

# VIMS Calendar Scheduling & Event Creation Screen Shot Help Guide.



**Using the VIMS Calendar to Create and schedule Events, Reserve Resources and Notify your Personnel by Automated E-Mail as an Option.**

**Left Click Your Mouse to Advance Slides, Right click to back up one or press ESC to exit presentation.**

7/15/2013

## **Feature Overview**

The VIMS event scheduling and calendar system, aka, ICANSS, Intelligent Calendar Notification Scheduling System, is a very powerful tool custom programmed specifically for our clients needs with features not available on any other system!

Using our system allows VIMS administrators the ability to schedule one single event or repeat the event multiple times or save the event as a template for future use while also offering the ability to reserve organization resources for the event and/or notify all members of the selected groups by e-mail within one minute of clicking “submit” to up to three e-mail and/or text addresses per person.

## **Feature Overview – Continued.**

### **How does this work?**

Using the simple, step by step instructions on the following pages will help you create new events in less then a minute!

**The following screen shot slides provide instructions on how to schedule new events and send automated e-mail notifications for your event if you chose to.**

## **IMPORTANT NOTE TO ENSURE YOUR PERSONNEL CAN RECEIVE AUTOMATED E-MAIL NOTIFICATIONS OF EVENTS IF YOU SELECT THAT OPTION.**

During the registration process we highlighted a note directly above the e-mail entry field stating **“To receive emails regarding scheduled events and shift requests, please be sure to choose "events only" in the selection box below the email address you entered.”**

Unfortunately we've found that on average about 30% of all personnel registered on VIMS either did not see, read or follow the above instructions and as such do not or did not have their e-mail set correctly. Not selecting “events only” will result in no automated e-mails being sent to the e-mail address they entered in that slot.

The following page shows the correct setting for all e-mail addresses entered which is “Events Only”. The other options were put in place for a future addition to your VIMS system but are not functional. Looking back five years ago when we designed VIMS, knowing what we do now, we probably would have implemented the e-mail system differently however when set correctly our automated e-mail system for notifications of events and shifts works perfectly and very fast.

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

To ensure all your personnel receive automated e-mail notifications for events, as seen below the correct setting for all e-mail addresses entered must be “events only”. No other options are enabled at this time. The next slide shows the quickest method to check this yourself to see if all your personnel have selected the right option.

Email Address Information	
Email Address 1	<input type="text" value="afemister@myvims.com"/>
Select the type of emails you would sent to the email address you entered above:	<ul style="list-style-type: none"><li>all (but not events) <input type="checkbox"/></li><li>emergency only <input type="checkbox"/></li><li>events only <input checked="" type="checkbox"/></li></ul>
Email Address 2	<input type="text" value="softwareguy@gmail.com"/>
Select the type of emails you would sent to the email address you entered above:	<ul style="list-style-type: none"><li>all (but not events) <input checked="" type="checkbox"/></li><li>emergency only <input type="checkbox"/></li><li>events only <input type="checkbox"/></li></ul>
Email Address 3	<input type="text" value="afemister@aol.com"/>
Select the type of emails you would sent to the email address you entered above:	<ul style="list-style-type: none"><li>all (but not events) <input checked="" type="checkbox"/></li><li>emergency only <input type="checkbox"/></li><li>events only <input type="checkbox"/></li></ul>
Phone Numbers	

**The Correct Setting for ALL e-mails is “Events Only”**

**Wrong Setting!**

**Wrong Setting!**

# The Volunteer Integrated Management System, www.myvims.com

The quickest and easiest way to verify if your personnel have the correct e-mail setting is; from your VIMS admin screen, click on the “View Personnel” tab then click on the “Print Roster” button. The roster will display the e-mail address listed in your personnel’s “e-mail address 1” slot IF they correctly selected “events only”. If they do not have an e-mail entered or they have selected the wrong setting, NO e-mail address will appear for them in the roster.



## List of Personnel

– All Groups –  
Admin  
Citizens Patrol  
Search And Rescue  
Cert Team

Filter

Print all Personnel Images

Print Roster

Download Excel Spreadsheet

Download Excel Spdsh  
Emergency Contact List

Register Personnel

### Roster for Smithtown, January 15, 2012

<u>Last Name</u>	<u>First Name</u>	<u>Address</u>	<u>City</u>	<u>State/ Province</u>	<u>Zip/ Postal Code</u>	<u>Email Address</u>
Block	Cindy	234 Brick Lane	Stone	CA	93438	art@myvims.com
		959-495-9499	--		--	
Brown	Sam	123 Main Street	Los Angeles			
		951-232-1234	951-234-5678			
Canine	Lassie	xxxxxx	Barksville	CA	67890	afemister@nacop.org
		777-333-5555	--		--	

If no e-mail address is showing, check the setting!!

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

Your admin calendar and your individual users calendar share the same color code system. The color chart to the right shows the meaning for each different color. Please note that more than one color may appear per day indicating multiple notifications. For example, grey and red would mean you have an event that is filled and another event that still needs personnel to staff it.

[<<](#)
August 2011
[>>](#)

S	M	T	W	T	F	S
	<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>
<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>
<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>
<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>	<a href="#">27</a>
<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a>			

You Are Scheduled

Scheduled and Pers. Needed

Partner Needed

Personnel Needed

Event or Shift Filled

Partner Needed

Add Event

View Text Version of Calendar

Red = **Personnel Needed for an event.**

Pink = **Partner needed.**

Green = **Your Scheduled.**

Grey = **Event or shift filled.**

Yellow = **You are scheduled & personnel needed.**



# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

Another method of viewing upcoming events is by using the scrolling view of events and shifts as seen in the red box to the right. This feature lists all upcoming events and shifts scheduled for up to one year from the current date. Past events will not be listed on this but will remain forever on your calendar to the far right. Clicking on the "event" link in the middle will take you directly to the event page details for more information. The link colors also match the calendar color code.

