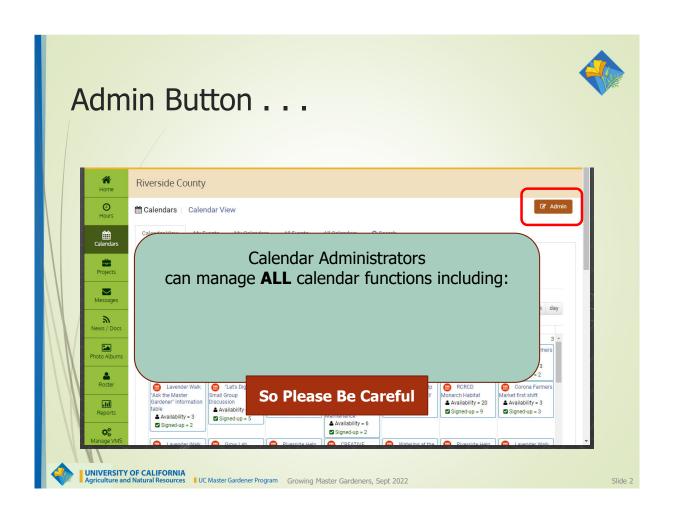
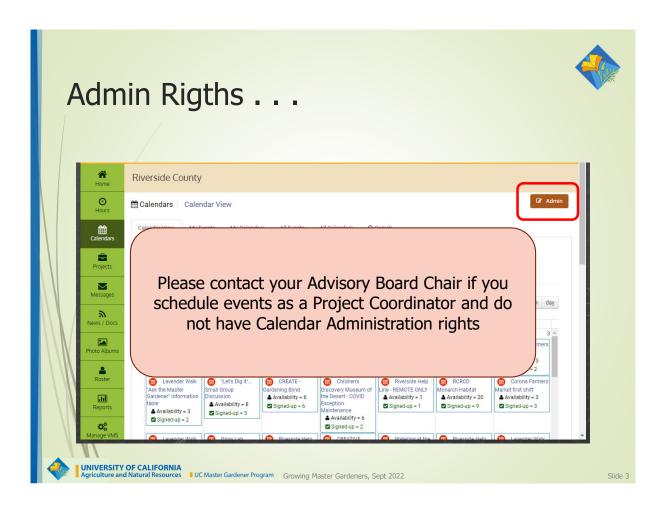


