

VMS Introduction for Trainees

Volunteer Management System (VMS) is the database we use for Master Gardener Activities

<https://virginia.volunteersystem.org/UniversalLogin.cfm>

You will use it to:

1. Keep your profile up to date
2. Log your training hours
3. Sign up for events
4. Log hours for events
5. Access training documentation

Hello, Juliane Givler!

Hanover

Edit Profile
Add Hours
View Hours

Lists of Available
Calendars

All events can be
found on this
calendar

Posted
Documents

Your Information

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Event Calendars

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- [Home Gardening Series](#)
- [Meetings for Association and Board](#)
- [MG Help Desk Calendar](#)
- [MG Training Class](#)
- [Plant Clinic Calendar](#)
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WHAT'S NEW WITH HANOVER MASTER GARDENERS?

WELCOME TO THE HANOVER MASTER GARDENER'S VOLUNTEER MANAGEMENT SYSTEM

? WHAT'S NEW ?

It's almost time the the next Master Gardener Course

Master Gardener Winter 2019 Course
February 12 - April 25, 2019

Tuesday and Thursday evenings 6:30 - 9:30 pm Hanover Department of Social Services Meeting Room. 12304 Washington Highway, Ashland, VA 23005.

Catherine Thomas is the Course Coordinator.

Master Gardeners may attend any session for CE. There is no limit to the number of hours you may earn for Continuing Education by attending the Winter 2019 MG Course. Sign up via VMS All Events Calendar.

2019 project proposals are due to Laura (lmaxey-nay@vt.edu) by March 15, 2019. Until projects are reviewed for approval, 2018 approved projects are still in place as they were in 2018.

VMGA July/August Newsletter is posted in Newsletter/Documents HMGA section

www.hanovermastergardeners.org
password is sunshine

HMGA Board and Association Meeting Minutes are now on the HMGA website -

Contact the following for assistance with using VMS.
Betty Jane Hughes at bettyjanehughes@gmail.com
Angelette Pryor at angellp@vt.edu
Code for lock box for MG storage shed - 246*
updated 1/16/2019 ap

Your Hours / Miles

Volunteer Hours	357
Continuing Education Hours	222
Volunteer Miles	5,020

Your Calendar

2/7/19	HMGA mtg setup	iCal
2/7/19	HMGA Potluck qtrly meeting	iCal

State Links

- [Annual EMG Re-Enrollment Form](#)
- [Bi-Weekly e-mail: Updates and Information](#)
- [Civil Rights Compliance Module](#)
- [Facebook--Virginia Extension Master Gardeners](#)
- [Website--Virginia Extension Master Gardener Program](#)
- [Facebook--Virginia Extension Master Gardener Program](#)
- [Website--Virginia Extension Master Gardener Program](#)
- [YouTube--Virginia Extension Master Gardeners](#)

Links

- [CE Pre-Approval Form](#)
- [Civil Rights Training - required every 3 years](#)
- [Elver for MG Training Class](#)
- [Hanover Master Gardeners Web Site](#)
- [VA State Master Gardener Website](#)
- [Virginia Master Gardener Association \(VMGA\)](#)
- [VMS Codes](#)
- [VMS User Guide](#)
- [Working With Youth 2019 - Online Form required every year -](#)

Total of your hours

Events you have signed up for

State Links

Links specific to HMGA

Announcement Area

Your Profile

Keep your profile information up to date. We especially use the email address when we are sending communications to our members.

Edit Profile as needed

Make sure email address is accurate

Your Information

Editing Profile
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[Youth Events](#)
[Z - Fall 2016 HGS](#)
[Z - Fall Plant Sale](#)
[Z - Friendly Care Day School](#)
[Z - Hanover Adult Center](#)
[Z - HMGA Board Meetings](#)
[Z - HMGA Meeting Calendar for 2015](#)
[Z - Home Gardening Series Winter for 2015](#)
[Z - MG Training Class for 2015](#)
[Z - Sandys Plants Youth Workshop/Plant Clinic 2015](#)
[Z - Spring Break Youth Workshops](#)
[Z - Spring Break Youth Workshops Pollination Prog 2015](#)

Edit Member Profile - Last Updated 9:37 AM On 8/04/2018

First Name

Middle Initial

Last Name

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 the Virginia Master Gardener Program is to protect individual privacy rights. However, it is necessary to maintain a roster including individual names, telephone numbers, email addresses and other personal contact data to effectively carry out Virginia Master Gardener Program business. This information will be shared with other Virginia Master Gardener Program volunteers on your roster and is available to the Statewide Virginia Master Gardener Program for official purposes only. This information will not be made public (i.e. available outside the Virginia Master Gardener Program). If you want to keep this information hidden from other volunteers, please check the "Private" box. These data are not considered public records and will not be released in any public setting without your express written authorization.

