

 **San Diego Master Gardener**
Class of 2018 

**Accessing your
VMS Account**

UCCE VMS – University of California
Cooperative Extension’s Volunteer
Management System

University of California, Division of Agriculture and Natural Resources    Enter Search Terms 

Volunteer Management System (VMS) Help



Home

- What is the VMS?
- General Information
- Logging in to VMS
- Your Information
- Site Overview

FAQ System on the VMS
UC Master Gardener Program

What is the VMS?

The Volunteer Management System (VMS) is an online system designed and built by the University of California Agriculture and Natural Resources (ANR) Web Action Team.

VMS is used by California master gardener volunteers and coordinators to manage time (hours), projects, newsletters, documents, and photo albums. Components of VMS are also used to facilitate discussion among volunteers, coordinators, and the statewide office.

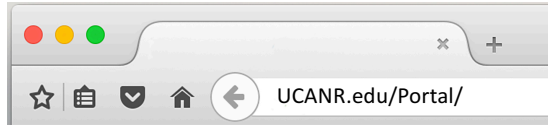
The system is:

- user-friendly for volunteers
- modifiable by each county’s Master Gardener Program administrator, to provide a unique site
- vigorous enough to retain record tracking functions required by UC and the Statewide Master Gardener Program.

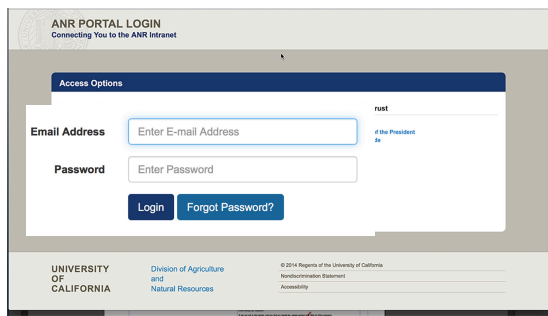
Open Your Internet Browser



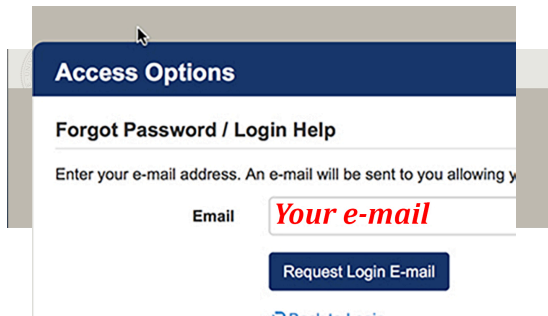
Access the UCANR Portal



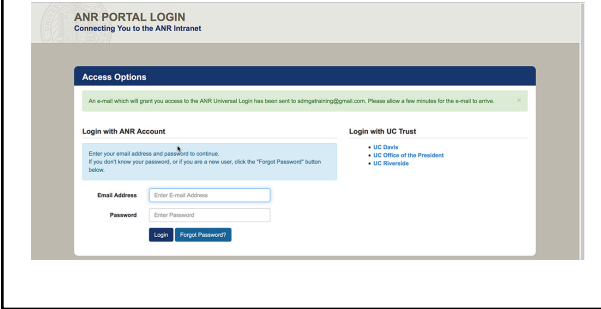
Access options



Request access to Portal

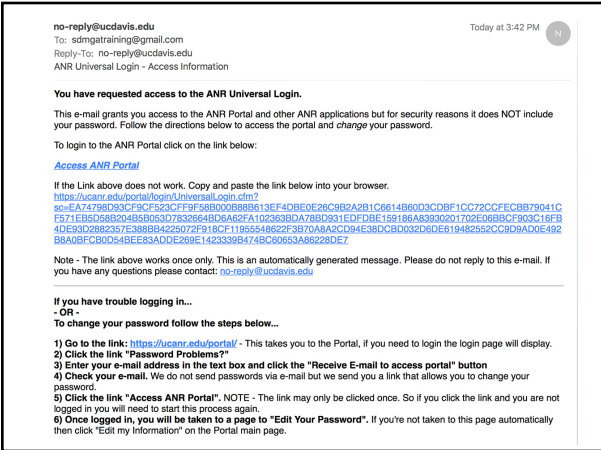


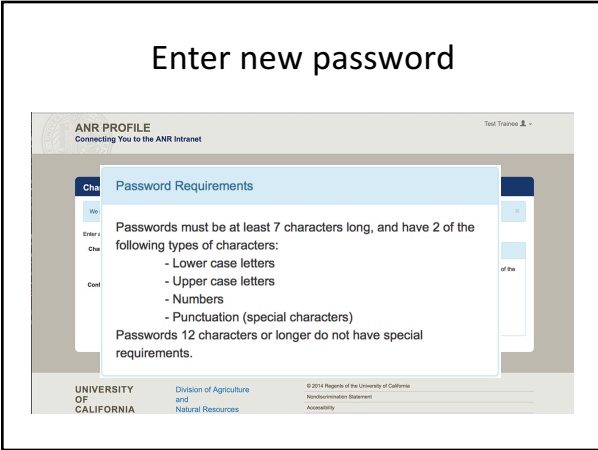
Auto-acknowledgement of Request

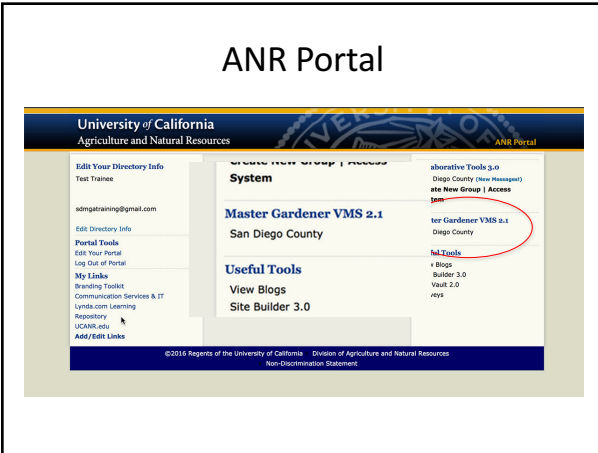


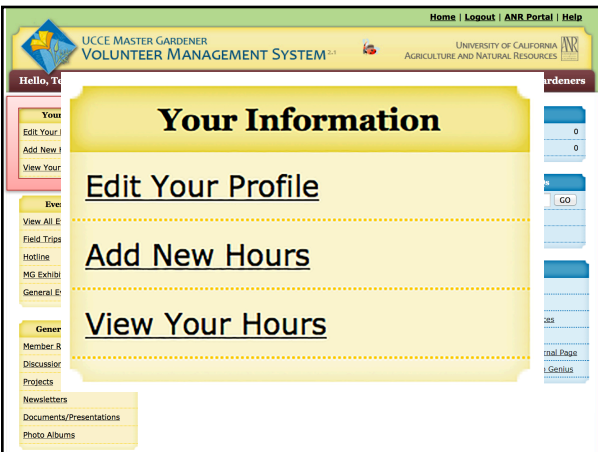
Check your e-mail...











Home | Logout | ANR Portal | Help