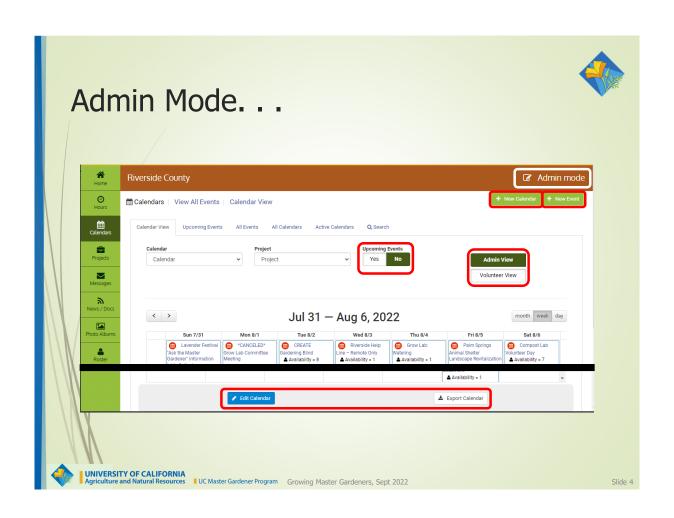
## VMS Calendar Administration

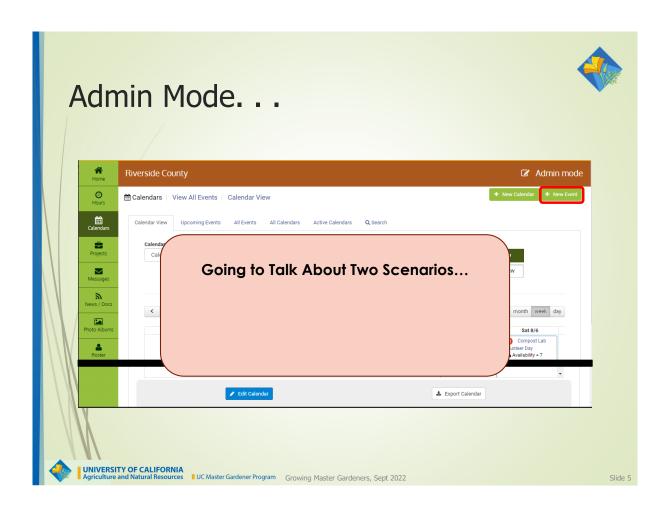
Entering / Updating VMS Events

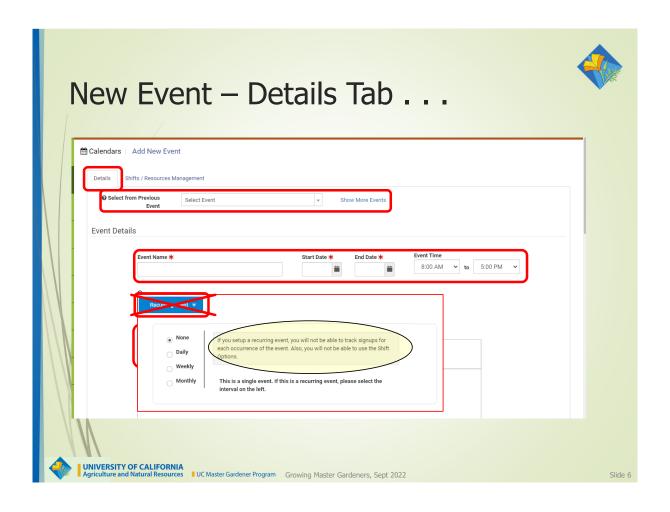
presented by Ralph Thompson, UCCE Master Gardener UCCE Master Gardener Program of Riverside County

