

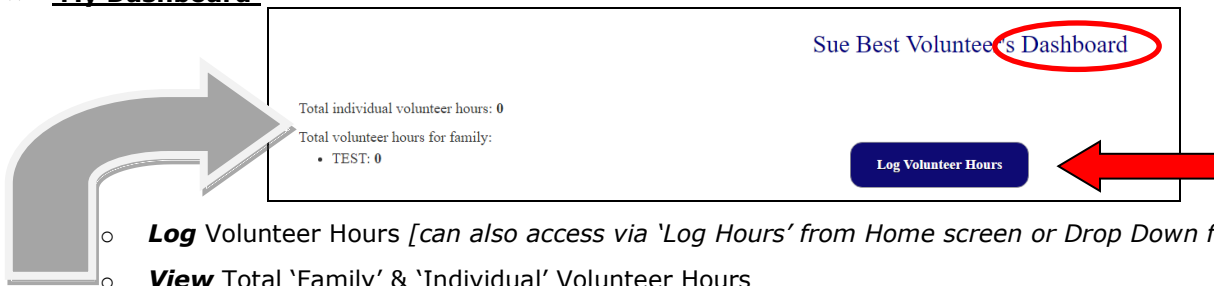


VMS Quick Start

nsavms.com



★ 'My Dashboard'



- **Log** Volunteer Hours [can also access via 'Log Hours' from Home screen or Drop Down from Tool bar]
- **View** Total 'Family' & 'Individual' Volunteer Hours
- **View** Detailed List by Event of Volunteer Hours [Pending & Approved]

- ★ **'My Profile'** - Update Demographic Information (Address, Phone, Email, etc.) and Update / Add Student(s)
- ★ **'Change Password'** - Change Password

TO LOG VOLUNTEER HOURS

Log Volunteer Hours

Scroll or start to type name to Find Event You Worked

Enter Number of Hours OR Start/End Time

Volunteer Date*

Event*

Task

Volunteer Hours*

Start Time End Time

- ★ Enter the correct **'Date'** [Date you Volunteered]
- ★ Type or Scroll to find **'Event'**
- ★ Type or Scroll to find **'Task'** to describe your work activity [Select from those available or type your own; Tasks are Not Required to be filled-in to save entry]
- ★ Enter **'Start Time' and 'End Time'** (hours will be automatically calculated) **OR** simply Enter **'Hours'** worked.
Please note: All hours should be rounded to the nearest ¼ hour.
- ★ Click **'Save' OR 'Save & Add Another'** if you need to enter more hours / dates to the same Event.