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**Scheduled Events and Shifts**

All event dates in green indicate the events you are currently signed up for. The event dates in red are those that still need personnel

Start	End	Event	Personnel Scheduled	Personnel Waitlisted
06/22/2013 3:45 AM	06/22/2013 10:45 AM	<a href="#">Jail Visitation</a>		
06/26/2013 12:30 PM	06/26/2013 5:30 PM	<a href="#">VPU Shift</a>	Adam Smith	
06/28/2013 6:45 AM	06/28/2013 11:45 AM	<a href="#">beach patrol</a>	Adam Smith	
06/29/2013 3:45 AM	06/29/2013 10:45 AM	<a href="#">Jail Visitation</a>	Cindy Block	
06/29/2013 1:00 PM	06/29/2013 7:00 PM	<a href="#">Billings NNO</a>	Cindy Block	
07/03/2013 9:00 AM	07/03/2013 10:00 AM	<a href="#">Chat w/ht the Chief Chatty</a>	Adam Smith	
07/06/2013 3:45 AM	07/06/2013 10:45 AM	<a href="#">Jail Visitation</a>		
07/13/2013 3:45 AM	07/13/2013 10:45 AM	<a href="#">Jail Visitation</a>		
07/20/2013 3:45 AM	07/20/2013 10:45 AM	<a href="#">Jail Visitation</a>		
07/27/2013 3:45 AM	07/27/2013 10:45 AM	<a href="#">Jail Visitation</a>		

-- All Groups --

Admin  
 Animal Shelter  
 Cert Team  
 Citizens Patrol

**June 2013**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Calendar Color Code Legend**

You Are Scheduled	Scheduled and Pers. Needed	Partner Needed
Personnel Needed	Event or Shift Filled	

Limit number of days in advance personnel can schedule their shifts to  days.

Limit number of days before an event personnel can remove themselves to  days.

## Admin Guide; Creating Events with the VIMS Calendar System.

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

[View Messages](#) [View Event List](#)

### Scheduled Events and Shifts

All event dates in green indicate the events you are currently signed up for. The event dates in red are those that still need personnel

Start	End	Event	Personnel Scheduled	Personnel Waitlisted
06/22/2013 3:45 AM	06/22/2013 10:45 AM	<a href="#">Jail Visitation</a>		
06/26/2013 12:30 PM	06/26/2013 5:30 PM	<a href="#">VPU Shift</a>	Adam Smith	
06/28/2013 6:45 AM	06/28/2013 11:45 AM	<a href="#">beach patrol</a>	Adam Smith	
06/29/2013 3:45 AM	06/29/2013 10:45 AM	<a href="#">Jail Visitation</a>	Cindy Block	
06/29/2013 1:00 PM	06/29/2013 7:00 PM	<a href="#">Billings NNO</a>	Cindy Block	
07/03/2013 9:00 AM	07/03/2013 10:00 AM	<a href="#">Chat with the Chief Chatty</a>	Adam Smith	
07/06/2013 3:45 AM	07/06/2013 10:45 AM	<a href="#">Jail Visitation</a>		
07/13/2013 3:45 AM	07/13/2013 10:45 AM	<a href="#">Jail Visitation</a>		
07/20/2013 3:45 AM	07/20/2013 10:45 AM	<a href="#">Jail Visitation</a>		
07/27/2013 3:45 AM	07/27/2013 10:45 AM	<a href="#">Jail Visitation</a>		

– All Groups –  
Admin  
Animal Shelter  
Cert Team  
Citizens Patrol

Filter

### June 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Calendar Color Code Legend**

You Are Scheduled	Scheduled and Pers. Needed	Partner Needed
Personnel Needed	Event or Shift Filled	

[Add Event](#) [View Text Version of Calendar](#)

Another method of viewing upcoming events is by clicking the “View Text Version of Calendar” button located at the bottom of your calendar. As seen on the next page, this feature will allow you to view and print a list of all the upcoming events and shifts for the current month. You may also change the date range to view future months or past months, see the next slide to learn how to do that.

Limit number of days in advance personnel can schedule their shifts to  days. [Update](#)

Limit number of days before an event personnel can remove themselves to  days. [Update](#)

## Admin Guide; Creating Events with the VIMS Calendar System.

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

**HELPFUL TIP:** By default, the printed version of your calendar, as seen in the example below, will show the current month. To change the date range, use the calendar tabs to move forward or back in time.

Our calendar “Print Text Version” feature allows you to display and/or print a view of upcoming and scheduled events for the month or any date range you select along with any personnel and resources assigned to the event or shift.

– All Groups –

From: 08/01/2011



To: 08/31/2011



Apply Filter

## Scheduled Events and Shifts

START	END	EVENT	CREATOR	PERSONNEL SCHEDULED	RESOURCE ASSIGNED
08/03/2011 1:00 PM	08/03/2011 3:00 PM	<i>Testing of Wait List Feature</i>	Volunteer Coordinator	Adam Smith	
08/10/2011 9:15 PM	08/10/2011 11:15 PM	<i>Park Dedication</i>	Volunteer Coordinator	Adam Smith	
08/13/2011 5:30 PM	08/13/2011 9:30 PM	<i>Patrol shift</i>	Adam Smith	Adam Smith, Chuck Roast	Patrol Car 22V3
08/17/2011 12:00 PM	08/17/2011 6:00 PM	<i>Citrus Fair</i>	Volunteer Coordinator	Adam Smith, Chuck Roast	
08/21/2011 7:45 AM	08/21/2011 10:45 AM	<i>COP Patrol</i>	Adam Smith	Adam Smith, Chuck Roast	Patrol Car 22V3
08/22/2011 1:30 PM	08/22/2011 5:30 PM	<i>Patrol Shift</i>	Adam Smith	Adam Smith, Chuck Roast	Patrol Car 22V3

**Admin Guide; Creating Events with the VIMS Calendar System.**

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

View Messages
View Event List

**Scheduled Events and Shifts**

All event dates in green indicate the events you are currently signed up for. The event dates in red are those that still need personnel

