General Information

- Member Roster
- Newsletters/Documents

Master Gardener News

Welcome to the Master Gardener Volunteer Management System! I am excited about working with you all for the Orange County Master Gardener Program. Your volunteer hours are important.

Volunteers are the real heart and hands of many different Extension programs, extending our reach into every community and every neighborhood in Texas. Extension volunteers help people gain knowledge and skills that will benefit them for life. In return, volunteers improve their own skills while having the satisfaction of knowing they are making a difference for their friends and neighbors.

Recent years have brought exponential growth to the population of Texas. Volunteers multiply the efforts of Extension and are essential to fulfilling our mission of improving the lives of people, businesses, and communities across Texas and beyond through high-quality, relevant educational programs. What about your community? Extension needs your help!

Your hours need to be reported monthly, as well as remembering that we have 12 hours of volunteer work to be done with the Extension office in Orange County. Please try to have your hours in by the first of each month. The easiest way to get these hours is the Master Gardener Hotline!

furthermore remember the 6 hours of education hours you need to recertify after your intern year is complete, all of which are counted here!

Your Hours / Miles

Volunteer Hours	172
Continuing Education Hours	13
Volunteer Miles	707

From this screen you will be able to navigate thru the VMS system. On the right side of the screen in the blue boxes you will see your total Volunteer and Continuing Education Hours input along with the total number of Volunteer Miles you have driven to special meetings and trainings.

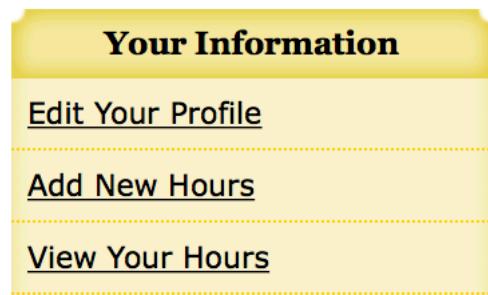
Volunteer Hours	172
Continuing Education Hours	13
Volunteer Miles	707

You will also be able to connect directly to outside websites from this screen also:

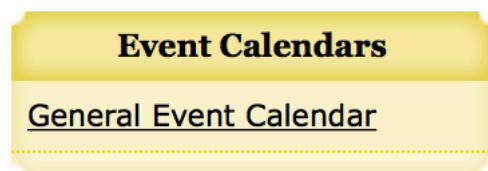
Chapter 1: Information (continued)



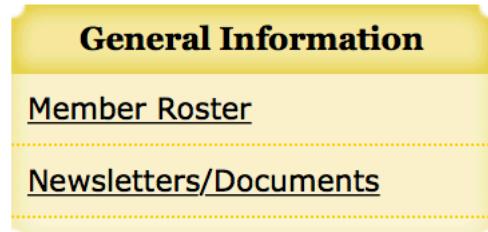
On the left side of the screen in the yellow boxes, you will navigate



Your Information is where you will edit your profile, add your hours and view the hours you have input.



Access to the **Event Calendars** with all the upcoming events are here.



The complete Member Roster is listed here with email addresses, telephone numbers and other information.

Chapter 2: Edit Your Profile

Personal Information

Your Information

- [Edit Your Profile](#)
- [Add New Hours](#)
- [View Your Hours](#)



On the Home Page, you must click "Edit Your Profile" to reach the Edit Member Profile screen. To set up your member profile, complete as much information in this section as possible, (you **MUST** enter your full name, email, and password). Since email will be the primary method of contact, it is especially important you update this field if your email address changes. To get there, just click on "Edit Your Profile" on the top of the right column on the Home Page.

Texas Master Gardener
VOLUNTEER MANAGEMENT SYSTEM

Hello, Sheri Bethard! Orange County

Your Information

- [Editing Profile](#)
- [Add New Hours](#)
- [View Your Hours](#)

Event Calendars

- [General Event Calendar](#)

General Information

- [Member Roster](#)
- [Newsletters/Documents](#)

Edit Member Profile - Last Updated 7:12 AM On 2/25/2014

First Name	Jane
Middle Initial	
Last Name	Doe
Privacy Policy	The personal information you provide on the roster/profile page of the volunteer management system (VMS) will not be made available in any public way. The policy of University of California and the Virginia Cooperative Extension Master Gardener Program is to protect individual privacy rights. However, it is necessary to maintain a roster including individual names, telephone numbers, email address and other personal contact data to effectively carry out Master Gardener business. This information will be shared with other Master Gardener volunteers in your county and is available to the Statewide Master Gardener Program for official purposes only. This information will not be made public but if you want to keep this information hidden, please check the "Private" box. These data are not considered public records and they will not be released in any public setting without your express written authorization.
Private	<input type="checkbox"/> Hide this information from other Master Gardeners
Mailing Address	2121 Smith
Mailing City/State/Zip	Orange <input type="text"/> Texas <input type="text"/> 77630
Physical Address <small>(if different than mailing)</small>	2121 Smith

