

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://txmn.org/tmn-hours-entry/>.
2. Once logged in to the state system you will see the following screen.

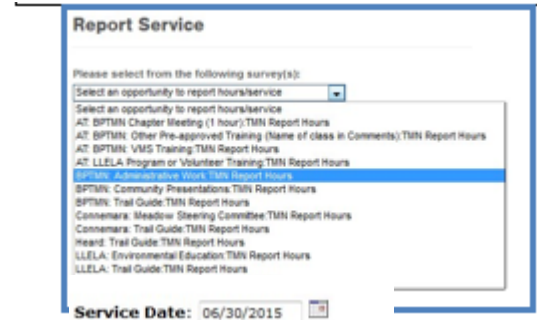


Important: You will not see the big red circles – These are just shown to indicate functions that are not used by the TMN system. This especially includes the **Volunteer Hours Summary** section which **IS NOT USED** by the TMN program. Only three icons, **Report my hours**, **View My Log Book** and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

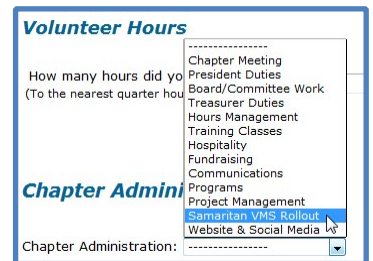
3. From the dropdown screen of Opportunities you have requested select the one you want.
 - a. Opportunities are sorted alphabetically with the Partner name first: then a colon: then the Opportunity name: then a colon: then **TMN Report Hours**. In a few → cases, such as CocoRaHS, the **Report Hours** will be something else
 - b. AT Opportunities will always begin with **AT:** and are listed before VH hours
 - c. All other Opportunities are VH
 - 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 5 below



4. Once the Opportunity has been selected, the rest of the entry items, such as **# of Hours** and **Service Date** will appear.
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. → It 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. AT never includes travel time. 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**.

Do you have impact data to add to the opportunity? (Add only once per event) ☐ No ☐ Yes

Do you have acreage to report? (Add only once per event) ☐ No ☐ Yes

Do you have trail miles to report? (Add only once per event) ☐ No ☐ Yes

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**

- 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.
7. For those in their first New Training Class you will have an additional opportunities to use for your mandatory classes and field trips as follows. **You will record each training session as 3 hours and the field trips will be recorded for amount of time you are there.** Note that **travel time is not recorded for any New Training Class**. Also, none of these training classes will count for your 40 VH and 8AT to become certified.

After each session, you should record your attendance. Please put the topic in the comments area. Do not fill these out in advance of attending the class.

New Student Training Class Opportunity to choose:	Date	Topic	Length
Init Training Class 01	2/8/2017	What is a Master Naturalist? Our Mission & Ethics	3
Init Training Class 02	2/15/2107	Green Fire – Aldo Leopold and a Land Ethic of Our Time	3
Init Training Class 03	2/22/2017	Blackland Prairie Ecology	3
Init Training Class 04	3/1/2017	Ornithology - Birds	3
Init Training Class 05	3/8/2017	What is a Plant and Plant defenses	3
Init Training Class 06	3/15/2017	Geology	3
Init Training Class 07	3/22/2017	Herpetology	3
Init Training Class 08	3/29/2017	Mammals	3
Init Training Class 09	4/5/2017	Meteorology	3
Init Training Class 10	4/12/2017	Aquatic Exploration	3
Init Training Class 11	4/19/2017	Trees of Collin County	3
Init Training Class 12	4/26/2017	Entomology	3
Init Training Class 13	5/3/2017	Flora & Fauna of the Blackland Prairie	3
Init Training Field Trip 1 Init Training Field Trip 2 Init Training Field Trip 3	2/18/2017 3/4/2017 3/18/2017 4/1/2017 4/22/2017 TBD	John Bunker Sands Wetlands Connemara Holifield Science and Learning Blackland Prairie Raptor Center Parkhill Prairie with Randy Moore Manasseri Earth Friendly Farm	Length of Field trip not including travel

If you miss a class and make it up at another chapter, you would record using the training class opportunity that you missed but entering the actual date for the make-up. For instance if you could not attend Training Class 06 for Geology but made it up in May, you would enter it using the following:

Opportunity: **Init Training Class 06**, Date: 05/7/17, Comments – Geology Makeup at the North Texas Chapter, Hours: 3

There will be multiple options for field trips. Please start with Field Trip 1 for your 1st Field Trip and continue until you have completed 3. After all 3 field trips are completed, any additional field trips can be counted as AT using Opportunity

AT:BPTMN: Other Approved Training with comments of your actual trip.