Start	End	Event	Personnel Scheduled	Personnel Waitlisted
06/22/2013 3:45 AM	06/22/2013 10:45 AM	<a href="#">Jail</a> <a href="#">Visitation</a>		
06/26/2013 12:30 PM	06/26/2013 5:30 PM	<a href="#">VPU Shift</a>	Adam Smith	
06/28/2013 6:45 AM	06/28/2013 11:45 AM	<a href="#">beach</a> <a href="#">patrol</a>	Adam Smith	
06/29/2013 3:45 AM	06/29/2013 10:45 AM	<a href="#">Jail</a> <a href="#">Visitation</a>	Cindy Block	
06/29/2013 1:00 PM	06/29/2013 7:00 PM	<a href="#">Billings</a> <a href="#">NNO</a>	Cindy Block	
07/03/2013 9:00 AM	07/03/2013 10:00 AM	<a href="#">Chat with the Chief</a> <a href="#">Chatty</a>	Adam Smith	
07/06/2013 3:45 AM	07/06/2013 10:45 AM	<a href="#">Jail</a> <a href="#">Visitation</a>		
07/13/2013 3:45 AM	07/13/2013 10:45 AM	<a href="#">Jail</a> <a href="#">Visitation</a>		
07/20/2013 3:45 AM	07/20/2013 10:45 AM	<a href="#">Jail</a> <a href="#">Visitation</a>		
07/27/2013 3:45 AM	07/27/2013 10:45 AM	<a href="#">Jail</a> <a href="#">Visitation</a>		

– All Groups –

- Admin
- Animal Shelter
- Cert Team
- Citizens Patrol

Filter

June 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Calendar Color Code Legend**

You Are Scheduled	Scheduled and Pers. Needed	Partner Needed
Personnel Needed	Event or Shift Filled	

Add Event
View Text Version of Calendar

Another feature of the VIMS Calendar and Scheduling system, is the ability for the admin to limit the number of days individuals can schedule themselves for a shift and/or remove themselves from an event.

To do this enter the number of days you wish to set for each option. If you do not wish to set a limit then enter the number zero "0" and click the update button. Please note the system will refresh and display the letter "N/A" in the box.

Limit number of days in advance personnel can schedule their shifts to  days.

Limit number of days before an event personnel can remove themselves to  days.

## Admin Guide; Creating Events with the VIMS Calendar System.

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

[View Messages](#)

[View Event List](#)

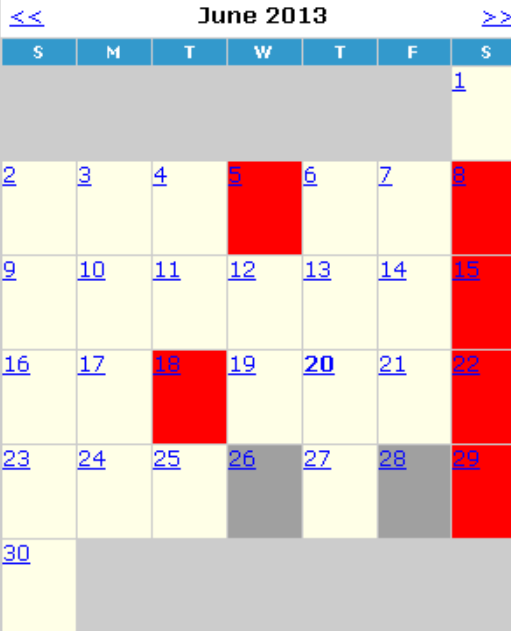
## Scheduled Events and Shifts

All event dates in green indicate the events you are currently signed up for. The event dates in red are those that still need personnel

Start	End	Event	Personnel Scheduled	Personnel Waitlisted
06/22/2013 3:45 AM	06/22/2013 10:45 AM	<a href="#">Jail Visitation</a>		
06/26/2013 12:30 PM	06/26/2013 5:30 PM	<a href="#">VPU Shift</a>	Adam Smith	
06/28/2013 6:45 AM	06/28/2013 11:45 AM	<a href="#">beach patrol</a>	Adam Smith	
06/29/2013 3:45 AM	06/29/2013 10:45 AM	<a href="#">Jail Visitation</a>	Cindy Block	
06/29/2013 1:00 PM	06/29/2013 7:00 PM	<a href="#">Billings NNO</a>	Cindy Block	
07/03/2013 9:00 AM	07/03/2013 10:00 AM	<a href="#">Chat with the Chief Chatty</a>	Adam Smith	
07/06/2013 3:45 AM	07/06/2013 10:45 AM	<a href="#">Jail Visitation</a>		
07/13/2013 3:45 AM	07/13/2013 10:45 AM	<a href="#">Jail Visitation</a>		
07/20/2013 3:45 AM	07/20/2013 10:45 AM	<a href="#">Jail Visitation</a>		
07/27/2013 3:45 AM	07/27/2013 10:45 AM	<a href="#">Jail Visitation</a>		

- All Groups -  
Admin  
Animal Shelter  
Cert Team  
Citizens Patrol

[Filter](#)



### Calendar Color Code Legend

You Are Scheduled	Scheduled and Pers. Needed	Partner Needed
Personnel Needed	Event or Shift Filled	

[Add Event](#)

[View Text Version of Calendar](#)

Now lets learn how to create a new event!!

From this page you'll begin the simple process of creating a new event to be posted on your personnel's calendars showing in Red with the option of notifying them of the new event posting by an automated e-mail message.

First begin by clicking the "Add Event" button located at the bottom of your calendar as seen to the left circled in red to open a new "create event" page form.

Limit number of days in advance personnel can schedule their shifts to  days. [Update](#)

Limit number of days before an event personnel can remove themselves to  days. [Update](#)

Admin Guide; Creating Events with the VIMS Calendar System.

