

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. **This is a one-time-only temporary link, so once in the system, please make sure to create a permanent password!**

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.

Please be aware that the password box will appear to be blank, even after you save it. Your password is still valid! This is to protect your privacy, so make sure to commit it to memory before you leave the site. 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..

2. **Update your contact information.** Under “Your Information” on the left-hand side of the screen, click “Edit Your 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.
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. You can create an Excel spreadsheet to save and print those hours, using any date range you would like. You can also click on any entry in the list to bring up a screen where you can edit the information, in case you made a mistake.
4. **Enter any additional Volunteer Service or Continuing Education hours.** Under “Your Information”, click “Add New Hours.” Enter a description for your volunteer activity with enough detail that someone else can understand what you did. Then enter the date of your volunteering. You must then choose from the approved volunteer projects listed in the drop-down box, where, for most chapters, you will also find Administrative and Continuing Education categories. You also must choose whether the hours were volunteer service or continuing education and enter the hours in the appropriate box. For example, if your hours were for Continuing Education, choose “Continuing Education” as the project and enter the hours for CE in the Continuing Education box. There is also a field to enter your driving miles so that you can track these if you choose to do so for personal reasons, but this information is not required or used by the VMN program. The “Population Served” section is where you will report your Civil Rights Contacts. This should be completed any time you have had a face-to-face interaction in which you gave out or presented research-based educational

information (e.g., a school program, a talk for a community group, an interpretive hike, or a booth at an Earth Day event.) (See Reporting Contacts in the “Civil Rights Compliance” section of the VMN Volunteer Policy Handbook.) Click “Save Hours” at the bottom of the screen to save the data you have entered.

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.
6. **Find other Chapter members.** Use the “Member Roster” link under “General Information” to find and email other members of your Chapter.
7. **Find approved projects for your Chapter.** Use the “Projects” link under “General Information” to see the complete list of approved projects. Click on any project name in the list to find details about the project.
8. **Find Chapter documents.** Use the “Newsletters/Documents” link under “General Information” to find Chapter documents.

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