Privacy

We respect your privacy. Your personal information will not be visible to anyone other than local Master Gardeners and State Master Gardener personnel. If you prefer your address and phone numbers are not visible to other Extension MG's in your local association using the Roster, click on this box:

Private Hide this information from other Master Gardeners

Chapter 2: Edit Your Profile (continued)

Change Your Password

Your password must be at least 7 characters in length with no spaces and **contain a number or special character**. Be sure to memorize or write down your password and keep it somewhere safe. No one will know your password but you.

Email Address

Since email will be the primary method of contact, it is especially important you update your email address if it changes at any time.

Upload Photo

Since a photo is particularly helpful to new Master Gardeners, we encourage you to include your picture in your profile. Be sure to select a good, high quality, close up photo.

To upload a photo:

1. Click on Browse which will open a window in your computer
2. Locate the photo on your computer that you want to upload
3. Click on Open and your picture will be displayed on your profile

Upload Photo	Choose File	no file selected
(image will be resized for web use)		

Interests

The Interests section is custom made for each Master Gardener Association and AgriLife office and lets members select multiple categories in which they are interested. MG members in your group will be displayed along with the "interests" they selected when they created their profile. (At the present time Orange County has not set up their Interests section.)

Click the box next to the topics where you have an interest or expertise you are willing to share in Extension MG outreach efforts. If an interest is not listed, you can simply type it into the blank beside "other interests". Program staff and volunteers may use this list to connect volunteers with similar interests. You can change this list at any time by removing checks from the selected topics.

Chapter 2: Edit Your Profile (continued)

Other Interests

You may add other interests in the input box, which will then be displayed on the member roster. These do not need to be just gardening interests.

Upload Photo no file selected
(image will be resized for web use)

Edit Interests

Other Interests

Once you have entered your new password and updated your profile information click on:

Save Information

Your profile information will be saved and you will exit this screen and will be returned to the Home screen.

Chapter 3: Hours

Enter Hours

We recommend you enter your hours as you complete them. On the Home Page you will click on "Add New Hours" and the screen below will appear. Your hours will immediately be visible to program administrators and it will allow you to review your hours and projects any time



Your Information

[Edit Your Profile](#)

[Add New Hours](#)

[View Your Hours](#)

When you click on [Add New Hours](#) the following screen will appear:

Hello, Sheri Bethard!

Orange County

Your Information

[Edit Your Profile](#)

[Editing Hours](#)

[View Your Hours](#)

Event Calendars

[General Event Calendar](#)

General Information

[Member Roster](#)

[Newsletters/Documents](#)

Add Volunteer Hours For Sheri Bethard

Event Description

Event Date 

Apply to Project Select a Project 
REQUIRED

Miles Driven 0

Volunteer Hours 0

Continuing Education 0

Population Served

Contact Ethnicity	Male Adult	Male Youth	Female Adult	Female Youth
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hawaiian / Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unknown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chapter 3: Hours (continued)

Event Description

You will enter a brief description for the volunteer work or education training you preformed. For example: worked in the Perennial Beds at Cormier Park or attended Master Gardener training on propagation.

Event Date

Click on the calendar icon  and click a date, which will fill into the box.

Apply to Project

This is a **REQUIRED** field. You will select one of the appropriate Projects to apply to you're your event. (See Attachment A for a detailed list of the approved current Projects as of September 2015)

Miles Driven

If possible, please input the number of miles you drove to and from an education event or to and from your volunteer site. If you are not sure of the number of miles driven, please estimate as closely as possible. The driver of the vehicle is the only person reporting miles driven; passengers do not report any mileage.

Volunteer Hours

This is where you enter your volunteer service hours.

Continuing Education

This is where you enter your educations hours.

Remember to enter your time as a decimal:

.25 = 15 minutes

.50 = 30 minutes

.75 = 45 minutes

1 = 1 hour (60 minutes)

1.25 = 1 hour and 15 minutes

1.50 = 1 hr. & 30 minutes

1.75 = 1 hr. & 45 minutes

Population Served

These are the number of people with whom you have had face-to-face contact during your volunteer/outreach time. If you have any questions about entries, please feel free to contact your Extension Agent with questions about contact reporting in the VMS.

