



Tips for Using
the VMS Hours Entry System
(available at presentations.bptmn.org)

To Begin With

- The state's VMS Hours entry system is now operational for recording our VH and AT hours
- If you are a Member in Good Standing that put in any hours from January-June, you are ready to go.
- If you did not use our system from Jan-June, then you will need to give us the list of items you want on your dropdown. Contact *membership@bptmn.org* to do this.
- The old system has been archived and removed
- Record your hours on VMS, but it is suggested that you also keep track of them on paper for the next few months until we are sure it all works.

How VMS was Developed

State TMN Program was becoming difficult to manage as number of chapters grew and it needed a common Hours Entry program for Federal Reporting Reasons. There were several systems that looked good including one from TSU.

Let's Contract to have a system developed
Wait - TPWD already has Samaritan for its programs
– Lets use that!!
No -Yes
But ...
Just Do It - \$\$

So ... VMS

Wedged, Hacked, Force Fit, Tweaked, Adjusted, Kludged, Exception Coded, on top of Samaritan -
A Square Peg in a Round Hole

TPWD Samaritan

- Many TPWD features are not used by TMN but are still visible and ... may do strange things
- Volunteer side is not too bad
- Admin side has lots of idiosyncrasies and requires TLC
- It will probably improve as time goes on, but \$\$\$ involved
- Usable now but it is what it is
- We are part of 2nd phase of rollout
- Our old system and Rodney's records paved the way for us
- We're way ahead of several chapters that started before us
- Denton has asked for some of our material to help them

Major Take-aways

- VMS is totally separate from the BPTMN site with its own own login ID/password
- BPTMN Login no longer required to enter VMS Hours but still required to submit new Opportunity requests, read Board minutes, look up member emails, etc.
- You may bypass the BPTMN Site entirely to enter hours by using <http://vms.bptmn.org>
- Hours must be entered within 45 Days
- Hours must be accepted by an admin before they are credited to your count.

VMS Home Page – What does not Work

When you Log Into the State Site, This is What You Will See

Welcome, Clyde Camp

We use our Project list
Find Opportunities
Look for ways to serve on a one-time or regular basis.

We use our Calendar
View My Schedule
See the shifts where I have signed up.

Report my Service
Submit volunteer hours.

View My Log Book
View my volunteer transaction history.

My Placements
View opportunities I have applied for that have been approved.

We do not use (now)
My Referrals
View opportunities I have applied for that are pending approval and placement.

Not for Our Use AT ALL IGNORE IT
Summer
Volunteer Hours
Month: 0
Year: 0
Lifetime: 0

Red items are NOT used by us – don't even try

Might Work
Edit My Profile

Log out

VMS Home Page – What does Work

Welcome, Clyde Camp

- Descriptions on items in your personal dropdown list.
- These details are still being added as time permits but are not considered critical.
- See Cross Reference in the meantime



My Placements

View opportunities I have applied for that have been approved.

 [Edit My Profile](#)



Report my Service

Submit volunteer hours.

Hours Entry –Very Similar to what we used before

But it is Different – See How to Enter Your Master Naturalist Hours in the VMS Rollout Manual

Use email to membership@bptmn.org request new Items to be added or deleted

 [Log out](#)

VMS Home Page – What does Work

Welcome, Clyde Camp

- Summary of total VH/AT
- Summary of Hours and Approved/ Unapproved hours
- Unapproved Hours can be edited until approval
- Any time period can be selected



View My Log Book

View my volunteer transaction history.



My Placements

View opportunities I have applied for that have been approved.



Report my Service

Submit volunteer hours.

