

# VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

## Tutorial One: Setting up your Profile

- You will receive an email from [dclose@vt.edu](mailto:dclose@vt.edu), subject: VMGA Master Gardener Login – Access Information.
  - Within this email, you will see two hyperlinks and Temporary Password.

You have requested access to the Master Gardener Volunteer Management System.

This e-mail grants you access to the Master Gardener Volunteer Management System (VMS) but for security reasons it does NOT include your password. Follow the directions below to access the VMS and *change* your password.

To login to the VMS for the first time, click on the link below OR use the temporary password:

[Access Master Gardener Volunteer Management System](#)

Temporary Password: 6C8XXXXXX48B

If the Link above does not work. Copy and paste the link below into your browser.

<https://virginia.volunteersystem.org/UniversalLogin.cfm?uid=59&uuid=24E7B547AC7EXXXXXXBBC0B1923>

Note - The link above works once only. If you forget your password again, you can re-request this information.

This is an automatically generated message. Please do not reply to this e-mail. If you have any questions please contact: Dave Close [dclose@vt.edu](mailto:dclose@vt.edu)

- Click on either of the links. This should take you into the VMS system (see next screen shot below). If this link does not work, copy the temporary password from the email message and use it to log on at page <https://virginia.volunteersystem.org/UniversalLogin.cfm>
- You will be taken to the homepage in the volunteer management system (VMS) as shown below.

Hello, Susan Edwards! Chesterfield County

Your Information	Latest News	Your Hours / Miles
<a href="#">Edit Your Profile</a>	Welcome to the Master Gardener Volunteer Management System! Please take a look around and contact your local coordinator if you have any questions.	<b>Volunteer Hours</b> 4
<a href="#">Add New Hours</a>		<b>Continuing Education Hours</b> 0
<a href="#">View Your Hours</a>		<b>Volunteer Miles</b> 15

The first thing you need to do is set up your profile (including updating your password). On this page, click on Edit Your Profile (at left). The new page will look like this:



VIRGINIA MASTER GARDENER  
VOLUNTEER MANAGEMENT SYSTEM

**Edit Member Profile - Last Updated 7:28 AM On 3/31/2011**

<b>First Name</b>	<input type="text" value="Susan"/>
<b>Middle Initial</b>	<input type="text"/>
<b>Last Name</b>	<input type="text" value="Edwards"/>
<b>Privacy Policy</b>	The personal information you provide on the roster/prof volunteer management system (VMS) will not be made a public way. The policy of University of California is to pro privacy rights. However, it is necessary to maintain a ro individual names, telephone numbers, email address an personal contact data to effectively carry out Master Gar business. This information will be shared with other Mas volunteers in your county and is available to the Statew Gardener Program for official purposes only. This inform made public but if you want to keep this information hid check the "Private" box. These data are not considered and they will not be released in any public setting witho express written authorization.
<b>Private</b>	<input type="checkbox"/> Hide this information from other Master Gardeners
<b>Mailing Address</b>	<input type="text" value="P.O. Box 146"/>

- Select whether or not you want your contact information hidden from the other MGs in the unit. This information is viewable ONLY by our MG unit, not the entire state program. If you do not want your contact information shared, click:

<b>Private</b>	<input checked="" type="checkbox"/> Hide this information from other Master Gardeners
----------------	---

- Enter your current contact information such as address, phone number, etc. You can upload a photo of yourself if you wish.



## VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

<b>Mailing Address</b>	<input type="text" value="P.O. Box 146"/>		
<b>Mailing City/State/Zip</b>	<input type="text" value="Chesterfield"/>	<input type="text" value="VA"/>	<input type="text" value="23832"/>
<b>Physical Address (if different than mailing)</b>	<input type="text"/>		
<b>Physical City/State/Zip</b>	<input type="text"/>	<input type="text" value="VA"/>	<input type="text"/>
<b>Home Phone</b>	<input type="text"/>	<input checked="" type="radio"/> Preferred Number	
<b>Work Phone</b>	<input type="text"/>	<input type="radio"/> Preferred Number	
<b>Mobile Phone</b>	<input type="text"/>	<input type="radio"/> Preferred Number	
<b>Change Password</b>	<input type="text"/> Passwords must be at least 7 characters in length with no spaces and contain a number or special character.		
<b>E-Mail Address</b>	<input type="text" value="edwardssu@chesterfield.gov"/>		
<b>Upload Photo</b>	<input type="text"/>	<input type="button" value="Browse..."/>	(image will be resized for web use)

- **CHANGE YOUR PASSWORD** (shown above): you must enter a password to use for future logins. The link and temporary password in your invite email **WILL NOT** work again.



VIRGINIA MASTER GARDENER  
VOLUNTEER MANAGEMENT SYSTEM

Edit interests: select all interests you have; this helps us communicate to you about events and projects you may like. You can also write in additional interests if they are not listed here. You can change these at a later date if you like.


**Edit Interests**

- Disease
- Educational Events outside of our office
- Flower gardening (perennials, annuals)
- Gardening for Wildlife
- Herbs
- Insects
- Lawn Care
- Native Plants
- Organic Gardening
- Pollinator Education
- Propagation
- Tree Care
- Vegetables
- Volunteer Opportunities through Outside Organizations
- Woody plants
- Youth Gardening

**Other Interests**

o Click **SAVE** at bottom of page to continue.

**Other Interests**



• The page reflects that your information has been updated:



VIRGINIA MASTER GARDENER  
VOLUNTEER MANAGEMENT SYSTEM

Information updated.

**Latest News**

Welcome to the Master Gardener Volunteer Management System! Please take a look around and contact your local coordinator if you have any questions.

Your Hours / M

**Volunteer Hours**

**Continuing Education Ho**

**Volunteer Miles**

You have just completed **Tutorial One: Setting Up your Profile!**

