Getting Started with the Virginia Master Naturalist Volunteer Management System (VMN-VMS): Instructions for Volunteers

1. **Log on** the first time using the link you received in an automated email from the system. The very first thing you should do is look for the "Edit Your Profile" link in the upper left hand corner of the page, under "Your Information." Click the "Edit Your Profile" link and scroll down to the box that says "Change Password." Enter a password here that you can remember and then be sure to click "Save Information" at the bottom of the page. From that point onward, you should log into the system by going to https://virginiamn.volunteersystem.org and entering your email address and that password. You will not use the initial invitation again. The VMN-VMS will be most useful and effective if you get into the habit of logging on to it often to enter your hours as you complete them and to look for upcoming events. Help for logging in is available at http://ucanr.org/sites/vmshelp/about/Accessing_VMS/.

2. **Update your contact information.** Under "Your Information" on the left-hand side of the screen, click "Update Profile". There you can fill in your contact information, choose whether to share it with others in your chapter, and change your password. You can also update your interests by checking off the interest topics provided or adding new ones. Help for entering your personal information is available at http://ucanr.org/sites/vmshelp/about/Your_Information/.

3. **View your hours.** Under "Your Information" on the left-hand side of the screen, click "View Your Hours" to see what has already been entered for you. In most cases, your past hours will have been uploaded into the system as one lump total. Help for viewing your hours is available at http://ucanr.org/sites/vmshelp/about/Your_Information/.

4. **Enter any additional hours.** Under "Your Information", click "Add New Hours." Enter a description for your volunteer event, the date of your volunteering, and the number of hours. You must choose from the approved volunteer projects listed in the drop-down box. If your hours were Advanced Training, choose "Advanced Training" as the project and enter the hours under "Continuing Education" rather than "Volunteer Hours". There is also a field to enter your driving miles so that you can track these if you report them on your taxes. The "Population Served" section should be completed any time you have had a face-to-face interaction in which you gave out or presented research-based information (e.g. a school program, a talk for a community group, an interpretive hike, or a booth at an Earth Day event.) Help for entering your volunteer hours is available at http://ucanr.org/sites/vmshelp/about/Your_Information/.

5. **Check the calendar for upcoming events.** If your chapter has enabled the "Calendar" feature, use the calendar to find out about upcoming advanced training, volunteer activities, and chapter meetings. You can even click on the events to sign up to attend or volunteer for them. Help for using the calendar feature is available at http://ucanr.org/sites/vmshelp/about/Site_Overview/Event_Calendars/.

6. **Find other chapter members.** Use the "Chapter Roster" link under "General Information" to find and email other members of your chapter. Help for the "General Information" links is available at http://ucanr.org/sites/vmshelp/about/General_Information/.

7. **Find approved projects for your chapter.** Use the "Projects" link under "General Information" to see the complete list of approved projects, to find details about the projects, and to see upcoming events associated with the projects. Help for the "General Information" links is available at http://ucanr.org/sites/vmshelp/about/General_Information/.

8. **Find chapter documents.** Use the "Newsletters/Documents" link under "General Information" to find chapter documents. Help for the "General Information" links is available at http://ucanr.org/sites/vmshelp/about/General_Information/.