



Recording Volunteer & CE Hours

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

Hours on VMS Home Page . . .

UC Master Gardener Program of Riverside County

Hours

+ Add Hours **View Hours**

Continuing Education Hours: 28 / 184

Your Calendar

Event	Event Date	Export iCal
Growing Master Gardeners	Mon, Nov 7, 2022, 9:00 AM - 12:00 PM	Export iCal
Growing Master Gardeners	Mon, Dec 5, 2022, 9:00 AM - 12:00 PM	Export iCal

View All Events

Master Gardener FAQs



Hours Page . . .



vms UC Master Gardener Program

Riverside County

Hours | All Hours

Add New Hours → **+ Add Hours**

10 records per page

Event Date	Action	Event	CE Hours	Vol. Hours	Mileage	Project Name
3/2/2021	View/Edit Hours	2020-21 MG Training- HelpLine Training Response Review/Feedback	0.00	0.75	0.00	2020-2021 Master Gardener Training Class
2/28/2021	View/Edit Hours	2020-21 MG Training- HelpLine Training	0.00	0.25	0.00	2020-2021 Master Gardener Training Class
02/28/2021	View/Edit Hours	2020-21 MG Training- HelpLine Training	0.00	0.25	0.00	2020-2021 Master Gardener Training Class
02/27/2021	View/Edit Hours	2020-21 MG Training- HelpLine Training (02/27/2021)	0.00	0.25	0.00	2020-2021 Master Gardener Training Class
02/25/2021	View/Edit Hours	Lunch & Learn Zoom - Finch Frolic Garden Permaculture- Diane Kennedy (1.25	0.00	0.00	Continuing Education, attending lectures, classes,

Previously Recorded Hours



Adding Hours . . .



vms UC Master Gardener Program

Riverside County

Hours | **Add Hours**

* Required Field

Apply to Project *

What Project??

Is this a Calendared Event? *

VMS Calendar Event??



Associated with what Project?

vms UC Master Gardener Program

Riverside County

Home Hours Calendars Projects Messages News / Docs Photo Albums

Hours | Add Hours

* Required Field

Apply to Project *

Select Project

tab|

Desert Information Tables - Events

Grow Lab - Master Gardener Vegetable Plot

Information Table aka 'Ask the Master Gardener'

WEL Workshop & Info. Table Event

Enter Filtering Text

Save Hours

Is it a Calendared Event?

A calendared event is an event that is listed on the VMS calendar

Apply to Project *

Desert Information Tables - Events

Is this a Calendared Event? *

Yes No

Select Event *

Select Event See All Events?

Volunteer Hours

Hours to nea

Event Name/Description *

Field limited to 150 characters

Event Date

Event I

Add Event Description? »

Volunteer Hours

Hours to nea

Enter Filtering Text

Selecting a Calendared Event



See All Events

5 records per page

growing master

Event Name	Date of Event	
Growing Master Gardeners	9/12/2022	
Growing Master Gardeners	10/3/2022	Copy Data
Growing Master Gardeners	11/7/2022	
Growing Master Gardeners Speakers Assistant	11/7/2022	
Growing Master Gardeners Tech Support	11/7/2022	

Showing 1 to 5 of 14 entries (filtered from 742 total entries)

← Previous Next →

Event Search? >

Click the chosen event

Enter filtering text or date

You have recorded hours for this event

Enter the Details



Select Event * Select Event See All Events?

Volunteer Hours Hours to nearest 15 minutes to 1/4 hour in decimal

Continuing Education Hours to nearest 15 minutes to 1/4 hour in decimal

Miles Driven Enter Miles only if claiming reimbursement

Do you have any Contact information to report? Yes No **What about this!?!?!?**

Comments / Notes optional

Field limited to 500 characters.

Save Hours

It's unusual, but you can record both Volunteer and CE hours on the same record.

What about this!?!?!?



Entering Direct Contacts . . .

Do you have any Contact information to report? Yes No

Contact Ethnicity	Male Adult	Male Youth	Female Adult	Female Youth
Unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Only enter contact numbers if you are the designated recorder
- Enter DIRECT contacts, no indirect contacts
- Enter TOTAL **people** count in the first box; ignore gender, age, race, ethnicity
- Only use the top left box, ignore all other boxes



VMS Demo



Closing Thoughts

- ❖ Always record hours in a timely manner - our numbers are rolled up into statewide reporting
- ❖ You may use Calendared or Uncalendared – there is no statistical difference
- ❖ Only enter direct contact numbers if you are the designated recorder



Questions?

*Next Month's Topic
Entering Hours*