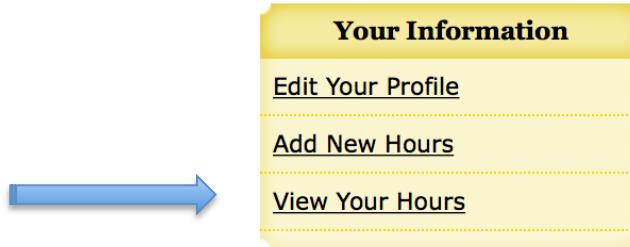
Chapter 3: Hours (continued)

When all information is entered click on

Save Hours

View Hours

One of the great things about the VMS system is the ability to easily view your volunteer and continuing education hours. This can be done by entering in the start date and the end date for the time period you wish to view. The hours you can view are only those which have been input thru the VMS system. Any hours input into any system prior to the VMS system will not show up.



Once you enter your dates and your report data is displayed, you may create an Excel spreadsheet which you can download and save on your own computer by clicking **Create Excel**

Volunteer Hour History For Sheri Bethard

Date	Activity	Project Name	Miles Driven	CE Hours	Vol Hours
01-Sep-15	Work on job aid for inputting volunteer hours for members for next meeting	4. Assistance with other AgriLife Extension educational workshops, projects, committees, and events	0	0.00	3.0
19-Aug-15	letter to MG members about new list for reporting vol & ed hours with list attached	4. Assistance with other AgriLife Extension educational workshops, projects, committees, and events	0	0.00	1.0
19-Aug-15	watering at the greenhouse and checking on plants, removing dead plants from tables	8. Master Gardener Greenhouse	0	0.00	0.3

Chapter 3: Hours (continued)

Edit Hours

The VMS allows volunteers to edit their hours after they have been submitted.

1. Click on View Your Hours link in the left-hand column. This will open your **Volunteer Hours History** page.
2. Click on the event you wish to edit.
3. The "Edit Volunteer Hours" page will open. Edit the information as needed.
4. To save the updated information, click on: **Save Hours**
5. If you would like to delete this activity, click on: **Delete Hours**

Your Information

[Edit Your Profile](#)
[Add New Hours](#)
[View Your Hours](#)

Event Calendars

[General Event Calendar](#)

General Information

[Member Roster](#)
[Newsletters/Documents](#)

Edit Volunteer Hours For Sheri Bethard

Event Description Work on job aid for inputting volunteer hours for members for next meeting

Event Date 9/1/2015

Apply to Project 4. Assistance with other AgriLife Extension educational workshops, projects, committees, and events **REQUIRED**

Miles Driven 0

Volunteer Hours 3

Continuing Education 0

Population Served

Contact Ethnicity	Male Adult	Male Youth	Female Adult	Female Youth
White	0	0	0	0
Black	0	0	0	0
American Indian	0	0	0	0
Hispanic	0	0	0	0
Asian	0	0	0	0
Hawaiian / Pacific Islander	0	0	0	0
Unknown	0	0	0	0

Save Hours **Delete Hours**

Chapter 4: Volunteering

Events

General Event Calendar

Event Calendars

General Event Calendar

If you click on General Event Calendar the calendar will come up with current events and you can move forward to future months. Volunteers who sign up for a calendar event are committing to serve at a specific day and time.

Volunteer for an Event

1. Click on the General Event Calendar.
2. Events can be viewed in *Monthly View* (calendar style) where you can move to the month of the event you want to see. Events can also be viewed in the *List View* where they are listed in order by date to limit the list to a specific time frame, enter **Start Date** and **End Date** in the boxes and click on the **Go** button to refresh the list to the specified time.