UCCE MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM UNIVERSITY OF CALIFORNIA AGRICULTURE AND NATURAL RESOURCES

Hello, Test Trainee! San Diego County

Your Information
 Edit Member Profile - Last Updated 3:53 PM On 12/16/2015
 Edit Profile
 Add New Hours
 View Your Hours

Event Calendars
 View All Events
 Field Trips
 Hotline
 MG Exhibits
 MG Internal Calendar
 General Events

General Information
 Member Roster
 Discussion
 Projects

View, Reappointment Terms and Conditions

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 University of California 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 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

Newsletters
 Documents/Presentations
 Photo Albums

Emergency Contacts

Contact Name:

Phone Number:

Relationship:

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

Primary Email
 Your Primary e-mail address is used when sending e-mails and is displayed to other users.

Add e-mail address

Add Username

The screenshot shows a web form with several sections:

- Title:** A text input field with the placeholder text 'Enter Title'.
- Upload Photo:** A section with a file browser button ('Browse... No file selected') and a note '(Image will be resized for web use)'.
- Discussion:** A checkbox labeled 'Subscribe to discussions (Email based users only)' which is checked.
- Edit Interests:** A radio button labeled 'Plant ID'.
- Other Interests:** A text input field.

 Below these sections is a red-bordered button labeled 'Update Profile'. At the bottom of the form area, there is a small text block: '© 2016 The Regents of the University of California All rights reserved. Division of Agriculture and Natural Resources. ANR Non-Discrimination Statement. Designed and Built by The ANR Web Action Team.'

