



# VMS Calendar Administration

Entering / Updating VMS Events

*presented by Ralph Thompson, UCCE Master Gardener  
UCCE Master Gardener Program of Riverside County*

## Admin Button . . .

Calendar Administrators can manage **ALL** calendar functions including:

**So Please Be Careful**

Event Name	Availability	Signed-up
"Ask the Master Gardener" information table	3	2
"Let's Dig" Small Group Discussion	5	5
Maintenance	6	2
RCRCD Monarch Habitat	20	9
Corona Farmers Market first shift	3	3



# Admin Rigths . . .



Riverside County

Calendars | Calendar View

**Admin**

Please contact your Advisory Board Chair if you schedule events as a Project Coordinator and do not have Calendar Administration rights

Event Name	Availability	Signed-up
Lavender Walk	3	2
"Ask the Master Gardener" information table	3	2
"Let's Dig it..." Small Group Discussion	8	5
CREATE - Gardening Blind	6	6
Childrens Discovery Museum of the Desert - COVID Exception Maintenance	6	2
Riverside Help Line - REMOTE ONLY	1	1
RCRCD Monarch Habitat	20	9
Corona Farmers Market first shift	3	3



# Admin Mode. . .



Riverside County

**Admin mode**

+ New Calendar + New Event

Calendar View | View All Events | Calendar View

Calendar: [Dropdown] Project: [Dropdown]

Upcoming Events: Yes No

**Admin View**  
Volunteer View

Jul 31 – Aug 6, 2022

Sun 7/31	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Fri 8/5	Sat 8/6
Lavender Festival "Ask the Master Gardener" information	*CANCELED* Grow Lab Committee Meeting	CREATE Gardening Blind Availability = 8	Riverside Help Line - Remote Only Availability = 1	Grow Lab: Watering Availability = 1	Palm Springs Animal Shelter Landscape Revitalization Availability = 1	Compost Lab Volunteer Day Availability = 7

**Edit Calendar** Export Calendar



# Admin Mode . . .



Riverside County Admin mode

Calendars | View All Events | Calendar View

+ New Calendar + New Event

Calendar View | Upcoming Events | All Events | All Calendars | Active Calendars | Search

Going to Talk About Two Scenarios...

Edit Calendar Export Calendar



# New Event – Details Tab . . . .



Calendars | Add New Event

Details | Shifts / Resources Management

Select from Previous Event | Select Event | Show More Events

Event Details

Event Name \* Start Date \* End Date \* Event Time

8:00 AM to 5:00 PM

Recurring Event

None  
 Daily  
 Weekly  
 Monthly

If you setup a recurring event, you will not be able to track signups for each occurrence of the event. Also, you will not be able to use the Shift Options.

This is a single event. If this is a recurring event, please select the interval on the left.





## New Event – Details Tab (cont) . . .

**+ Attachments**

Calendar Details

Calendar None	Location
Project Select Project	Street Address
Event Coordinator Select a Coordinator	City State Zip

**Email Coordinator**  Yes  No If yes is checked an email will be sent to the coordinator when a volunteer signs up or removes name from event.

**+ Add Event Coordinator**

**Event Website**  
Field limited to 300 characters.

Volunteer Details



## New Event – Details Tab (cont) . . .

Volunteer Details

**Total Volunteers**  people can sign-up for this event.

**Bring Guest(s)**  No  Yes

**Display Sign-Ups**  No  Yes

**Block Sign-Up/Out**  No  Yes

**Set Event Publication Date**  No  Yes

**+ Save Event**



# Edit Event . . .



Riverside County Admin mode

Calendars | View All Events | Calendar View + New Calendar + New Event

Calendar View Upcoming Events All Events All Calendars Active Calendars Search

Calendar: [Dropdown] Project: [Dropdown] Upcoming Events: Yes No Admin View Volunteer 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: 1)</li></ul>	<ul style="list-style-type: none"><li><b>Party Time</b> (Availability: 1, Signed-up: 1)</li><li>Vail Ranch Headquarters Farmers Market (Availability: 3, Signed-up: 3)</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: 1)</li></ul>	<ul style="list-style-type: none"><li>Palm Springs Farmers Market (Availability: 3, Signed-up: 3)</li><li>Palm Springs Farmers Market Demo (Availability: 2, Signed-up: 0)</li><li>RCRCD Garden "Ask the Master Gardener" Information (Availability: 0, Signed-up: 0)</li></ul>