 [Edit My Profile](#)

 [Log out](#)

Report my Service

Approved Opportunities

- Only 72 Approved Opportunities now, down from 200+
 - Most 200+ old activities map into one of the new Approved Opportunities
 - New activities not on the Approved Opportunity list will require Board Approval
- You will have far fewer on your personal dropdown
 - Only those areas in which you have told us you are active
 - No approval is required for something already on the Approved list
- **AT always begins with AT:** - No confusion as to what is AT vs. VH
 - If you choose an AT from your dropdown, *be sure* to also select Advanced Training as the hours type
 - VH Opportunities are anything NOT beginning with AT:
- Names have been consolidated or changed
 - Ex. Trail Guides, Canoe Guides, Night Hikes, Nature Walks are all Trail guides

Report My Service (cont)

Report Service

Please select from the following survey(s):

AT: BPTMN: VMS Training: TMN Report Hours

What type of Hours are you reporting? Service Project

Service Project
Advanced Training
Chapter Administration

Volunteer Hours

How many hours did you volunteer?
(To the nearest quarter hour, including travel time)

- Mostly the same stuff you were asked for on old system
- If you're missing something from your dropdown (or want to delete item), just send email to membership@bptmn.org –
- **Question: What's wrong with this example?**
- **Ans:** The Survey Type and Hour Type don't match – make sure they match AT for AT and VH or Admin if *not* AT
- You'll get additional boxes depending on the type of Hours
 - Advanced Training will ask for a 1-question survey

Chapter Administration: -----

Describe your service or activity

Chapter Meeting
President Duties
Board/Committee Work
Treasurer Duties
Hours Management
Training Classes
Hospitality
Fundraising
Communications
Programs
Project Management
Samaritan VMS Rollout
Website & Social Media

What did you think of the training?: -----

Loved It
Liked It
Didn't Like It

- Chapter Administration (a special type of VH) has an additional dropdown for type of admin work
- Service Project will ask for miles driven, activity impact and other stuff (next slide)

Report My Service (cont)

New VH Info Asked For

- If you select the Service Project type of hours you may be asked for several types of new info.
 - Trail Miles – (requested but optional) how many miles of trail maintained or developed
 - Acreage – (requested but optional) total Acreage impacted by event
 - Opportunity Impact Data – this is the old “How many adults/youth did you have direct contact with” except that now it’s
 - Adults
 - Number of Male, Female or Physically Challenged adults,
 - Adult ethnicity mix
 - **Total Adults**
 - Youth
 - Number of Male, Female or Physically Challenged Youth,
 - Youth ethnicity mix
 - **Total Youth**
 - **Grand Total**
 - At least put the Total Adults, Total Youth and Grand Total in

Report my Service (cont)

BPTMN: Opportunity vs Partner: Opportunity

- Trail Guiding, Public Outreach and Presentations are special cases
 - The VHAT chair will help you determine which to use if you have a question
 - We distinguish between **BPTMN: activityName** and **Partner: activityName** as follows.
- Trail Guides
 - *partnerName*: Trail Guide - Used where specific/formal training is required by the partner before someone can officially lead a walk on their property (e.g. the Heard, LLELA, BPRC, YMCA and others)
 - BPTMN: Trail Guide - Used where the trail guiding requires no specialized training other than general TMN training (ex. Wylie, Prairie Wildflower Talk at Frankford Cemetery, etc)
- Public Outreach (non-captive audience)
 - *partnerName*: Public Outreach - Used when we are helping another organization using our TMN training – a catchall for major partners
 - BPTMN: Public Outreach - When we are actively promoting the BPTMN to the public with a non-captive audience
- Presentations/talks vs. Community Presentation (captive audience)
 - *partnerName*: Educational Talk (not program or presentation) - Presentation using TMN training to the public as a trained partner representative or member of a specific partner
 - BPTMN: Community Presentation - General presentation as a Master Naturalist to an organization as a Guest Expert

In Closing

- Those who entered hours from January through June are set up and can enter hours on VMS beginning now
- If you have questions, contact **vms@bptmn.org** or more specifically
 - Melanie Schuchart for VHAT and VMS Opportunity related Questions (vhat@bptmn.org)
 - Deborah Canterbury for Access, Membership or Dropdown List Questions (membership@bptmn.org)
 - Kathi or Clyde Camp for other VMS related Questions (kathi.camp@gmail.com or president@bptmn.org)