# The Volunteer Integrated Management System, www.myvims.com

VIMS admins can schedule upcoming events for their personnel in as little as four simple steps. Admins also have the ability to send their request to users one or all of the groups via e-mail for instant notification and response. Admins can also reserve a “resource” such as vehicles if they are entered into the system already via the Admin Control Panel, “View, Add, Edit Resources” page.

The following pages will show you in detail how to schedule events, notify your personnel by automated e-mail and more.

Enter the Event details below. This information can also be saved as a Template to use for future Events.

Event Title:

Start: June  20 , 2013  11 : 30  PM

End: June  20 , 2013  11 : 30  PM

Repeat Event: (You can set the event repeat properties only after you submit the original event)

Personnel Needed:  Assign needs? (You can assign needs only after you submit the original event.)

Assign Resource (such as equipment): (You can assign resources only after you submit the original event.)

To **allow** certain group(s) or individuals to sign up for this event or shift, select from the list below.

Group\*:

Admin

Animal Shelter

Cert Team

Citizens Patrol

Explorers

Individuals\*:

Block, Cindy

Brown, Sam

Canine, Lassie

Charles, Ray

Columbus, Chris

Read-Only Individuals\*:

Block, Cindy

Brown, Sam

Canine, Lassie

Charles, Ray

Columbus, Chris

\*To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.

Admin Guide; Creating Events with the VIMS Calendar System.

# The Volunteer Integrated Management System, www.myvims.com

To schedule an event begin by typing in the top box labeled "Event Title" a title to describe what the event is such as "Downtown Parade".

Next select the start and end date, usually the same date of your event and the start and end times.

If this event will be repeated over a specific period like five days in a row or every third Tuesday of the month for a year, etc. then click "Repeat Event" as seen circled in Red.

Nothing will happen yet but when you complete the form and click "Submit" at the bottom, another page will appear allowing you to select your repeat date options.

Next you *must* enter the number of people you need to staff this event. When it's filled, the calendar will turn from red to grey indicating it's filled but people can wait list for it.

Enter the Event details below. This information can also be saved as a Template to use for future Events.

Event Title:

Start: June 20, 2013 11:30 PM

End: June 20, 2013 11:30 PM

Repeat Event (You can set the event repeat properties only after you submit the original event.)

Personnel Needed:  Assign needs? (You can assign needs only after you submit the original event.)

Assign Resource (such as equipment): (You can assign resources only after you submit the original event.)

To **allow** certain group(s) or individuals to sign up for this event or shift, select from the list below.

Group\*:  
Admin  
Animal Shelter  
Cert Team  
Citizens Patrol  
Explorers

Individuals\*:  
Block, Cindy  
Brown, Sam  
Canine, Lassie  
Charles, Ray  
Columbus, Chris

Read-Only Individuals\*:  
Block, Cindy  
Brown, Sam  
Canine, Lassie  
Charles, Ray  
Columbus, Chris

\*To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.

# The Volunteer Integrated Management System, www.myvims.com

The next *option* you have is to “Assign Needs” which allows you to specify what exactly the person(s) will be doing at the event when they sign up. This is Not required but if you wish to use this feature you’ll need to click the box to the left of the option as seen circled in red.

The next *option* you have is to “Assign Resources” to the event. This option allows you to select from a list of resources you’ve already entered into VIMS to reserve for this event.

**Nothing will happen with these two options until you complete the form and click “Submit” at the bottom, then another page(s) will appear allowing you to select your needs and resources if you checked the box for one or both.**

Enter the Event details below. This information can also be saved as a Template to use for future Events.

Event Title:

Start: June  20 , 2013  11 : 30  PM

End: June  20 , 2013  11 : 30  PM

Repeat Event: (You can set the event repeat properties only after you submit the original event)

Personnel Needed:  Assign needs? (You can assign needs only after you submit the original event.)

Assign Resource (such as equipment): (You can assign resources only after you submit the original event.)

To **allow** certain group(s) or individuals to sign up for this event or shift, select from the list below.

Group\*:

Individuals\*:

Read-Only Individuals\*:

\*To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.



# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

The next step in scheduling your event is to select the group or groups you want to invite to sign up for the event using *only one* set of boxes seen to the right outlined in green.

The group names listed in the scroll boxes are automatically populated based on the group names already in your system. Please note you will only see the group names that you have admin rights and access to.

The first set of boxes on top are the most commonly used as selecting groups and/or names from the list will cause the event to appear in red on the individuals and your calendar until it's filled then it will turn the color grey indicating it's filled but individuals can still wait list themselves if they want.

The second set of boxes below in grey are used if you want to automatically schedule the groups which will turn their calendar dates green.

Personnel Needed:  Assign needs? (You can assign needs only after you submit the original event.)

Assign Resource (such as equipment): (You can assign resources only after you submit the original event.)

To **allow** certain group(s) or individuals to sign up for this event or shift, select from the list below.

Group\*:

  
Admin  
Animal Shelter  
Cert Team  
Citizens Patrol  
Explorers

Individuals\*:

  
Block, Cindy  
Brown, Sam  
Canine, Lassie  
Charles, Ray  
Columbus, Chris

Read-Only Individuals\*:

  
Block, Cindy  
Brown, Sam  
Canine, Lassie  
Charles, Ray  
Columbus, Chris

\*To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.

--- OR ---

To **schedule** groups and/or individuals for this event or shift select from the list below. (Their calendar will turn green.)

Group:

  
Admin  
Animal Shelter  
Cert Team  
Citizens Patrol  
Explorers

Individuals:

  
Block, Cindy  
Brown, Sam  
Canine, Lassie  
Charles, Ray  
Columbus, Chris

\*To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.

Check this box if you are signing yourself up to fill a position for this event:

**Admin Guide; Creating Events with the VIMS Calendar System.**

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

Before going any further, we'll take a moment to review the purpose of the various boxes seen to the right.

