



VMS

Home Page & Messaging

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



The VMS Home Page

*presented by Ralph Thompson, UCCE Master Gardener
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Home Page Layout . . .

Navigation & Banner

Left News Panel

Right Information Panel



Home Page Layout . . .

Banner

County Banner

Navigation Bar

News / Announcements

Upcoming CE

Link to CE Recordings

Statewide Coordinator Msg

Cathy Konyon Honorees

Statewide News

Hours Summary

Your Upcoming Events

Statewide FAQs

Links (State & Local)





VMS Messaging

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



- ❖ **All** VMS users can send messages to the county roster
- ❖ VMS Messaging is **not** private
- ❖ **All** messages can be viewed by the targeted recipients and by anyone on the roster
- ❖ Messages are sent to the email address in the roster profile and, for addressees (individual or group), will appear in the *Your Inbox* section of VMS Messaging



VMS Messaging . . .

UC Master Gardener Program

Riverside County

Messages | Your Inbox

Discussion

10 records per page

From	Subject	Date Sent
Georgia Renne	October Newsletter Monthly Report	11/04/2022
Georgia Renne	Newsletter October Monthly Report	11/04/2022
Georgia Renne	October Monthly Report HGB	11/04/2022
Debby Leuer	WCAB Inventory Report for October, 2022	11/03/2022
Steven Moreno	Grow Lab Monthly Report October	11/03/2022
Cesar Lopez Barreras	Docent Training for Moorten's Botanical Garden	11/03/2022
Adrian Ceja	Grow Lab Workshop: Corona Tools Hands-on Demonstration	11/03/2022
Jim	Desert Advisory Board - Nov Agenda Request	11/03/2022

UNIVERSITY OF CALIFORNIA Agriculture and Natural Resources UC Master Gardener Program Growing Master Gardeners, Nov 2022

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Searching Messages . . .

UC Master Gardener Program

Riverside County

Messages | Your Inbox

Discussion

10 records per page

helpline

From	Subject	Date Sent
Pamela Elias	Public Relations-Social Media	8/01/2022
Janet Hartin	Happy Holidays! Thank you....	12/24/2020
Barbara Kay-Levin	MG Coordinators	8/14/2020
Ralph Thompson	Desert Help Line	5/27/2020
Janet Hartin	Happy Mother's Day to all you Moms, Caregivers, and Nurturers!	5/10/2020
Janet Hartin	Message from the Master Gardener Volunteer Management System	3/15/2020

Showing 1 to 10 of 13 entries

← Previous 1 2 Next →

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Viewing Messages . . .

UC Master Gardener Program

Riverside County

Messages | View Email Message

Discussion

Viewing Email Message

Inbox Delete Message Favorite

Previous Next

Date Sent 12/24/2020 12:11:00 PM

From Janet Hartin

Subject Happy Holidays! Thank you...

Message Dear UCCE Master Gardeners of Riverside County,

2020 has been a challenging year! My sincere thanks and gratitude for all you've done to keep the program as meaningful and vibrant as possible, especially during the continued pandemic. You've reached new audiences through creative means; taught more Zoom classes than ever before; become skilled communicators through social media; helped keep backyard, community, and school gardens flourishing; helped save water and reduce pesticide use in home landscapes; and addressed hundreds of inquiries through the helpline.

2021 here we come! We will graduate over 30 enthusiastic and talented trainees who will join you in continuing to meet the challenges and welcome the opportunities that lie ahead.

UNIVERSITY OF CALIFORNIA Agriculture and Natural Resources UC Master Gardener Program Growing Master Gardeners, Nov 2022

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Sending a Message . . .

UC Master Gardener Program

Riverside County

Messages | Your Inbox

Discussion

10 records per page

From	Subject	Date Sent
Georgia Renne	October Newsletter Monthly Report	11/04/2022
Georgia Renne	Newsletter October Monthly Report	11/04/2022
Georgia Renne	October Monthly Report HGB	11/04/2022
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Jim	Desert Advisory Board - Nov Agenda Request	11/03/2022

Click this button on any screen

Messages

UNIVERSITY OF CALIFORNIA Agriculture and Natural Resources UC Master Gardener Program Growing Master Gardeners, Nov 2022

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Email History . . .



UC Master Gardener Program

Riverside County

Messages | Email Volunteers

Send New Email

Then click this button

Email History

Viewing All Messages for the current Program

10 records per page

From	Subject	Date Sent
Georgia Renne	October Newsletter Monthly Report	11/04/2022
Georgia Renne	Newsletter October Monthly Report	11/04/2022
Georgia Renne	October Monthly Report HGB	11/04/2022
Debby Leuer	WCAB Inventory Report for October, 2022	11/03/2022
Steven Moreno	Grow Lab Monthly Report October	11/03/2022
Cesar Lopez Barreras	Docent Training for Moorren's Botanical Garden	11/03/2022
Adrian Ceja	Grow Lab Workshop: Corona Tools Hands-on Demonstration	11/03/2022

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Sending a Message . . .



UC Master Gardener Program

Riverside County

Messages | Email Volunteers

View Email History

Send New Email

Name: Name, City, etc.

Status

Achievement

Interests

Projects

Events

Start Date: Start Date

End Date: End Date

Create Email To All Active/Limited Active Volunteers

Create Email

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VMS Messaging Demo



Tips & Tricks . . .

- ❖ **Remember** the _Desert Area and _West County Area “Interests” geo-tag options
- ❖ VMS Messaging is **NOT** private
- ❖ **Remember** you are not included when you send a message
 - **Send** a copy to yourself so you see what the recipients see
- ❖ **Attachments** can be very helpful; however, be aware of file size (5MB limit)
- ❖ **Patience is a Virtue** – even when sending a VMS Message





Questions?

*Next Month's Topic
Entering Hours*

