

VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

Tutorial Four: Signing up for MG Events

The following information shows you how to view MG events, sign up for MG events, and delete your participation from MG events.

- The Home Page:

Your Hours / Miles	
Volunteer Hours	4
Continuing Education Hours	0
Volunteer Miles	15

- To see MG events, select the appropriate calendar from under the Event Calendars tab. In this example you will see only a Clinics calendar; in the live MG VMS you will see multiple calendars, including ones for seminars, clinics, Grass Roots, Learn Your Landscape, etc. In this example, we choose the Clinic calendar.

Event Calendars

[Clinics](#)

[View All Events](#)

- The default view is the monthly view:



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Hello, Sue Avau!Chesterfield Test

« May 2011 »

List View

May 2011 GO

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14

- To change to List View, click on List View on the left. This is a list view:

Clinics Events

Monthly View

Start Date: End Date:

Date	Event Name	Volunteers
Sun, Dec 25, 2011	Christmas Clinic KIT MG	
Sun, Dec 25, 2011	Christmas Clinic	

- This calendar shows one upcoming clinic: Christmas Clinic on Sunday, Dec 25, 2011. Note that the clinic is listed twice: once for the person who is responsible for the kit, and once for the other participating MGs.

Clinics Events

Monthly View

Start Date: End Date:

Date	Event Name	Volunteers
Sun, Dec 25, 2011	Christmas Clinic KIT MG	
Sun, Dec 25, 2011	Christmas Clinic	

- Click on the name of the clinic for more information.



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- If you select Christmas Clinic KIT MG, the following shows:

Chesterfield Test Event

[Return to Home](#) | [Download iCalendar File](#)

Event	Christmas Clinic KIT MG
Start Date	Sunday, December 25, 2011
End Date	Sunday, December 25, 2011
Project	Clinics
Event Coordinator	Su-vt Edwards
Vols Needed	1
Event Time	10:00 AM -to- 2:00 PM
Location	Christmas Town
Address	123 Main St Christmas Town, VA
Description	This clinic is a special clinic for the holidays. IF YOU SIGN UP FOR THIS SLOT, YOU MUST TAKE/RETURN THE CLINIC KIT.

Note that this volunteer opportunity is for the MG who is taking/returning the clinic kit. Only one volunteer is needed. Details on date, time, and location are given, as well as any additional instructions or information.



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- If you would like to volunteer for the event, look at the bottom of the page and hit the Volunteer for Event button.

Event Reminder

Remind Me	Day of Event <input type="button" value="v"/>
<input type="button" value="Save Reminder"/>	

Volunteer For Event

Comments to Coordinators	<input type="text"/>
Bringing Guest	<input type="radio"/> Yes <input checked="" type="radio"/> No
Volunteer	You are not signed up for this event.
<input type="button" value="Volunteer for Event"/>	

Volunteers For This Event

No volunteers signed up.

Explanation of fields above:

Event Reminder You can set a reminder for yourself about this clinic if you choose to volunteer for this event (anywhere for 0 to 7 days before event; any email will be generated you to on the day you select).

Volunteer For Event You can sign up for the event here, by clicking the **Volunteer for Event** button. You can also leave comments for the event coordinator here. NOTE ON THE BRINGING A GUEST SELECTION: This will always be No for volunteer events; you cannot bring guests to volunteer events. The only case in which you may select Yes in this section is for social events such as picnics, potlucks, etc.

Volunteers for this Event This area shows if any volunteers have already signed up for this event, and if so their name(s) will be listed. Once the number of volunteers needed is filled (in this instance, one MG is needed) other MGs will not be able to sign up for the event. For more details, see the last bulleted item for an example.



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- If you volunteer for this event the next screen that appears shows this update:

Volunteer information saved!

Chesterfield Test Event

[Return to Home](#) | [Download iCalendar File](#)

Event	Christmas Clinic KIT MG
Start Date	Sunday, December 25, 2011
End Date	Sunday, December 25, 2011
Project	Clinics
Event Coordinator	Su-vt Edwards

and further down the page...

