

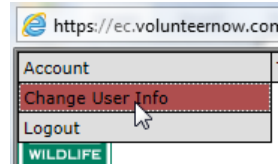
## VMS ADMIN - How to Manage Admin Accounts

The chapter was initially assigned the following six Admin accounts for the VMS system. We cannot add or delete those accounts and have to request adds/deletes from Cheryl Foster (cheryl.foster@yahoo.com phone 254.265.4883). We can, however, reassign these userIDs to whoever we want to assign them to. The initial assignments in 2015 were as follows and this document should be changed as the assignments are changed.

Admin Account User ID <b>DO NOT CHANGE</b>	Purpose	Assigned to
Blackland-Admin1	Hours Admin	Membership Committee Chair
Blackland-Admin2	Background Check Admin	AgriLife Liaison
Blackland-Admin3	Opportunities Admin	VHAT Committee Chair
Blackland-Admin4	Webteam Administration	Webmaster
Blackland-Admin5	President Admin	President
Blackland-Admin6	General Use	Kathi Camp

Each Admin can, AND SHOULD, change their account info as follows:

1. Login to the Admin login page at <https://ec.volunteernow.com/coordinator> and log in with the User ID and password you have been given.
2. Go to the far upper left of the page and click *Change User Info* under the Account tab →
3. In the popup Screen, change the name, email and phone numbers as appropriate
  - a. ***DO NOT CHANGE THE USER ID !!!***  
The state staff has assigned these and expects be exactly what is listed
  - b. You *can* change your password, but if you do, please send email to [webmaster@bptmn.org](mailto:webmaster@bptmn.org) letting them know what the new password is. This is our own convention so that we don't have to bother the state people and so that there is never a single person log-jam to get into one of the Admin accounts.



### Change User Information

You must enter the old password to change user information or password. Your user ID and password must contain at least 6 characters.

Your Name:	<input type="text" value="Clyde Camp"/>
Your Email:	<input type="text" value="president@bptmn.org"/>
Your Phone:	<input type="text" value="(972) 727-3945"/>
Your Cell Phone:	<input type="text"/>
User ID:	<input type="text" value="Blackland-Admin5"/>
Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

Also, as an Admin, you have access to a large number of reports from the **Report All** tab at the top. Selecting the Opportunity Roster or Volunteer Roster gives you a PDF list of all Opportunities or Volunteers in the following formats

**AT: Texas Parks & Wildlife (Name of class in Comments)**  
 Class must correspond to the goals of the BPTMN

**Sponsor** Blackland Prairie Texas Master Naturalists  
**Contact info** Blackland Prairie  
**Contact Info** P.O. Box 863175 , Plano, TX 75086  
**Contact Phone** (972) 548-4232  
**Contact Email** [president@bptmn.org](mailto:president@bptmn.org)  
**Location Address** , TX

**Location phone**

Camp, Clyde	623 Hanover Dr Allen, TX 75002	Day phone: (972) 727-3945 Email address: <a href="mailto:c.camp@ieee.org">c.camp@ieee.org</a>
Camp, Kathi	623 Hanover Dr. Allen, TX 75002	Day phone: (972) 727-3945 Email address: <a href="mailto:kathi.camp@gmail.com">kathi.camp@gmail.com</a>

There's also a Volunteer Phone List with just phones and email

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Volunteer Name	Day Phone	Eve Phone	Email
Abernathy, Matt	(972) 562-6288		<a href="mailto:malandsinc@aol.com">malandsinc@aol.com</a>
Adams, Allison	(469) 223-2087		<a href="mailto:sweetpea4001@msn.com">sweetpea4001@msn.com</a>
Adams, Ned	(972) 423-0463		<a href="mailto:nedadams@msn.com">nedadams@msn.com</a>
Alexander, Clint	(214) 733-1831		<a href="mailto:Clint_toyota@yahoo.com">Clint_toyota@yahoo.com</a>