Intro to the Volunteer Management System
Logging Your Volunteer and Advanced Training Hours

- Where to find VMS—txmn.org, click on Chapter Resources, then Volunteer Portal, then Registered users

- Help desk—at the volunteer portal above. Has a user manual that is unnecessarily complicated

- How to log-in—type your user name and password into the appropriate blanks [New to VMS? Obtain user name and password from Carol Daniels.]

- User name and password

- Look at the dashboard—only two parts pertain to TMNs: Report my service and Review my Logbook

- Edit my profile—needed one time only unless you want to change your password

- Report my service—need date, what you did and where. Be sure you include your travel time when you report volunteer hours.

- Opportunities—places to volunteer or AT programs

- Calendar—be sure you have the correct month

- View my log book—scroll bar at the bottom so you can see your details

- Edit record (event)—only events that have not been approved

- Delete record (event)—only events that have not been approved

- Approval—Carol Daniels or Dave Redden will check and approve at least monthly

- Log-out

- Request new projects/opportunities—just email us with your request the same way as before. There may be a new form to approve volunteer opportunities due to much more information needed to enter opportunities into system. Be prepared to give us lots of information about the opportunity.

- Must report hours within 45 days—earlier dates can only be entered by administrator on a selected basis (I like chocolate!)

- Multiple days for the same activity CANNOT be grouped together

Call Carol Daniels if you get stuck—979-247-4260 or glcmembershipcommittee@hotmail.com .