« October 2015 »

List View

October 2015 GO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Master Gardener Training	2	3
4	5	6 Master Gardener Training	7	8 Master Gardener Training	9	10
11	12	13 Master Gardener Training	14	15 Master Gardener Training	16	17
18	19	20 Master Gardener Training	21	22 Master Gardener Training	23	24
25	26	27 Master Gardener Training	28	29 Master Gardener Training	30	31

Monthly View

Chapter 4: Volunteering (continued)

List View

Your Information

[Edit Your Profile](#)

[Add New Hours](#)

[View Your Hours](#)

Event Calendars

[General Event Calendar](#)

General Information

[Member Roster](#)

[Newsletters/Documents](#)

General Events

[Monthly View](#)

Date Range: to

Date	Event Name	Volunteers
Tue, Sep 29, 2015	Master Gardener Training	
Thu, Oct 01, 2015	Master Gardener Training	
Tue, Oct 06, 2015	Master Gardener Training	
Thu, Oct 08, 2015	Master Gardener Training	
Tue, Oct 13, 2015	Master Gardener Training	
Thu, Oct 15, 2015	Master Gardener Training	
Tue, Oct 20, 2015	Master Gardener Training	
Thu, Oct 22, 2015	Master Gardener Training	
Tue, Oct 27, 2015	Master Gardener Training	
Thu, Oct 29, 2015	Master Gardener Training	
Tue, Nov 03, 2015	Master Gardener Training	
Thu, Nov 05, 2015	Master Gardener Training	
Tue, Nov 10, 2015	Master Gardener Training	
Thu, Nov 12, 2015	Master Gardener Training	
Tue, Nov 17, 2015	Master Gardener Training	
Thu, Nov 19, 2015	Master Gardener Training	

3. Click on the event in which you are interested. This will open the events page giving a general description of the event, date, times, place and a reminder can be set from this screen.
4. To get further details on the event/project, Click on Project and a new screen will open giving detailed information on the project.
5. To sign up for the project, scroll down to the Volunteer for Project section at the bottom of the screen. Click on the Volunteer for Project button and the line will say, "User is Volunteered!"

Chapter 4: Volunteering (continued)

When you click on the Event from the Monthly or List View and get the general description of the event and have iCalendar, you will be able to download it directly into your calendar.

When you click on the Event, at the bottom of the screen you may set up a reminder anywhere from 1 day to 7 days before the event. Be sure to click **Save Reminder** to set the reminder up.



Your Information

[Edit Your Profile](#)

[Add New Hours](#)

[View Your Hours](#)

Event Calendars

[General Event Calendar](#)

General Information

[Member Roster](#)

[Newsletters/Documents](#)

Orange County Event

[Return to general Calendar](#) | [Download iCalendar File](#)

Event Master Gardener Training

Start Date Tuesday, September 29, 2015

End Date Tuesday, September 29, 2015

Project [1. Master Gardener Training](#)

Event Time 6:00 PM -to- 8:30 PM

Location Orange County AgriLife Extension Office

Event Reminder

Remind Me

Projects

Projects are groups of similar outreach educational activities that, unlike events, are not always tied to specific dates and times. A detailed list of Projects for Orange County is found in Attachment A. You can volunteer for these Projects just like you do for an Event.

Chapter 5: Useful Tools

Under the section "General Information", you will be able to view a Master Gardener roster for your group, local projects, newsletters and other documents.

Member Roster

By Clicking on this link, you will be able to view a list of all the Extension Master Gardeners in your organization. The roster includes their email addresses and preferred phone numbers, which you can use for contact purposes.

If a member has uploaded a photo, you can view it by clicking on their name.

To email someone, click on his or her email address.

***This roster is for internal communications within the Texas A&M AgriLife Extension Master Gardener Program and must not be used for commercial purposes. Abuse of this information could lead to volunteer dismissal.**

Email History

Click on this and you will see a list of the emails you have sent to Extension MG members using the email link in the Member Roster.

***Note: This option may be disabled if it is misused. Remember, the email addresses in the roster are to be used for MG business and disciplinary actions may be taken for the abuse of email addresses or other contact information in the roster.**

Newsletter/Documents

Here you will see your local newsletters and other important documents that your group has made available.

Chapter 5: Useful Tools (continued)

Your Hours / Miles

On the right side of the Home Page you will be able to see how many Volunteer and Continuing Education Hours you have served without going any further.

The screenshot shows the homepage of the Master Gardener Volunteer Management System. At the top, a dark banner displays "Hello, Sheri Bethard!" on the left and "Orange County" on the right. Below this is a light-colored header bar with three main sections: "Your Information" (containing links to "Edit Your Profile", "Add New Hours", and "View Your Hours"), "Master Gardener News" (containing a welcome message about the program's impact), and "Your Hours / Miles" (containing a summary table of volunteer and continuing education hours and miles). Further down the page is a "Links" section with several local resources.

Your Hours / Miles	
Volunteer Hours	175
Continuing Education Hours	13
Volunteer Miles	707

Links

Just below **Your Hours/Miles** is a box with Helpful Links to access local resources. These will be updated periodically.

