

VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

Tutorial Five: Managing Your Project Preferences

- Log in to the system at <https://virginia.volunteersystem.org> using your email address and password.
- Under the General Information tab (bottom left), click on Projects.



- Here you will see a listing of projects for which you can volunteer.

Projects Sue Avau Can Volunteer For

Project Name	Descripti
AaE - Ask an Expert	For those I widget thr
Advanced Training Hours 2010	
Clinics	
Continuing Education	
Contributed Hours 2010	
Contributed Time	
Demonstration Gardens	
ELC	Extension
Emerald Ash Borer	
Fairs	exhibits at
General Interest	Items in th calendar.
Mentoring	Enter any with or cor easiest to perhaps u:

- If you would like to volunteer for a specific project, click on that project's name. In this example, we'll use Mentoring.



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- The new screen shows more information about mentoring and when you would enter volunteer hours under the Mentoring header.

Mentoring

[Return to Project List](#)

Project Description Enter any time you spend in mentoring duties here. If you meet with or contact your intern multiple times a month, its probably easiest to just add all the time for the month together in one entry, perhaps using the last date of the month (or last date of contact) in the date field.

Volunteer Details Currently, we have 0 people have signed up for this project.

Volunteer For Project

You can volunteer for this project! To volunteer to help organize this project, just click the 'Volunteer' button below. It would also be a good idea to add some notes for the project coordinator to let them know what you are willing to do.

Notes

Volunteer for Project

- If you would like to volunteer for this project, click the Volunteer for Project button.

Volunteer for Project



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- Now the screen will reflect all the Projects for which you have signed up to receive communications. These projects are listed under the first heading, Active Projects.

List Of Projects

Click the project name to volunteer for it or to see any upcoming events connected to it.

Active Projects For Sue Avau

Project Name	Description
Clinics	
Grass Roots	personalized lawn care recommendation program
Learn Your Landscape	
Mentoring	Enter any time you spend in mentoring duties here. with or contact your intern multiple times a month, it:

- If you click on any of the projects under your Active Projects list, you can see any upcoming events related to that project, as well as all the other volunteers who have signed up for this project. The two shots below show an example for Clinics.

Clinics

[Return to Project List](#)

Project Description																															
Volunteer Details	Currently, we have 14 people have signed up for this project.																														
Volunteers	<table border="0"> <tr><td>Allin, Diana</td><td>"Added by Admin"</td></tr> <tr><td>Avau, Sue</td><td></td></tr> <tr><td>Brackett, Hannah</td><td>"Added by Admin"</td></tr> <tr><td>Callear, Ed</td><td>"Added by Admin"</td></tr> <tr><td>Damiano, Melissa</td><td>"Added by Admin"</td></tr> <tr><td>Day, Christopher</td><td>"Added by Admin"</td></tr> <tr><td>DuVarney,</td><td>"Added by Admin"</td></tr> <tr><td>Elizabeth (Betty)</td><td></td></tr> <tr><td>Farleigh, Floyd</td><td>"Added by Admin"</td></tr> <tr><td>Foote, Lynne</td><td>"Added by Admin"</td></tr> <tr><td>Gentry, Sandra</td><td>"Added by Admin"</td></tr> <tr><td>Kaeser, Jim</td><td>"Added by Admin"</td></tr> <tr><td>Martin, Lela</td><td>"Added by Admin"</td></tr> <tr><td>Rayman, Ted</td><td>"Added by Admin"</td></tr> <tr><td>Withers, Vickie</td><td>"Added by Admin"</td></tr> </table>	Allin, Diana	"Added by Admin"	Avau, Sue		Brackett, Hannah	"Added by Admin"	Callear, Ed	"Added by Admin"	Damiano, Melissa	"Added by Admin"	Day, Christopher	"Added by Admin"	DuVarney,	"Added by Admin"	Elizabeth (Betty)		Farleigh, Floyd	"Added by Admin"	Foote, Lynne	"Added by Admin"	Gentry, Sandra	"Added by Admin"	Kaeser, Jim	"Added by Admin"	Martin, Lela	"Added by Admin"	Rayman, Ted	"Added by Admin"	Withers, Vickie	"Added by Admin"
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Seeing who else has volunteered for this project will be of use to you, especially if you need to find a replacement for an event you can no longer attend.



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Clinics Calendar Events

The following events have been scheduled for this project. You can volunteer for individual events by clicking on the event name.

Start Date	Event Name	Details
5/21/2011	Clinic Home Depot Car Mia Way	
5/21/2011	Clinic Lowes in Chester	
5/21/2011	Clinic Home Depot Chattanooga Plaza	
6/4/2011	Clinic Pleasants Chesterfield Meadows	
6/11/2011	Clinic Lowes in Chester	
6/9/2011	Clinic GBGH Farmers Market	
7/14/2011	Clinic GBGH Farmers Market	

This shows all the upcoming events for this project. You can click on any of the events to see more details, including who is signed up and if you can sign up for the event.

Why it is important to complete Managing Your Projects:

As an administrator, I can email specific groups of MGs instead of the entire roster. I can email MGs specifically by interest, project, or MG group. By selecting which projects you want to volunteer for, you will receive communications from me about that specific project (or interest). For example, if you sign up for the Clinics project, anytime I want to communicate with clinic MGs I will send an email to all those MGs who have selected Clinics as a project by checking the Clinics box in the example below. This image is of an administrative screen where I can choose to email MGs by their projects – you will not find this screen active in your VMS view. Also, as stated on the previous page, by keeping a list of MGs who are active on a certain project, it will help you find a replacement in the event you are no longer available to volunteer for a previously scheduled event.

Email Volunteers

[View Email History](#)

List of Interests	List of Projects	List of MG Groups
<input type="checkbox"/> Disease <input type="checkbox"/> Educational Events Outside Of Our Office <input type="checkbox"/> Flower Gardening (Perennials, Annuals) <input type="checkbox"/> Gardening For Wildlife <input type="checkbox"/> Herbs <input type="checkbox"/> Insects <input type="checkbox"/> Lawn Care <input type="checkbox"/> Native Plants <input type="checkbox"/> Organic Gardening	<input type="checkbox"/> AaE - Ask An Expert <input type="checkbox"/> Advanced Training Hours 2010 <input type="checkbox"/> Clinics <input type="checkbox"/> Continuing Education <input type="checkbox"/> Contributed Hours 2010 <input type="checkbox"/> Contributed Time <input type="checkbox"/> Demonstration Gardens <input type="checkbox"/> ELC <input type="checkbox"/> Fairs <input type="checkbox"/> General Interest	<input type="checkbox"/> Trainee/Intern <input type="checkbox"/> Master Gardener <input type="checkbox"/> Honorary <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Inactive <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Internal Administration <input type="checkbox"/> Emeritus <input type="checkbox"/> Email all volunteers

Example of administrative screen for emailing MG groups

You have just completed **Tutorial Five: Managing your Project Preferences!**