When scheduling an event, the most common method is to select one or more of the groups you wish to invite to sign up by simply selecting the group(s) names. Doing so will turn that day on their calendar red. There is **No** need to select individual names also as their already included in the group(s) you selected. However if there is one or more individuals you'd like to invite to sign up that are Not in one of the groups you selected, only then would you select that persons name from the middle box labeled "Individuals".

If there is an individual that you want to notify but do Not want that person to be able to sign up, then select their name in the "Read-Only" box to the far left.

To **allow** certain group(s) or individuals to sign up for this event or shift, select from the list below.

Group\*:

Admin	▲
Animal Shelter	☰
Cert Team	
Citizens Patrol	
Explorers	▼

Individuals\*:

Block, Cindy	▲
Brown, Sam	☰
Canine, Lassie	
Charles, Ray	
Columbus, Chris	▼

Read-Only Individuals\*:

Block, Cindy	▲
Brown, Sam	☰
Canine, Lassie	
Charles, Ray	
Columbus, Chris	▼

*\*To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.*

--- OR ---

To **schedule** groups and/or individuals for this event or shift select from the list below. (Their calendar will turn green.)

Group:

Admin	▲
Animal Shelter	☰
Cert Team	
Citizens Patrol	
Explorers	▼

Individuals:

Block, Cindy	▲
Brown, Sam	☰
Canine, Lassie	
Charles, Ray	
Columbus, Chris	▼

*\*To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.*

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

The second set of selection boxes shaded in grey is used if you want to automatically sign up everyone in the group(s) you select. Selecting their group name or individual name will turn that day on their calendar green indicating they are schedule for something.

Again, there is **No** need to select individual names also as their already included in the group(s) you selected unless there is one or more individuals you'd like to sign up that are Not in one of the groups you selected.

An example of using the grey shaded option box maybe if you have a mandatory meeting that everyone must attend, in this case you are telling them to be there by turning that day on their calendar green versus red.

To **allow** certain group(s) or individuals to sign up for this event or shift, select from the list below.

Group\*:

Admin	▲
Animal Shelter	☰
Cert Team	
Citizens Patrol	
Explorers	▼

Individuals\*:

Block, Cindy	▲
Brown, Sam	☰
Canine, Lassie	
Charles, Ray	
Columbus, Chris	▼

Read-Only Individuals\*:

Block, Cindy	▲
Brown, Sam	☰
Canine, Lassie	
Charles, Ray	
Columbus, Chris	▼

*\*To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.*

OR

To **schedule** groups and/or individuals for this event or shift select from the list below. (Their calendar will turn green.)

Group:

Admin	▲
Animal Shelter	☰
Cert Team	
Citizens Patrol	
Explorers	▼

Individuals:

Block, Cindy	▲
Brown, Sam	☰
Canine, Lassie	
Charles, Ray	
Columbus, Chris	▼

*\*To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.*

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

The next step in scheduling your event is to select the actual group or groups you want to invite to sign up for the event.

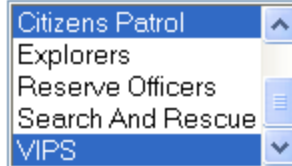
The most common method for announcing an event to individuals is by selecting one or more groups in the top right scroll box as seen circled in red to the right. To select more than one group, hold down the control key on your keyboard, "Ctrl" while clicking the name of the groups you want to include.

Doing this will automatically turn the day(s) of the event on their calendar to red within seconds of clicking submit, indicating people are needed.

No automated e-mail will be sent *unless* you click the check box next to "Send a Message to Your Group Announcing This Event" at the bottom of the page.

To **allow** certain group(s) or individuals to sign up for this event or shift, select from the list below.

Group\*:



Individuals\*:



Read-Only Individuals\*:

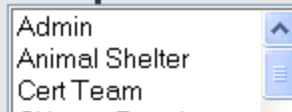


*\*To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.*

--- OR ---

To **schedule** groups and/or individuals for this event or shift select from the list below. (Their calendar will turn green.)

Group:



Individuals:



# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

In the next example seen to the right, you want to notify two of your groups, Citizens Patrol and VIPS, of an upcoming event so you would simply highlight those group names.

However in this case you also want to invite an individual, Sam Brown, who is a member of the Explorers group to attend as well because he'll be leaving the Explorers group next month and joining your VIPS group and would like to offer him the ability to attend and see how the VIPS group works.

Selecting his name only in the second box to the right will turn that day on his calendar red also. In this example you've invited all the members of the Citizens Patrol, VIPS and one member of the Explorers group, Sam Brown.

To **allow** certain group(s) or individuals to sign up for this event or shift, select from the list below

Group\*:

Citizens Patrol	▲
Explorers	
Reserve Officers	
Search And Rescue	
VIPS	▼

Individuals\*:

Block, Cindy	▲
Brown, Sam	
Canine, Lassie	
Charles, Ray	
Columbus, Chris	▼

Read-Only Individuals\*:

Block, Cindy	▲
Brown, Sam	
Canine, Lassie	
Charles, Ray	
Columbus, Chris	▼

*\*To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.*

**NOTE:** The instructions contain in the text box to the left are the same for the second set of grey boxes below what you would see above however again, whatever group(s) and or individual name(s) you select, the day of the event will appear in green on those peoples calendars.

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

In this example seen to the right, you want to notify two of your groups, Citizens Patrol and VIPS, along with an individual Sam Brown of the event as we did on the last page.

However in this case you also have a member of the VIPS group, Ray Charles, who because of a medical injury cannot attend and work the event but you want to keep him informed so he doesn't feel left out of the loop.

By selecting Ray Charles name in the far right box he will receive a notification on his calendar however he will not be able to sign up for the event.

To **allow** certain group(s) or individuals to sign up for this event or shift, select from the list below.