This is a dashboard for the UCCE Master Gardener Volunteer Management System. At the top, it says 'Hello, Test Trainee!' and 'San Diego County'. There are navigation links for 'Home | Logout | ANR Portal | Help'.

- Your Information:** Includes 'Edit Your Profile', 'Add New Hours', and 'View Your Hours'. A yellow banner above this section says 'Information updated.' (circled in red).
- Latest News:** Features a 'Latest Statewide News' section with a headline 'Holiday Season Brings Poisonous Plants into the Home' and a sub-headline 'Conenose or "kissing bugs"'. The article text discusses the dangers of certain holiday plants.
- Your Hours:** A table showing 'Volunteer Hours' (0) and 'Continuing Education Hours' (0).
- Master Gardener FAQ:** Includes 'Search FAQs', 'GO', 'Add Question', and 'View/Answer Questions'.
- Links:** A list of useful links including 'Statewide Master Gardener Site', 'ANR Repository', 'UC IPM Master Gardener Resources', 'Class of 2018 Training Support', 'San Diego Master Gardener Internal Page', and 'Volunteer Opportunities - SignUp Genius'.

This screenshot focuses on the 'Links' section of the dashboard. It features a blue header with the word 'Links'. Below the header, there is a list of links:

- Statewide Master Gardener Site
- ANR Repository
- UC IPM Master Gardener Resources
- Class of 2018 Training Support
- San Diego Master Gardener Internal Page
- Volunteer Opportunities - SignUp Genius

 A red circle is drawn around the 'Volunteer Opportunities - SignUp Genius' link. On the right side, there are input fields for 'Search' and 'GO'. At the bottom left, a small portion of the article text from the 'Conenose or "kissing bugs"' article is visible.

mastergardenerssandiego.org/newclass/

MENU UCCE MGSDC Class of 2018 Training Resources

File Cabinet
Class of 2018

Home Resources Bugs & Hotline Quizzes Candids Roster Contact

Take Chapter 1 Quiz by January 30!

ClassMarker ✓
To take the quiz, login at the ClassMarker web site using the user name and password given to you by Scott Parker.
<http://www.classmarker.com>

Registration

[Read More](#)

Newsletter

[Read More](#)

The Good, the Bad & the Bugly

[Read More](#)

Hotline Question for January 16

[Read More](#)

Recording Your Master Gardener Hours

You record either
Volunteer or Continuing Education hours
for all MG events in which you participate.

Volunteer hours: Hotline duty, assisting at events, committee participation, MG office assistance, etc.

↳ **Community Outreach Contact (COC) hours** are a subset of **Volunteer hours**: If you give advice to the public, you earn COC hours.

Recording Your Master Gardener Hours

You record either
Volunteer or Continuing Education hours
for all MG events in which you participate.

Continuing Education hours: Advanced Ed Classes, Field Trips, Seminar Classes, etc.

↳ **University of California (UC) hours** are a subset of **Continuing Education hours**: If you attend UC educational events, you earn UC hours.

Hours Requirements
January 1, 2018 – June 30, 2019
for Trainees in the MG Class of 2018

Volunteer hours: 50 hours
6 of which must be
Community Outreach Contact (COC) hours

Continuing Education hours: No requirement.
Your training fulfills the requirement.

Note: Veteran MG's have different requirements.

Date	Activity	Project Name	Mileage	CE Hours	Vol. Hours
7/16/2017	Attended School Garden Committee Meeting	School Gardens	0	0.00	2.00
7/9/2017	COC Hotline duty	Hotline AM	0	0.00	3.00
4/25/2017	UC MG Monthly Meeting	Continuing Education	0	2.00	0.00
3/18/2017	Venue cleanup at Seminar	Spring Seminar	0	0.00	2.00
3/17/2017	Assist with Seminar Setup	Spring Seminar	0	0.00	3.00
2/28/2017	UC MG Monthly Meeting	Continuing Education	0	2.00	0.00
1/24/2017	UC MG Monthly Meeting	Continuing Education	0	2.00	0.00
Totals			0	6.00	10.00

Home | Logout | ANR Portal | Help
 UCCE MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM UNIVERSITY OF CALIFORNIA AGRICULTURE AND NATURAL RESOURCES
 Hello, Test Trainee! San Diego County