Volunteer For Event

Comments to Coordinators	<input type="text"/>
Bringing Guest	<input type="radio"/> Yes <input checked="" type="radio"/> No
Change Comment	<input type="button" value="Update Comments"/>
Volunteer	You are currently signed up for this event! <input type="button" value="Unvolunteer"/>

Volunteers For This Event

 Sue Avau

Note that your name would now show as listed as a volunteer!



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[Explanation on Unvolunteer Button](#) You can also see there is an 'Unvolunteer' button. Usually you will be able to unvolunteer from an event up to 14 days before the event; within 14 days of the event you cannot unvolunteer through the system and must request to unvolunteer through Sherry or Susan. **Remember that our MG participation cancellation policy still applies; if you unvolunteer from something you must find a replacement MG for that activity.** If you unvolunteer the following screen will pop up to confirm:

The screenshot shows a web interface for the Volunteer Management System. At the top, there is a green bar with a button labeled "Update Reminder". Below this is a section titled "Volunteer For Event". A "Comments to" field is visible. A "Windows Internet Explorer" dialog box is overlaid on the screen, containing the text: "Confirm removal of your participation in this event. If you continue, any reminder you selected will also be removed." Below the text are "OK" and "Cancel" buttons. Below the dialog box, the text "Volunteer You are currently signed up for this event!" is displayed, followed by an "Unvolunteer" button.

Volunteers For This Event

 Sue Avau

If you click OK, your name will be removed from the roster. If you hit the unvolunteer button by accident, you can click Cancel here to forego unvolunteering.

Procedure to follow when unvolunteering:

1. Find your MG replacement before you do anything in the VMS. Contact MGs you know or take a look at that particular event calendar (ex: clinics) and find MGs who have participated in that project. Contact these MGs to see if anyone would like to take your place. All MG contact information is included online under the MG Roster (emails listed for everyone).
2. Send Susan an email letting her know that a conflict has arisen in your schedule and that MG (Name of MG) will be taking your place.
3. Go into the VMS and using the info above explaining how to unvolunteer, remove your name from that event roster. When you unvolunteer, a message is automatically generated to Susan letting her know you have removed yourself from the schedule. By emailing Susan in advance of removing your name from the event roster – letting her know that you have a change in schedule and who is taking your place – it will prevent confusion as to what is going on with that particular event slot.
4. As soon as you unvolunteer in the VMS let your MG replacement know so that he/she can log-in to the system and volunteer for the now open slot.



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- After volunteering for an event, you can go back to the clinic calendar (either monthly or list view) and see your name listed as a volunteer for this event. You'll also see if others have volunteered for this or other events.

Monthly View:

18	19	20
25 Christmas Clinic » T Likins » S Minnicino Christmas Clinic KIT MG » S Avau	26	27

List View:

Clinics Events

Monthly View

Start Date: End Date:

Date	Event Name	Volunteers
Sun, Dec 25, 2011	Christmas Clinic KIT MG	S Avau
Sun, Dec 25, 2011	Christmas Clinic	T Likins, S Minnicino

If event is full: If the event is full and need no more volunteers, you are not able to volunteer through the system; the Volunteer for Event button no longer appears. A list of those who have volunteered is also included:



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Volunteer For Event

Comments to
Coordinators

Bringing Guest Yes No

Volunteer

Volunteers For This Event

-  Sherry Minnicino
-  T. Michael Likins

EXERCISE

- Sign up for the clinic on 12/25/2011, TEST CLINIC CHRISTMAS CLINIC.
- Set a reminder for yourself 5 days prior to the event.
- Enter the following comments to the coordinator “signed up for test clinic”
- Save!
- Review your calendar to see that you have signed up for this clinic.
- Go back and unvolunteer from this clinic.

You have completed **Tutorial Four: Signing up for MG Events!**

