

Volunteer Management System - Getting Started Instructions

1. Visit the State Master Gardener Website at:
[http:// gardeningsolutions. ifas.ufl.edu/mastergardener/](http://gardeningsolutions.ifas.ufl.edu/mastergardener/)
2. In the box below "Other Useful Sites" select "Master Gardener VMS"
3. Type in your e-mail address in the appropriate box.
4. At this point, you do not have a "password", so select "New User?"
5. Enter your e-mail address again if it does not show up in the •• E-Mail Address:" box.
6. Select the "Receive E-Mail to Access the Portal" box. An e-mail will be sent to you with a temporary password you can use to access the VMS system. So go to your e-mail program and retrieve the message that was sent to you.
7. Type in your e-mail address in the appropriate box. Then enter the temporary password in the appropriate box.
8. Your name should be shown above the left column of the VMS system. Select "Edit Profile" and change your password now to one you can remember following the guidelines provided.
9. Make other changes to your profile if you wish but do not select the box next to "Hide this information from other Master Gardeners". When you have finished with all your profile changes, select "Save Information" at the bottom of the page (or nothing will be saved.)
10. When you have completed editing your profile, relax and leave the application by selecting "Logout" at the top of the page.