



# Secrets of the VMS Calendar

Searching for Volunteer Opportunities in VMS  
*presented by Ralph Thompson, UCCE Master Gardener*  
*UCCE Master Gardener Program of Riverside County*

## Important Controls . . .

The screenshot shows the VMS UC Master Gardener Program interface for Riverside County. The top navigation bar includes 'vms UC Master Gardener Program', a search bar, and the user name 'Ralph Thompson'. The left sidebar contains navigation icons for Home, Hours, Calendars, Projects, Messages, News / Docs, Photo Albums, Roster, Reports, and Manage VMS. The main content area is titled 'Riverside County' and 'Calendars | Calendar View'. A red box highlights the top navigation controls: 'Calendar View', 'My Events', 'My Calendars', 'All Events', 'All Calendars', and 'Q Search'. Below this, three red boxes highlight specific controls: a 'Calendar' dropdown menu set to 'All Calendar Events', a 'Project' dropdown menu set to 'Select a Project', and a 'My Events' toggle switch set to 'No'. At the bottom right, another red box highlights the view selector, which is currently set to 'month'. The calendar grid shows events for July 2021, including 'Desert Help Line Poster-Responder', 'Lavender Walk', 'Let's Dig It...', 'CREATE - Gardening Blind', 'Children's Discovery Museum of the Desert - COVID Exception Maintenance', 'Riverside Help Line - REMOTE ONLY', 'RCRCD Monarch Habitat', and 'Corona Farmers Market 2nd Shift'. Each event card displays availability and signed-up counts.



# Dualing Scrollbars. . .



The screenshot shows the UC Master Gardener Program VMS interface. The top navigation bar includes the 'vms' logo, the program name 'UC Master Gardener Program', a search bar, and the user name 'Ralph Thompson'. The main content area is a grid of event cards. Each card displays the event name, availability, and signed-up count. A vertical scrollbar on the right side of the grid is highlighted with a blue box, and a horizontal scrollbar at the bottom is highlighted with a yellow box, illustrating the 'dualing scrollbars' feature.



# Month View . . . .



The screenshot shows the UC Master Gardener Program VMS interface in 'Month View' for November 2022. The calendar grid displays events for each day of the month. A red dashed box highlights the calendar grid, and a red box highlights the 'month week day' view selector. Two text boxes with arrows pointing to the grid rows state: 'Row height varies by number of events' and 'Row height varies by number of events', indicating that the height of each row in the calendar is dynamically adjusted based on the number of events scheduled for that day.



# Week View . . .



Oct 30 – Nov 5, 2022

month week day

	Sun 10/30	Mon 10/31	Tue 11/1	Wed 11/2	Thu 11/3	Fri 11/4	Sat 11/5
all-day		<ul style="list-style-type: none"><li>Grow Lab: Watering Availability = 1 Signed-up = 1</li><li>Riverside Help Line - Remote Only Availability = 1 Signed-up = 0</li></ul>	<ul style="list-style-type: none"><li>Vail Ranch Headquarters Farmer's Market Availability = 3 Signed-up = 2</li></ul>	<ul style="list-style-type: none"><li>Grow Lab: Watering Availability = 1 Signed-up = 1</li><li>Riverside Help Line - Remote Only Availability = 1 Signed-up = 0</li></ul>		<ul style="list-style-type: none"><li>Grow Lab: Watering Availability = 1 Signed-up = 1</li><li>Riverside Help Line - Remote Only Availability = 1 Signed-up = 0</li></ul>	<ul style="list-style-type: none"><li>Palm Springs Farmers Market Availability = 3 Signed-up = 2</li><li>RCRCD Garden "Ask the Master Gardener" Information Table Availability = 1 Signed-up = 1</li></ul>
6am							
7am							
8am							
9am							
10am							
11am							
12pm							



# Calendar Search . . .



Calendars | Search

Calendar View My Events My Calendars All Events All Calendars Q Search

Event: golf Keyword: Keyword Project: Select Project

Start Date: Start Date End Date: End Date

Q Search X Clear

10 records per page

Q

# Event Name

No data available in table

Showing 0 to 0 of 0 entries

Previous Next





## Tips & Tricks . . .

- ❖ Use Week View to avoid the Dueling Scrollbars!
- ❖ Use a Calendar or Project selection to narrow your search and limit number of events displayed
  - Month view may be useful now
- ❖ When using the Search tab
  - Search for a word in the event name  
OR use a Project selection
  - Then enter a search word in the List filter box
  - DON'T rely on date or key word search



## Questions?

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