Private Hide this information from other Master Gardeners

Mailing Address

Mailing City/ State/ Zip

Physical Address (if different than mailing)

Physical City/State/Zip

Home Phone Preferred Number

Work Phone Preferred Number

Mobile Phone Preferred Number

Change Password
Passwords must be at least 7 characters in length with no spaces and contain a number or special character.

E-Mail Address

Indicate your areas of interest

- [Z - Spring Break for Youth - Pollination Prog 2015](#)
- [Z - State Fair 2015](#)
- [General Events](#)
- [View All Events](#)

- General Information**
- [Member Roster](#)
 - [Projects](#)
 - [Newsletters/Documents](#)
 - [Photo Albums](#)

E-Mail Address

Upload Photo No file chosen
(Image will be resized for web use)

Edit Interests

- Develop new speakers bureau presentations per community request
- Flower Gardening (perennials, annuals)
- Gardening for Wildlife
- Herbs
- Insects
- Integrated Pest Management (IPM)
- Invasive Species
- Landscape Design
- Lawn Care
- Native Plants
- Organic Gardening
- Plant Diseases
- Pollinators (Bees)
- Propagation
- Soil Enrichment and Composting
- Speakers Bureau - Large groups - familiar topics
- Speakers Bureau - small groups - familiar topics
- Tree Care
- Vegetables
- Volunteer Opportunities Through Outside Organizations

Water Quality and Conservation

Woody Plants

Youth Gardening

Other Interests

Be sure to save after you have made any changes

Entering Your Hours

Enter your hours on a timely basis. VCE needs these volunteer hours for funding purposes. They are also used to determine if you have met your yearly commitment of volunteer hours and training. In addition there are awards for lifetime achievement at 250, 500, 1000, 2,000, etc. hours.

You may have multiple entries for an event so that they can be assigned to the correct project codes.

Select Add New Hours from the main menu.

Your Information

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[State Fair](#)

[Trips and Tours](#)

[Youth Events](#)

[Z - Fall 2016 HGS](#)

[Z - Fall Plant Sale](#)

Add Volunteer Hours For Juliane Givler

Event Description

Event Date

Apply to Project **REQUIRED**

Miles Driven

Volunteer Hours

Continuing Education

Enter the number of hours for the event

Your name will be displayed here

Enter the name of the event

Enter the date of the event

Click here to get a list of projects

Population Served

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

Be sure to save before exiting

- Select a Project
- CE1-MASTER GARDENER BASIC TRAINING
 - CE2-ADVANCED TRAINING
 - ES1-MASTER GARDENER PLANT CLINICS
 - ES2-MG STATE FAIR BOOTH
 - ES3-MASTER GARDENER HELP DESK
 - ES4-SPEAKERS BUREAU AND OTHER WORKSHOPS
 - ES5-MG HOME GARDEN VISITS
 - ES6-ADVANCED STEWARDSHIP PROGRAMS
 - NEP1-WORKING IN APPROVED GARDENS
 - NEP2-TRAVEL/TRANSPORT TIME
 - NEP3-PLANTING/SETUP/TAKEDOWN BEFORE AND AFTER EVENT
 - CE1-MASTER GARDENER BASIC TRAINING

For your training you need to enter the hours using project CE1 and you may also want to enter miles driven if you want to use them as a tax deduction.

Your Information

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Event Calendars


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[MG Help Desk Calendar](#)

Add Volunteer Hours For Juliane Givler

Event Description	<input type="text" value="Training Class #1"/>
Event Date	<input type="text" value="09/06/2018"/> 
Apply to Project	<input type="text" value="NEP2-TRAVEL/TRANSPORT TIME"/> REQUIRED
Miles Driven	<input type="text" value="30"/>
Volunteer Hours	<input type="text" value="0.75"/>
Continuing Education	<input type="text"/>

If you want to keep track of your travel hours you will have a second entry for the event. Use project code NEP2 and enter both the miles and the time of your travel. Remember to save before exiting.

Signing Up for Events

There are multiple calendars for events. It is important to sign up so that we ensure we have coverage or know how many to expect for larger events.

Event Calendars
Ag Day
Home Gardening Series
Meetings for Association and Board
MG Help Desk Calendar
MG Training Class for 2018
Pest Labs
Plant Clinic Calendar
Roots and Shoots
Scotchtown
Spring Break Youth Workshops
Spring Plant Sale
State Fair
Trips and Tours
Youth Events
Z - Fall 2016 HGS
Z - Fall Plant Sale

For the next meeting select the “Meetings for Association and Board” Calendar



VIRGINIA MASTER GARDENER
VOLUNTEER MANAGEMENT SYSTEM

Hello, Juliane Givler!