Your Information
 Edit Your Profile
 Add New Hours
 View Your Hours

Administration
 Manage Roster
 Retention Report
 Manage Projects
 Category Reports
 Hour Reports
 Contact Reports

Event Calendars
 View All Events
 Field Trips
 Hotline

General Information
 Member Roster
 Discussion
 Brochure

Add Volunteer Hours For Test Trainee

Event Description: Attend Field Trip Committee meeting
REQUIRED, max 150 characters

Event Date: 07/25/2017 REQUIRED FORMAT: mm/dd/yyyy

Apply to Project: Field Trip Committee REQUIRED

Volunteer Hours: 1.5

Continuing Education: 0

Miles Driven: 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"/>
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"/>

Save Hours

Home | Logout | ANR Portal | Help
 UCCE MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM UNIVERSITY OF CALIFORNIA AGRICULTURE AND NATURAL RESOURCES
 Hello, Test Trainee! San Diego County

Your Information
 Edit Your Profile
 Add New Hours
 View Your Hours

Administration
 Manage Roster
 Retention Report
 Manage Projects
 Category Reports
 Hour Reports
 Contact Reports

Event Calendars
 View All Events
 Field Trips
 Hotline

Volunteer Hour History For Test Trainee
 Hours Information Updated

Add Hours: Start Date: End Date: Submit Create Excel

Date	Activity	Project Name	Mileage	CE Hours	Vol. Hours
7/25/2017	Attend Field Trip Committee meeting	Field Trip Committee	0	0.00	1.50
7/16/2017	Attended School Garden Committee Meeting	School Gardens	0	0.00	2.00
7/9/2017	CCO Hotline duty	Hotline AM	0	0.00	3.00
4/25/2017	UC MG Monthly Meeting	Continuing Education	0	2.00	0.00
3/18/2017	Venue cleanup at Seminar	Spring Seminar	0	0.00	2.00
3/17/2017	Assist with Seminar Setup	Spring Seminar	0	0.00	3.00
2/28/2017	UC MG Monthly Meeting	Continuing Education	0	2.00	0.00
1/24/2017	UC MG Monthly Meeting	Continuing Education	0	2.00	0.00
Totals			0	6.00	11.50

Home | Logout | ANR Portal | Help
 UCCE MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM UNIVERSITY OF CALIFORNIA AGRICULTURE AND NATURAL RESOURCES
 Hello, Test Trainee! San Diego County

Your Info
 Edit Your Profile
 Add New Hours
 View Your Hours

Event Calendars
 View All Events
 Field Trips
 Hotline
 MG Exhibits
 MG Internal Forum
 General Events

General Information
 Member Roster
 Discussion

Links

- Statewide Master Gardener Site
- ANR Repository
- UC IPM Master Gardener Resources
- Class of 2018 Training Support
- San Diego Master Gardener Internal Page
- Volunteer Opportunities - SignUp Genius

minutes or what plants and howers you are either giving, receiving or decorating with. Common holiday plants that pose a...

Volunteer Opportunities - SignUp Genius

Sign Up for Volunteer Activities

The screenshot shows the SignUpGenius interface for the Master Gardener Program San Diego. The header includes the SignUpGenius logo, navigation links (Features, Pricing, More), and a 'Create a Sign Up' button. The main content area is titled 'Master Gardener Program San Diego' and lists 'Available Sign Ups' with four cards:

- UCCE Master Gardener Program of San Diego County - Advanced Education - Ongoing**
- UCCE Master Gardener Program of San Diego County - Baboia Park Botanical Building Staffing - Ongoing**
- UCCE Master Gardener Program of San Diego County - Birdhouse Workshop Sign Up - Ongoing**
- UCCE Master Gardener Program of S.D. County - Class of 2018 - Activities**

The screenshot shows the detailed sign-up page for the 'Class of 2018 - Activities'. It features an 'ADMIN'S TOOLBAR' with options like 'Edit Content', 'Send a Message', 'Reports & Stats', 'Add/Edit/Delete People', and 'Print Version'. The main text reads:

UCCE Master Gardener Program of S.D. County - Class of 2018
Class of 2018 - Activities
Congratulations on being accepted into the Master Gardener Association Program of San Diego County!