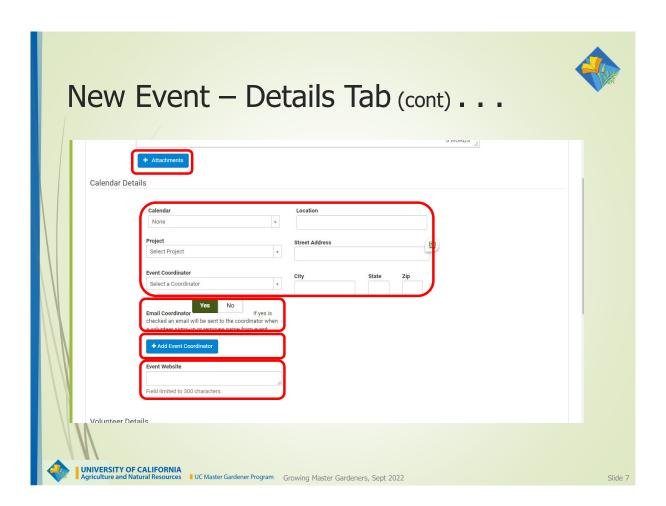


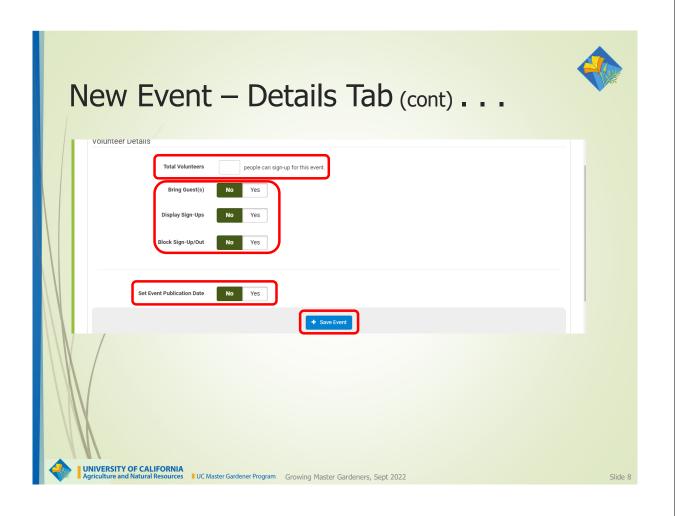


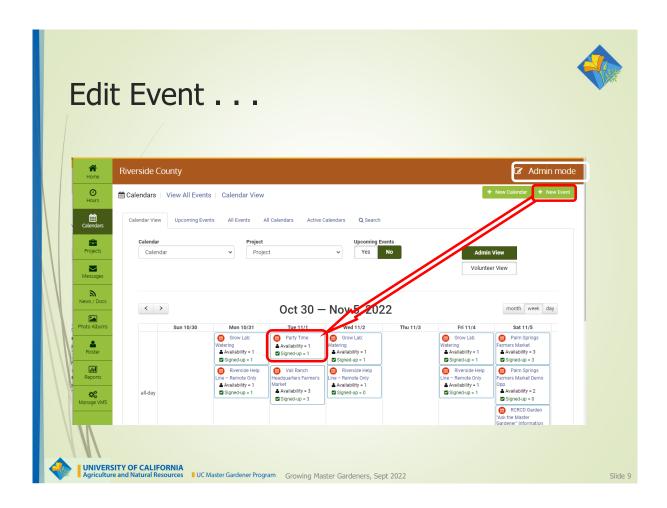


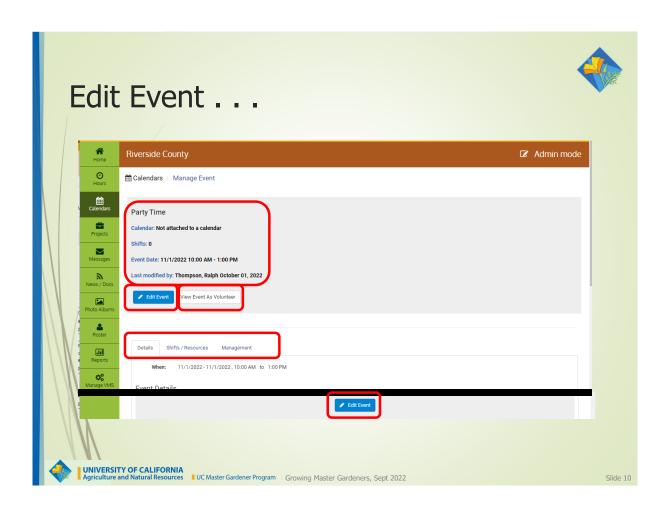


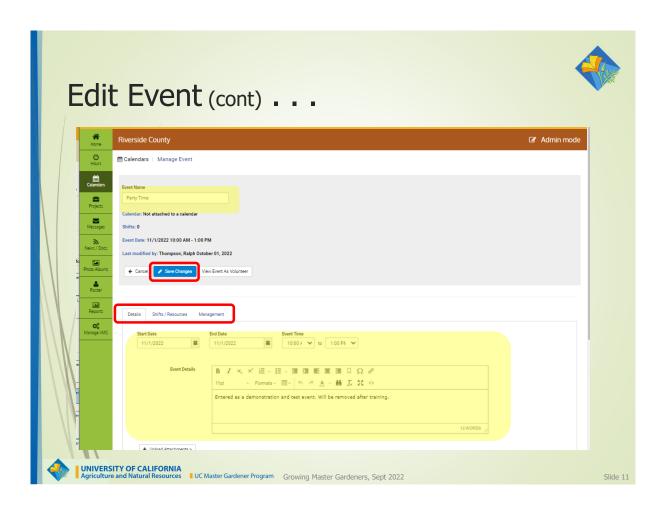


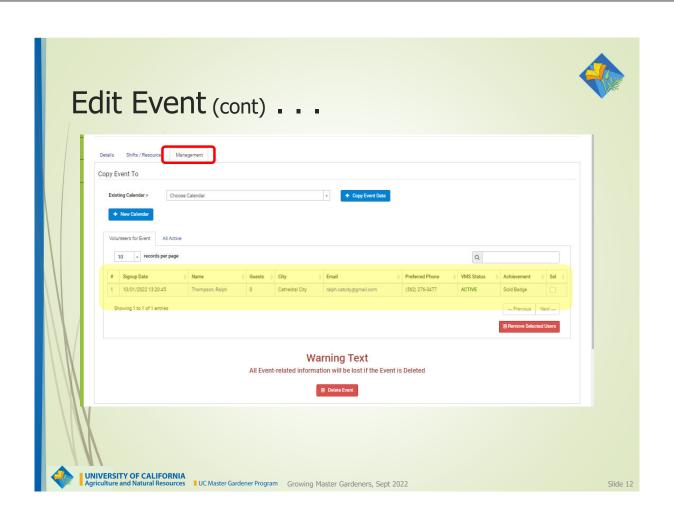