Summary

Now you should be able to log in, edit your profile, and complete many other VMS activities. Remember, if you have trouble logging in or with other VMS functions, the first person you should contact is your County Agent Advisor. If they are not able to help you, please contact Jayla Fry, State Master Gardener Coordinator at jb fry@tamu.edu.

If you have any other comments or suggestions, please contact the State Master Gardener's Office.

Attachment A

Texas Volunteer Master Gardener Reporting System Orange County AgriLife Extension Service Projects

Ask the Master Gardener Helpline

Tuesdays and Thursdays from 10 am -2 pm, a volunteer will be available to answer questions received by the Extension Office answering horticultural questions received from the public by phone and walk ins. Along with helping the office staff with publicity, newsletters, etc. Thursdays will be the next staffed day when volunteers are available and we will eventually have staff available Monday - Friday.

AgriLife Extension School Curriculum Enrichment Programs

School based curriculum enrichment programs of AgriLife Extension Service to enhance the regular school programs, JMG, school gardens, Learn, Go, Eat Grow, Better Living for Texas (BLT)

AgriLife Outreach

Dispersing AgriLife materials such as Flyers, Newsletters, and other related materials around Orange county and surrounding areas to promote AgriLife efforts. This is a regular task weekly at times to promote programs in all areas, AgNr, 4H, FCS, and BLT.

Updating the Master Gardener website and/or any social media website, i.e. Facebook, with information promoting Master Gardeners. At local events, such as Art in the Park, feed stores and the like, utilize Master Gardeners as a resource to promote Master Gardeners and AgriLife while helping answer questions related to horticulture.

Community Gardens/Demonstration Gardens/Shangri La

Assist with the Field of Plenty Community Gardens or any other Community Gardens helping reach out to the less fortunate in our community about living healthier, learning how to grow your own food with very little, offering wholesome foods and opportunities to have available to them.

Volunteer at Shangri La Botanical Gardens, which serves to educate all walks of life about Master Gardeners, AgriLife, and the world around us. Any of the volunteer positions that directly impact the public will be considered Volunteer hours. i.e. Conductor, Theater Attendant, Bird Blind, Group Tour Guide, Boat Driver, NDC Attendant.

Depending on what you are doing this can count as education or volunteer. I.E. taking an educational course would be educational. While, volunteer would be you helping in some facet.

Ed/Vol Time Outside OCMGA & TAM AgL

For educational and volunteer hours attended outside the Orange County Master Gardeners Association and Texas A&M Orange County AgriLife Extension Service location not listed in any other category, show them here. Keep the agenda or flyer for your records.

Master Gardener Training

This is a series of classes which provides education to community participants and prospective volunteers.

If you are taking or monitoring a class - show as Education Hours

If you are teaching the class - show as Volunteer Hours and complete the profile at the bottom of the screen regarding the number of people and classification of the people.

New students in Initial Master Gardener Class will count their hours as **Education hours** to meet the minimum 50 hours instruction requirements.

In order to retain your **Texas Master Gardener** title, each member is required to participate in a minimum of **6 hours of education training and 12 hours volunteer time each year**.

Meetings

Meetings pertaining to Master Gardeners Association, AgriLife, or Committees representing Master Gardeners or AgriLife within OCMGA or OC TAM AgL

MG Greenhouse & Plant Sale

Led by the OC Master Gardener Greenhouse Coordinator, the volunteers will work in the adjacent gardens, demonstration beds and the greenhouse with sowing seed, transplanting seedlings, repotting, taking cuttings, pruning, fertilization, irrigation, pest & disease scouting and control, mixing soil, cleaning nursery facilities, flats and pots along with a variety of other necessary tasks. They will also be needed in the gardens for weeding. The purpose of the greenhouse and adjacent gardens is to provide growth stock for the annual fundraiser plant sale and education opportunities for Master Gardener Interns, OISD students, JMG members and other community venues. Volunteers will be needed year round for various duties with the majority of the volunteers needed from October thru Plant Sale time frame in mid to late Spring.

The Annual Bloomin' Crazy Plant Fair is our annual plant sale held every spring. Volunteer time is counted when working to get plants ready for the sale when you are at your home or at the greenhouse. In addition, all preparation time setting up for sale is counted as Volunteer time.

Other AgriLife Extension Educational Workshops, Projects, Committees and Events

Assist with the education in areas of Agriculture, Natural Resources, 4-H and Youth Development, Family consumer Sciences serving to improve the lives of our community members.