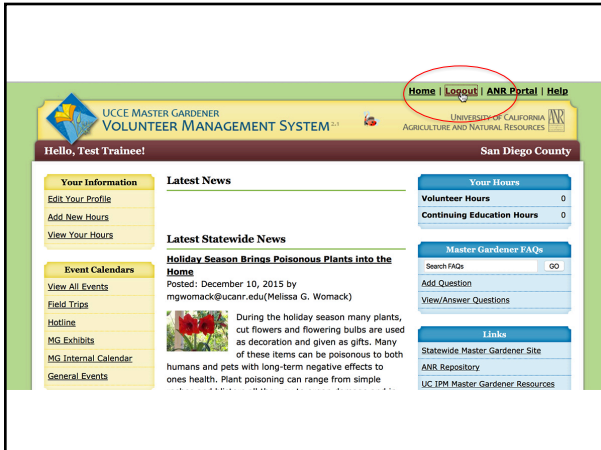
This sign-up contains the schedule for 4 activities that you will participate in during the course of your training. You can access this sign-up to check the schedule. You will be sent an automated email reminder 7 days before your event date.

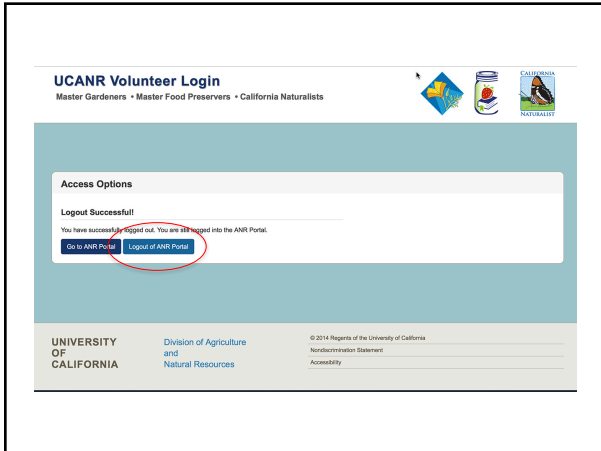
Tip for finding your name: Quickly find your name by hitting CMD F (on a MAC) or Ctrl F (on a PC) then in the box on the top, right, type a portion of your name and hit Enter.

Please read the following PDF:
[Related files:](#)
 • [What's That! Bloomie Purpose Procedure 2018.pdf](#) (488KB pdf)

Created by: Master Gardener Program San Diego

02/20/2018 (Tue.)	<p>Exhibit Set-up & Take-down Exhibit: Citrus (6) Meet at the office at 8:30. Take exhibit to classroom & set-up. Take down and return the Exhibit to the MG office at end of the day.</p> <p>Lab Rats (6) Assist with Lab set-up during lunch. Clean-up after Lab.</p> <p>Snacks (6) Bring snacks in the morning. Help with set-up in the morning and clean-up at the end of the day.</p>	<p>All slots filled</p> <ul style="list-style-type: none"> ✓ Jennifer Collins ✓ Betty Corvey ✓ Carey Hultgren ✓ Linda Robinson ✓ Yeralisse Santana Laviena ✓ Mary Ann Stepnowsky <p>All slots filled</p> <ul style="list-style-type: none"> ✓ Erick Elms ✓ Charles Enciso ✓ Ian Moreland ✓ Jeannie Needham ✓ Josette Rice ✓ Laura Tosatto <p>All slots filled</p> <ul style="list-style-type: none"> ✓ Raymond Buendia ✓ Nancy Janssen ✓ Wes Janssen ✓ Muriel King
-------------------	--	---







VMS Help

<http://ucanr.edu/sites/vmshelp/>

Roland Hills 858-822-7933

Erin Spaniel 858-822-7919

Scott Parker 858-822-6932

<http://ucanr.edu/portal/login/>

UCANR Volunteer Login

Master Gardeners • Master Food Preservers • California Naturalists



Access Options

Login with ANR Account

Enter your email address and password to continue.
If you don't know your password, or if you are a new user, click the "Forgot Password" button below.

Email Address

Password

Login with UC Trust

- UC Davis
- UC Office of the President
- UC Riverside



San Diego Master Gardener
Class of 2018



Accessing your VMS Account

UCCE VMS – University of California
Cooperative Extension's Volunteer
Management System