# Edit Event . . .



Riverside County Admin mode

Calendars | Manage Event

**Party Time**

Calendar: **Not attached to a calendar**

Shifts: 0

Event Date: 11/1/2022 10:00 AM - 1:00 PM

Last modified by: Thompson, Ralph October 01, 2022

[Edit Event](#) [View Event As Volunteer](#)

Details | Shifts / Resources | Management

When: 11/1/2022 - 11/1/2022, 10:00 AM to 1:00 PM

Event Details [Edit Event](#)



# Edit Event (cont) . . .

Riverside County Admin mode

Calendars | Manage Event

Event Name: Party Time

Calendar: Not attached to a calendar

Shifts: 0

Event Date: 11/1/2022 10:00 AM - 1:00 PM

Last modified by: Thompson, Ralph October 01, 2022

Cancel **Save Changes** View Event As Volunteer

Details **Shifts / Resources** Management

Start Date: 11/1/2022 End Date: 11/1/2022 Event Time: 10:00 A to 1:00 PM

Event Details

11pt

Entered as a demonstration and test event. Will be removed after training.

12 WORDS



# Edit Event (cont) . . .

Details Shifts / Resources **Management**

Copy Event To

Existing Calendar: Choose Calendar **Copy Event Data**

**New Calendar**

Volunteers for Event: All Active

10 records per page

#	Signup Date	Name	Guests	City	Email	Preferred Phone	VMS Status	Achievement	Sel
1	10/01/2022 13:20:45	Thompson, Ralph	0	Cathedral City	ralph.catoity@gmail.com	(362) 276-3477	ACTIVE	Gold Badge	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

**Warning Text**  
All Event-related information will be lost if the Event is Deleted

**Delete Event**

**Remove Selected Users**





# Edit Event (cont) . . .

An **Event** MUST be created and saved BEFORE you can add shift(s)

A **Shift** MUST be created and saved BEFORE you can add Resource(s)



# Don't Forget to Save . . .



# AND Notify Current Volunteers . . .

Messages | Email Volunteers

Send New Email

Name: Name, City, etc. Status: Achievement:

Interests: Projects:

Start Date: End Date:

Events:

- Terrace PROMENADE FARMER'S MARKET Info Table (Promenade in Terrace near JC Penney) (11/22/2022)
- Murres Certified Farmer's Market (Village Walk Plaza, near BB and Petco) (11/20/2022)
- Palm Springs Farmers Market (Palm Springs Cultural Center (Camelot Theatres)) (11/19/2022)
- Palm Springs Farmers Market Demo Opp. (Palm Springs Cultural Center, Camelot Theatres) (11/19/2022)
- Vail Ranch Headquarters Farmer's Market (Vail Ranch Headquarters by Koh's)

Create Email To All Active/Limited Active Volunteers

Create Email

## Notify Volunteers of Event Changes ...

1. Go To Messages
2. Click 'Messages' Button (rust)
3. Click 'Send New Email' Button (green)
4. Find the Event in the Events Search Box
5. Click 'Create Email' (blue)
6. Double-check Recipients List, Compose message, and Click 'Send Email' Button (blue)



# Tips & Tricks . . .

- ❖ **Do** include as much detail as possible so the Volunteers know what they are signing up for
- ❖ **Always** notify current Volunteers when you change a calendared event – especially if changing date or cancelling
- ❖ Remember you are not automatically Volunteered when you enter an Event
- ❖ Coordinate with Rosa **BEFORE** setting up a Recurring event
- ❖ Shifts may make it easier to manage a large or long event
- ❖ Consider Resources when you need to ensure Volunteers pick-up tents, tables, tubs, etc





# Questions?

Ralph Thompson  
ralph.catcity@gmail.com

