Volunteer Management Information System (VMIS) Quick Start Guide

STEP 1 – REGISTER ONLINE

1. Go to www.armyfamilywebportal.com or www.vmis.armyfamilywebportal.com
2. Click on the (three dashes) menu in the top left corner & select Volunteer Management Information System (VMIS)
3. New Volunteers: Register an account
4. Existing Volunteers: If you had a legacy VMIS account, transition your account to the new system and follow all email instructions to update your account.
5. Note: If you already transitioned your account - LOGIN

STEP 2 – VOLUNTEER DASHBOARD

1. The Volunteer Dashboard can be accessed from any page on VMIS while logged in as a volunteer - simply select "Dashboard" from the left-hand menu.
2. Search for Opportunities: The **OPPORTUNITIES** page allows you to search for & apply to many different volunteer opportunities. You can sort & filter opportunities, & you can browse opportunities without creating a VMIS account.
3. In the Search bar type "YOUTH SPORTS COACH" and hit ENTER or click on SEARCH.
4. Click on the position title to view specific information & click "APPLY"
5. A box with "Application Received" will pop up. Click OK.
6. This will return you to the Opportunities page.
7. To view the status of your application, go to the left hand menu & click on APPLICATIONS (your status will show APPROVED once your background application has completed all security checks & is "CLEARED").

STEP 3 – RECORD HOURS

1. Recording your hours is "optional", however, the more hours recorded throughout the year, the more funding the base receives to put back into the programs.
2. On the left side of the screen, under the DASHBOARD, click on "Volunteer" & then "Service Log".
3. A calendar will populate with the current month displayed. (if you have multiple volunteer positions, be sure to select the "Youth Sports Coach" position.
4. Record your daily hours by clicking the date and entering your hours in the pop-up box & click SUBMIT.
5. If you miss the deadline for current hours, click the arrow for the previous month(s) & then click the (+) next to Period Hours to record past hours.
6. As a Volunteer Youth Sports Coach you can record up to 70 hours per sport season you coach.
7. You are responsible for logging your own hours each month.
8. If you want a print out of your hours you can download a copy of your DA4713 & DA 4162 from the Service History page.

VOLUNTEER HOURS ENTRY DEADLINE: For administrative reporting requirements, all volunteer hour entries must be completed no later than the 13th of the following month. If you miss the deadline, hours will have to be reported by the period.

For additional assistance, please contact your
Installation Volunteer Corps Program Manager, Lori Parker,
at 253-967-2324 or lori.j.parker2.civ@mail.mil