Group\*:

Citizens Patrol	▲
Explorers	
Reserve Officers	☰
Search And Rescue	
VIPS	▼

Individuals\*:

Block, Cindy	▲
Brown, Sam	
Canine, Lassie	
Charles, Ray	
Columbus, Chris	▼

Read-Only Individuals\*:

Block, Cindy	▲
Brown, Sam	
Canine, Lassie	
Charles, Ray	
Columbus, Chris	▼

*\*To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.*

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

The next option is if you will be working the event and fulfilling one of the open positions available that you're requesting others to work. In most cases you would not check this box however checking the box basically means you're signing yourself up to fill one of the slots. Checking this box will automatically reduce the number of personnel needed by one.

The next option available is to enter any information about the event you'd like to share with your personnel about the event. This could include dress code or who to report to or helpful information like where to park when arriving or anything you want to share. The text entered in this box will appear on the event information page and on any automated e-mail's sent to your personnel if you chose to.

Check this box if you are signing yourself up to fill a position for this event:

**Event Text:** *(Enter any details or additional information about this event - optional)*

You can enter any information about the event you'd like to share with your personnel in this box. Information entered in this box will appear on the optional automated event e-mail notification sent to your personnel and/or when they login to view the event details.

**Receive Internal Message** *(Check this box if you want to receive an internal message when an individual signs up for this event:*

**Receive External Email Message** *(Check this box if you want to receive an external email message when an individual signs up for this event:*

**Send a Message to Your Group Announcing This Event** *(Check this box if you would like to notify your group(s) of this event.)*

**Send an Internal Message to the Admins of the Groups Selected above Advising them of This Event** *(Check this box if you would like to send an internal message notification to the Admins of the group(s) selected above of this event.)*

**Send an External Email Message to the Admins of the Groups Selected above Advising them of This Event** *(Check this box if you would like to send an external email notification to the Admins of the group(s) selected above of this event.)*

Submit Event

Submit Event and Save as Template

**Admin Guide; Creating Events with the VIMS Calendar System.**

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

Your next options to consider are the various e-mail notifications.

The first choice are the two options within the red square to the right. If you'd like to receive an internal message notifying you when someone signs up for the event, click the "Receive Internal Message" box.

Next, If you'd like to receive an external e-mail sent to the e-mail address listed in your admin account notifying you when someone signs up for the event, click the "Receive External e-mail Message" box. This feature can be very helpful in situations where there is short notice such last minute event postings, emergency call-outs, etc. Rather than having to click on the event date to see if anyone has signed up, using this feature will automatically notify you by e-mail when they do.

Check this box if you are signing yourself up to fill a position for this event:

Event Text: *(Enter any details or additional information about this event - optional)*

You can enter any information about the event you'd like to share with your personnel in this box. Information entered in this box will appear on the optional automated event e-mail notification sent to your personnel and/or when they login to view the event details.

**Receive Internal Message** *(Check this box if you want to receive an internal message when an individual signs up for this event:*

**Receive External Email Message** *(Check this box if you want to receive an external email message when an individual signs up for this event:*

**Send a Message to Your Group Announcing This Event** *(Check this box if you would like to notify your group(s) of this event.)*

**Send an Internal Message to the Admins of the Groups Selected above Advising them of This Event** *(Check this box if you would like to send an internal message notification to the Admins of the group(s) selected above of this event.)*

**Send an External Email Message to the Admins of the Groups Selected above Advising them of This Event** *(Check this box if you would like to send an external email notification to the Admins of the group(s) selected above of this event.)*

Submit Event

Submit Event and Save as Template

**Admin Guide; Creating Events with the VIMS Calendar System.**



# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

The next and most commonly used option is to notify personnel in the groups you selected of the event posting by automated e-mail. All events will show on their calendar however they will only be notified by e-mail if you check the box shown to the right outlined in green. In most cases, e-mails are sent from our VIMS server within one minute of clicking the “Submit Event” button.

The final two options are to notify an administrator for whose group you may be creating the event for by internal message or external e-mail. Group admins will not receive a copy of an e-mail notification sent to their group by another admin. Clicking the appropriate box shown in the blue outlined box to the right will do this.

Check this box if you are signing yourself up to fill a position for this event:

Event Text: *(Enter any details or additional information about this event – optional)*

You can enter any information about the event you'd like to share with your personnel in this box. Information entered in this box will appear on the optional automated event e-mail notification sent to your personnel and/or when they login to view the event details.

**Receive Internal Message** *(Check this box if you want to receive an internal message when an individual signs up for this event:*

**Receive External Email Message** *(Check this box if you want to receive an external email message when an individual signs up for this event:*

**Send a Message to Your Group Announcing This Event** *(Check this box if you would like to notify your group(s) of this event.)*

**Send an Internal Message to the Admins of the Groups Selected above Advising them of This Event** *(Check this box if you would like to send an internal message notification to the Admins of the group(s) selected above of this event.)*

**Send an External Email Message to the Admins of the Groups Selected above Advising them of This Event** *(Check this box if you would like to send an external email notification to the Admins of the group(s) selected above of this event.)*

Submit Event

Submit Event and Save as Template

**Admin Guide; Creating Events with the VIMS Calendar System.**

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

The last step in creating your new event is to click either the “Submit Event” button circled in **red** or the “Submit Event and Save as Template” button circled in **green**.

Clicking the submit event button will do just that, your new event will show on you and the selected groups VIMS calendar within seconds. If you selected the option to notify by e-mail, our VIMS server will send out an automated e-mail to the e-mail addresses listed in your personnel’s record within one minute.

Clicking the “Submit Event and Save as Template” button will submit your event as above and save all the information entered in a template for future use. Any templates saved will appear in a box at the top of the create an event form page for future use.

Check this box if you are signing yourself up to fill a position for this event:

Event Text: *(Enter any details or additional information about this event – optional)*

You can enter any information about the event you'd like to share with your personnel in this box. Information entered in this box will appear on the optional automated event e-mail notification sent to your personnel and/or when they login to view the event details.