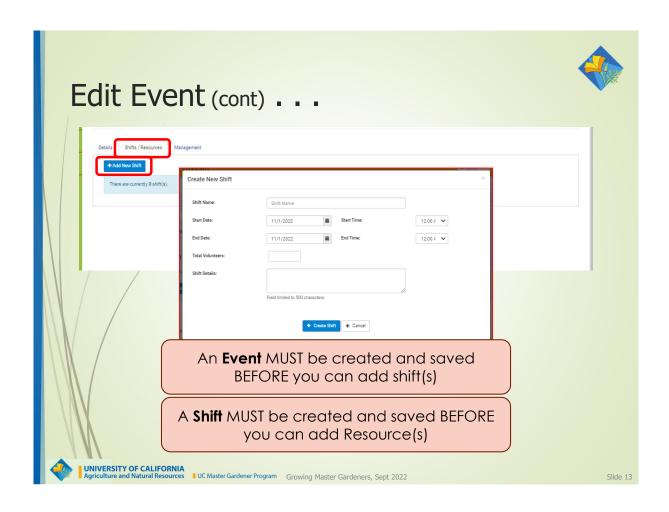


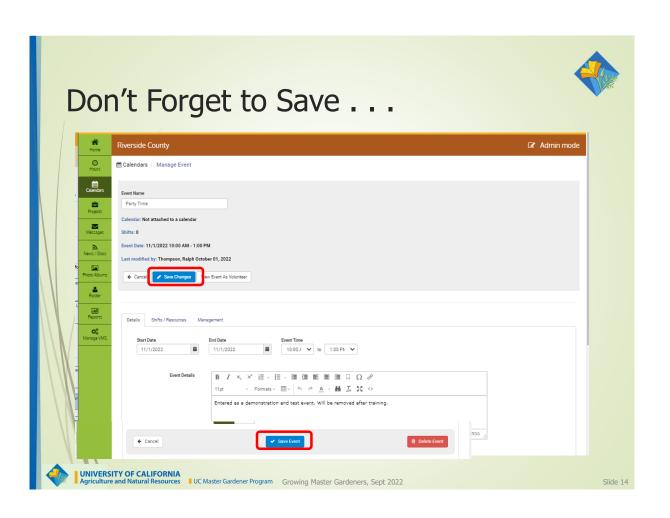






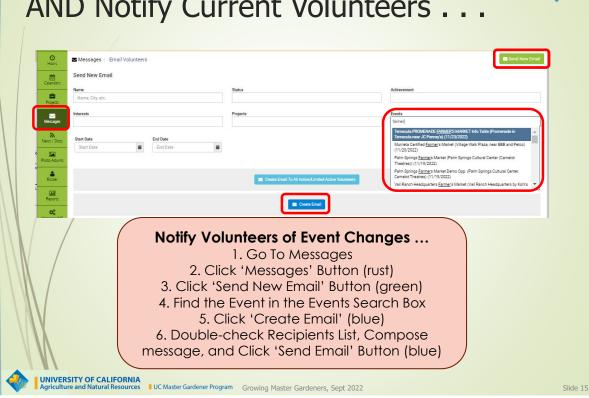








## AND Notify Current Volunteers . . .





## 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

