VMS - How to Enter Your Master Naturalist Hours

1. Log in from our website Hours tab using your VMS userID and password. You may alternatively use http://vms.bptmn.org.

2. Once logged in to the state system you will see the following screen.

   Important: **You will not see the big red circles – These are just shown to indicate functions that are not used by the TMN system. This especially includes the *Volunteer Hours* Summary section which IS NOT USED by the TMN program. Only three icons, *Report my hours*, *View My Log Book* and *My Placements* are used by TMN in addition to the *Edit my Profile* and *Log out* links.**

   For now, click on the Report my Service to continue.

3. From the dropdown screen of Opportunities you have requested select the one you want.

   a. Opportunities are sorted alphabetically with the Partner name first: then a colon: then the Opportunity name: then a colon: then *TMN Report Hours*. In a few ➔ cases, such as CocoRaHS, the *Report Hours* will be something else

   b. AT Opportunities will always begin with *AT:* and are listed before VH hours - **If you select an AT item here, always select *Advanced Training* in Step 4 below**

   c. All other Opportunities are VH - **If you select a VH item here, always select *Service Project* in Step 4 below**

   d. All committee work, Board duties, VMS training, etc. should be put in under BPTMN: Administrative Work
    If you select *BPTMN: Administrative Work* here, always select *Chapter Administration* in Step 4 below
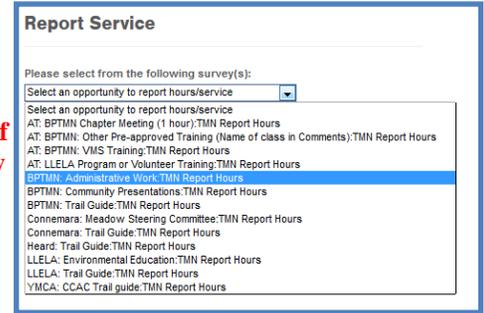
4. Once the Opportunity has been selected, the rest of the entry items, such as *Type of Hours* and *Service Date* will appear.
   This must match the Opportunity type selected in Step 3 above ➔

5. Additional fields may occur depending on the Type of Hours you choose.
   Most are self explanatory but there are some caveats.

   a. **Advanced Training** will give you a love/like/hate mini survey

   b. **Chapter Administration** is a special VH category for work that you do for the Chapter. ➔ will provide you with an additional dropdown box in which to select the type of administration. Some of the names are not quite what we're used to (e.g. Hours Management is our VHAT), but they're pretty obvious. Samaritan VMS Rollout is for those on the VMS team to record the time spent preparing for this stuff.

   c. **Service Project** (the default) will give an optional field for miles travelled. This is strictly for your IRS use if you want it. VH hours should include **travel time** as it always has. You will also be asked three questions that will expand into other stuff if you click *yes*.

      i. **Impact Data** will ask a lot of dubious ethnicity questions. If you ➔ know or can make a guess, good, otherwise the only fields we really need are the **Total Adults, Total Youth and Total Physically Handicapped.**

      Impact Data is the most important selection if you are doing activities that involve Direct Contact with the public such as Trail Guiding or Educational Talks - this is where you put the people count of your audience.

      ii. **Acreage Report** has one question - How many acres were impacted by this event

      iii. **Trail Miles** has one question - Total trail miles maintained or developed by this event
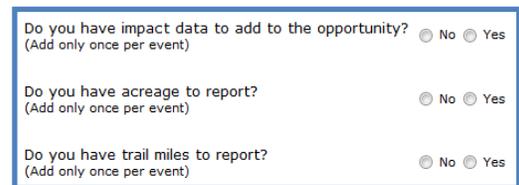
6. ***When finished, press OK at the bottom of the page***

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a. **You must record your hours within 45 days. The calendar will not go back further than 45 days. No exceptions.**

b. Each entry has a *Describe Your Service or Training* comment field. This is where you would put any other info you'd like to note for your own use, or what type and location of a wildlife survey, or where you do a Community Presentation .

c. Hours you put in will not appear in your personal records until they are accepted into the system by a system administrator.