**Receive Internal Message** *(Check this box if you want to receive an internal message when an individual signs up for this event:*

**Receive External Email Message** *(Check this box if you want to receive an external email message when an individual signs up for this event:*

**Send a Message to Your Group Announcing This Event** *(Check this box if you would like to notify your group(s) of this event.)*

**Send an Internal Message to the Admins of the Groups Selected above Advising them of This Event** *(Check this box if you would like to send an internal message notification to the Admins of the group(s) selected above of this event.)*

**Send an External Email Message to the Admins of the Groups Selected above Advising them of This Event** *(Check this box if you would like to send an external email notification to the Admins of the group(s) selected above of this event.)*

Submit Event

Submit Event and Save as Template

**Admin Guide; Creating Events with the VIMS Calendar System.**

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

If you checked the box next to “Assign Needs” on the event set up page then this page will appear after submit your event.

If you did not select this box then please ignore this page. If you wanted to assign needs but forgot to check the box then view the event page, click edit then click the assign needs box and click submit to bring up this page.

This form will allow you to assign specific tasks in advance of the event date that individuals can select from prior to arriving at the event. Once you create the needs, individuals signing up for the event must select one of the needs from the drop down list on the event page otherwise they will receive an error message stating they must to submit their sign up.

To Assign Needs to This Event: Annual City Fair use the selection box below.

0 out of 6 Volunteer needs assigned.

Select Need:  x  Person(s)

Add Need to this Event

Done Adding the Needs

Create a new need to add to the Needs selection list.

Need Name:

Create Need

The Needs for this Event are Currently as Shown Below

NEED

COUNT

PERSONNEL

Edit Personnel Needs

# The Volunteer Integrated Management System, www.myvims.com

To assign specific needs, aka, tasks for individuals to perform at the event, first click the down arrow on the select need box. If you've already added the need/task name in this selection box then simply highlight the title of the need you want to add and enter a number in the box labeled Persons and then click the "add need to this event" button shown by the red arrow but hidden in this example by the list of potential needs.

Continue to do this until you have enough needs listed to equal the number of people you've invited to attend the event as the numbers must be the same amount. Then click the button labeled "done adding needs" to submit the form.

To learn how to add need titles to the drop down selection box, please see our next slide.

To Assign Needs to This Event: Annual City Fair use the selection box below.

4 out of 6 Volunteer needs assigned.

Select Need:  x  Person(s)

- Admin front desk
- Adoption Paperwork
- Ambassador
- Augment Patrol
- Greeting Families
- Junior Patrolman
- lawnmowing
- mcgruff then dog
- recruiting
- roaving patrol
- SAR Team Leader
- SARTECH I
- SARTECH II
- Searching Families
- Security Patrol
- Senior Patrolman
- traffic

Create a new Need

The Needs for this event are shown below

NEED	PERSONNEL
roaving patrol	Unassigned
traffic	Unassigned

# The Volunteer Integrated Management System, www.myvims.com

To Assign Needs to This Event: Annual City Fair use the selection box below.

6 out of 6 Volunteer needs assigned.

Select Need:  x  Person(s)

Add Need to this Event

Done Adding the Needs

Create a new need to add to the Needs selection list.

Need Name:

Create Need

The Needs for this Event are Currently as Shown Below

NEED	COUNT	PERSONNEL
recruiting	2	Unassigned
roaving patrol	2	Unassigned
traffic	2	Unassigned

Edit Personnel Needs

To add need titles to the top section "select need" drop down box, first type in the task name in the "need name" box circled to the right in red then click "Create Need".

Any name you add this way will then appear in the above "select need" drop down box for use with this event and any future events. There is no limit to the number of need titles you can store in this form and you only have to enter them once.

Admin Guide; Creating Events with the VIMS Calendar System.

# The Volunteer Integrated Management System, www.myvims.com

If you checked the box next to “Reserve Resources” on the event set up page then this page will appear after you submit your event.

If you also checked the “assign needs” box then that page will first appear and then this form after you submit that page.

This form will allow you to reserve any resources you or your primary VIMS administrator have already created and saved in your VIMS system. If you have not created any resources then you must first do so by clicking on the Admin Control Panel red button at the top of your VIMS admin page. Then scroll down to the section with the green color bar labeled “View, Add, Edit Resources”. Use that feature to add whatever resource names you want to appear in the drop down menu on this page. Then simply highlight the resource name from the menu and click the “add resource” button to reserve that resource.

## Add a Resource to This Event using the Selection Box Below

Patrol Car – 22V5



*Resources marked with \*\*\* are reserved during this event's time period.*

Add Resource

## Resources Currently Reserved for This Event

TYPE

NAME

Done Adding Resources

Edit Event Resources

**Click the “Done Adding Resources” button when you’re done adding all the resources you want and this page will be submitted.**

**IMPORTANT NOTE: This is currently the last page of this guide as we are in the process of updating it.**

**This guide should be completed by Monday, July 22, 2013 so please check back after that to view the remaining few pages that are still being worked on.**

**All the information prior to this slide is valid and for the most part, this is all you'll need to add new events in your VIMS system. We apologize for the delay and please feel free to contact us directly if you have any questions not covered yet in this new guide.**

**Thank you again for using VIMS !!**

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

Add a Resource to This Event using the Selection Box Below

Patrol Car – 22V5 

*Resources marked with \*\*\* are reserved during this event's time period.*

Add Resource

Resources Currently Reserved for This Event

TYPE

NAME

Patrol Car

Patrol Car 22V3

Done Adding Resources

Edit Event Resources

Admin Guide; Creating Events with the VIMS Calendar System.



# The Volunteer Integrated Management System, www.myvims.com

Add a Resource to This Event using the Selection Box Below

Resources marked with a red background are not available for selection during the event's time period.

Patrol Car – 22V5
Patrol Car – 22V5
Patrol Car – COP Unit 5524
<b>Patrol Car – Patrol Car 22V3</b>
Radio – HT 2
Radio – Portable Radio 1

Resources Currently Reserved for This Event

TYPE	NAME
Patrol Car	Patrol Car 22V3

Done Adding Resources

Edit Event Resources

Admin Guide; Creating Events with the VIMS Calendar System.

# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

**Add a Resource to This Event using the Selection Box Below**

Patrol Car – 22V5 

*Resources marked with \*\*\* are reserved during this event's time period.*

Add Resource

---

**Resources Currently Reserved for This Event**

TYPE	NAME
Patrol Car	Patrol Car 22V3
Radio	Portable Radio 1

Done Adding Resources

Edit Event Resources

**Admin Guide; Creating Events with the VIMS Calendar System.**

# The Volunteer Integrated Management System, www.myvims.com

## Repeat 'Annual City Fair '

- daily
- weekly
- monthly
- yearly
  
- customize this setting

## End 'Annual City Fair '

- after  time(s)
  
- on date  ,

Cancel

Continue

## NAME OF EVENT: Annual City Fair

Start Date: **September 16, 2013 12:30 PM**

End Date: **September 16, 2013 6:30 PM**

Number of Volunteers Needed: **6**

Volunteer Needs:

NEED	COUNT	VOLUNTEER
recruiting	2	Unassigned
roaving patrol	2	Unassigned
traffic	2	Unassigned

Resources Assigned:

TYPE	RESOURCE
Patrol Car	Patrol Car 22V3
Radio	Portable Radio 1

**Admin Guide; Creating Events with the VIMS Calendar System.**

# The Volunteer Integrated Management System, www.myvims.com

## Repeat 'Annual City Fair '

- daily
- weekly
- monthly
- yearly

customize this setting

## End 'Annual City Fair '

after  time(s)

on date  ,

Cancel

Continue

## NAME OF EVENT: Annual City Fair

Start Date: **September 16, 2013 12:30 PM**

End Date: **September 16, 2013 6:30 PM**

Number of Volunteers Needed: **6**

Volunteer Needs:

NEED	COUNT	VOLUNTEER
recruiting	2	<i>Unassigned</i>
roaving patrol	2	<i>Unassigned</i>
traffic	2	<i>Unassigned</i>

Resources Assigned:

TYPE	RESOURCE
Patrol Car	Patrol Car 22V3
Radio	Portable Radio 1

**Admin Guide; Creating Events with the VIMS Calendar System.**

# The Volunteer Integrated Management System, www.myvims.com

## Confirm Repeat 'Annual City Fair '

Repeat **Annual City Fair** every **day** ending after **3** time(s)

## NAME OF EVENT: Annual City Fair

Start Date: **September 16, 2013 12:30 PM**

End Date: **September 16, 2013 6:30 PM**

Number of Volunteers Needed: **6**

Volunteer Needs:

NEED	COUNT	VOLUNTEER
recruiting	2	<i>Unassigned</i>
roaving patrol	2	<i>Unassigned</i>
traffic	2	<i>Unassigned</i>

Resources Assigned:

TYPE	RESOURCE
Patrol Car	Patrol Car 22V3
Radio	Portable Radio 1

Messages: Creator **will not** receive message on Volunteer signup

Creator **will not** receive email on Volunteer signup

### Invited Groups

*Station: Smithtown  
Admin*

### Invited Individuals (*\* Individuals have read-only status*)

*Block, Cindy  
Canine, Lassie*



# The Volunteer Integrated Management System, [www.myvims.com](http://www.myvims.com)

View Messages
View Event List

**Scheduled Events and Shifts**

All event dates in green indicate the events you are currently signed up for. The event dates in red are those that still need personnel

Start	End	Event	Personnel Scheduled	Personnel Waitlisted
08/31/2013 3:45 AM	08/31/2013 10:45 AM	<a href="#">Jail Visitation</a>		
09/07/2013 3:45 AM	09/07/2013 10:45 AM	<a href="#">Jail Visitation</a>		
09/14/2013 3:45 AM	09/14/2013 10:45 AM	<a href="#">Jail Visitation</a>		
09/16/2013 12:30 PM	09/16/2013 6:30 PM	<a href="#">Annual City Fair</a>		
09/17/2013 12:30 PM	09/17/2013 6:30 PM	<a href="#">Annual City Fair</a>		
09/18/2013 12:30 PM	09/18/2013 6:30 PM	<a href="#">Annual City Fair</a>		
09/19/2013 12:30 PM	09/19/2013 6:30 PM	<a href="#">Annual City Fair</a>		
09/21/2013 3:45 AM	09/21/2013 10:45 AM	<a href="#">Jail Visitation</a>		
09/25/2013 9:00 AM	09/25/2013 10:00 AM	<a href="#">Chat with the Chief Chatty</a>		
09/28/2013 3:45 AM	09/28/2013 10:45 AM	<a href="#">Jail Visitation</a>		
10/05/2013 3:45 AM	10/05/2013 10:45 AM	<a href="#">Jail Visitation</a>		
10/12/2013	10/12/2013	<a href="#">Jail</a>		

- All Groups -

- Admin
- Animal Shelter
- Cert Team
- Citizens Patrol

Filter

<<
September 2013
>>

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

Calendar Color Code Legend

You Are Scheduled	Scheduled and Pers. Needed	Partner Needed
Personnel Needed	Event or Shift Filled	

Add Event
View Text Version of Calendar

Admin Guide; Creating Events with the VIMS Calendar System.

# Good Job, You're Done!

Thank you for taking the time to learn how to use the VIMS calendar and event creation feature. Notifying your personnel of new events will be so much easier using this feature and a bit time savings as well, congratulations !

Please send any comments or suggestions to us at [info@myvims.com](mailto:info@myvims.com)

If you need help with this feature or any other feature in VIMS, please contact us and provide as many details as possible of the problem so we can understand it and help you asap. Please forward any help request to: [help@myvims.com](mailto:help@myvims.com) and we'll respond quickly, usually in the same day or call also if you'd like at: 951-279-6893.