Hanover

« February 2019 »

List View

Meetings for Association and Board February 2019 GO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7 • HMGa mtg setup » GM Abell » PS Barbour » PP Bland » CT Brennan » JW Givler » LG Hazelwood » P Reyes » SW Weil » LH Willis » JM Wrenn • HMGa Potluck qtrly meeting » PS Barbour	8	9

Click here to select a different calendar

Click here to select a different month. After selecting the month you will need to click on "GO".

Click here to select the event you want to sign up for.

VIRGINIA MASTER GARDENER
VOLUNTEER MANAGEMENT SYSTEM

Hello, **Juliane Givler!**

Hanover

Your Information

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Hanover Event

[Return to Meetings for Association and Board Calendar](#) | [Download iCalendar File](#)

Event	HMGA Potluck qtrly meeting
Start Date	Thursday, February 07, 2019
End Date	Thursday, February 07, 2019
Event Coordinator	Pattie Bland
Volts Needed	100
Event Time	6:30 PM -to- 8:30 PM
Location	Hanover Evangelical Friends Church
Address	**Park & enter at back of church 6420 Mechanicsville Turnpike Mechanicsville, VA 23111

Description	<p>Our speaker will be Daniel Wright, a butterfly expert on staff with Lewis Ginter Botanical Garden.</p> <p>Daniel graduated from James Madison University in 2015 with a degree in Integrated Science and Technology, focusing on the environment. It was in college where he found a deep interest in pollinators. He has had the pleasure of curating the Butterflies LIVE! Exhibit at Lewis Ginter Botanical Garden for three years now.</p> <p>Park & enter @ back of church</p> <p>Recording hours:</p> <p>VM1- Business portion</p> <p>CE2- Presentation portion</p> <p>NEP2- Travel Time (opt'l mile for pers. tax ded)</p> <p>VM3- if you present including prep time</p> <p>no contacts are recorded</p>
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Event Reminder

Information about the event.

no contacts are recorded

Event Reminder

Reminder Set You've set a reminder for this event! [Delete Reminder](#)

Reminder Set For 2 Days before [Update Reminder](#)

Volunteer For Event

Comments to Coordinators

Bringing Guest Yes No

Change Comment [Update Comments](#)

Volunteer You are currently signed up for this event! [Unvolunteer](#)

Volunteers For This Event

- Linda Hazelwood
- Sammye Daou (Bringing Guest)
- Lisa Willis
- Pattie Bland
- Phyllis Knuth
- Wayne Bryant (Bringing Guest)
- Rhonda Searles
- Belinda Flournoy
- Juliane Givler
- Pat Holt
- Pat Reyes
- Sharon Weil
- Michelle * Etheridge
- Christy Brennan
- Angelette Pryor
- William * Fleming
- Doris Gullotta
- Brenda Burke
- Susan Doran
- Pam Barbour
- Dianne * Hentzen
- W (Buz) Sawyer
- Bonnie Weber-Lehman
- Paula Willoughby
- Betty Jane Hughes
- Virginia Nicholas (Bringing Guest)
- Juanita Wrenn

Click here to if you plan to bring a guest.

Click here to volunteer for the event.

Your name will be added to the list of volunteers.

Your Calendar		
2/4/19	Plant Clinic Planning Meeting	iCal
2/7/19	HMGAs Potluck qrtly meeting	iCal
4/26/19	2019 Spring Plant Sale Plant Drop Off	iCal
4/27/19	2019 Spring Plant Sale Set Up	iCal
4/27/19	2019 Spring Plant Sale 1st shift	iCal
4/27/19	2019 Spring Plant Sale 2nd shift	iCal

The event will be added to your calendar on the home page.

After the meeting you will need to enter your hours using the following project codes.

- VM1 – Master Gardener Meetings – usually about .25 hours for the business portion of the meeting
- CE2 – Advanced Training – usually about 1 hour
- NEP3 – if you helped with the setup and take down of the event – usually .25 to .50 hours
- NEP2 – if you wish to log you miles and travel time

Calendar Listing for Plant Clinics – for each event

- Some one to pick up materials and take them to the plant clinic (this person typically also works at the clinic)
- 2 openings for Interns
- 2 openings for MGs
- Someone to return materials to the storage location (this person typically also works at the clinic)

« April 2019 »

List/Admin View | Add Event

Plant Clinic Calendar April 2019 GO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6 <ul style="list-style-type: none">Lowes - Materials Transportation to Event » B HughesLowes - 2 Interns (9:45 - 2:15)Lowes - 2 MGs (9:45 - 2:15) » B HughesLowes - Materials Return to Storage
7	8	9	10	11	12	13

What it will look like on the Plant Clinic calendar

Your Calendar		
9/9/18	HMGA September picnic	iCal
4/6/19	Lowes - Materials Transportation to Event	iCal
4/6/19	Lowes - 2 MGs (9:45 - 2:15)	iCal

What it will look like on my calendar.

After the Plant Clinic you will need to enter your hours using the following project codes.

- ES1 – Master Gardener Plant Clinics (usually 2 to 4 hours)
- VM2 – MG Administrative Support – for transportation of materials and set up and take down of booth
- NEP2 – if you wish to log you miles and travel time

Reference Documents

- Member Roster – information about our members
- Projects – some more detail about our various projects
- Newsletters/Documents -
 - Relevant to your training class
 - Policies and Procedures
 - HMGA document
- Photo Albums – some pictures from previous events

VIRGINIA MASTER GARDENER
VOLUNTEER MANAGEMENT SYSTEM

Hello, Juliane Givler!

Hanover

Your Information

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Newsletters

Newsletter	Description
HMGA Documents	Documents containing information important for HMGA Members.
Annual Reports	End of year reports
Home Grown News	Hanover Master Gardeners newsletter
Articles by Members	No description provided
Documents for Plant Sale	Drafts of document to be used for plant sale
Historical Documents	Documents from previous years no longer current

Documents

Document Group	Description
2019 Training Documents	No description provided
Reference Material from Presentations at Meeting	No description provided
2018 Training Documents	Presentations and handouts used in 2018 Training class
2018 MG Training Class Presentations	Pictures of class, overviews and presentations

From the Newsletter area select HMGA Documents

VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

Hello, **Juliane Givler!**

Hanover

Contact information for officers, project leaders and staff

Tips on how to enter hours for each event

Handbook for HMGA

Bylaws for HMGA

Your Information

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HMGA Documents

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Description

Documents containing information important for HMGA Members.

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List Of Issues

Issue	Articles
Project Leaders and Contacts for 2019	
By-Laws for Hanover Master Gardener Association	Version approved on 12/17/18
Handbook for Hanover Master Gardeners Association	updated 9/3/18
VMS Tip Sheet	updated 9/3/18
Projects and Leaders for 2018	updated 8/27
VMGA July/August 2018 Newsletter	VMGA Newsletter
HMGA Equipment Policy	Policy for use of Hanover master Gardener Association equipment

VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

Hello, Juliane Givler!

Hanover

Your Information

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Select the document you wish to see and it will open

VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

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Hanover

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Document Group	Description
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Reference Material from Presentations at Meeting	No description provided
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2018 MG Training Class Presentations	Pictures of class, overviews and presentations



Documentation for
your class

VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

Hello, Betty Jane Hughes!

Hanover

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Administration

[Manage VMS](#)

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[Manage Projects](#)

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[Contact Reports](#)

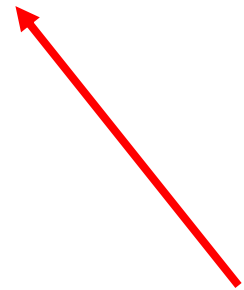
[Photo Albums](#)

2019 Training Documents

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List Of Documents

Document	Contents
Class Schedule	as of 1/31/19 - check back for updates
Intern to Master Gardener Policy	Steps to become a master gardener after you finish your training
Missed Class Policy	How to make up for any classes you might miss.
Projects and Leaders for 2019	Contact information for staff and association leaders for 2019
VMS Tip Sheet	Tips on how to enter hours for various projects



Select the document you wish to see and it will open

Entering Contacts

- VCE needs to know the number of contacts we have
- Some events will not produce contacts that you need to enter such as your training
- For events such as Plant Clinics we do not need to have 4 people entering the contacts
 - Usually one person logs the contacts during the event
 - The contact list is put back into the plant clinic box to make its way back to the office or
 - Your smart phone can be used to take a picture of the contact list and email it to the office
- See your VMS tip sheet if you are unsure as to when to log contacts

Contact Sheet

Date _____ Shift _____

Event Name _____

Volunteers _____

Gender	Age	American Indian or Alaskan Native	Asian	Black or African American	Hispanic or Latino	Native Hawaiian or Pacific Islander	White
Female	≤ 18						
Female	19-64						
Female	≥ 65						
Male	≤ 18						
Male	19-64						
Male	≥ 65						