






## 2024 Central Texas Master Naturalist Applicants

### TPWD Volunteer Registration Process Hints

After submitting your Central Texas Master Naturalist chapter application from the “Getting Started” page on the CTMN website, and paying the \$150 course fee, the next step is to register as a Texas Parks and Wildlife volunteer. **Do not start this task until asked to do so.** There is a step we must complete first. Please complete the TPWD volunteer registration process outlined below soon after being instructed to do so ensuring your start of the training course will not be delayed.

1. If you **already have the TPWD registration form open** in your browser, skip to step 3.
2. Otherwise, start the TPWD volunteer registration form by clicking on this link [“Register as a Texas Parks and Wildlife Volunteer”](#)
3. When the registration link opens, click on the blue  button
4. On the resulting display, scroll down just a bit and click on the blue  button
5. This will start the 5-page (sorry!) TPWD registration form required of all volunteers. Complete the form, checking the boxes and filling in the blanks to the questions asked and click the  button at the bottom of each page.
  - a. Page 1 is a long page containing TPWD required waivers and agreements– make sure that all boxes and bubbles are completed. It’s easy to miss something.
  - b. On page 2 you will be asked for personal information and a User ID and Password –make up whatever you like for each then write the information down where you can find it.
  - c. A tip on filling in your birthdate – click the year first.
  - d. In the box asking if you are associated with a group – enter TMN Central Texas Chapter.
  - e. Page 3 – Work History & Experience are helpful, but not required. And References do not apply to Master Naturalist volunteers, so skip that. Emergency contact information is **very important** – thank you for completing that for us.
  - f. Page 4 information on diversity is helpful to TPWD but is voluntary. You do need to **click the “I agree”** to the statement near the bottom of the page before continuing.
  - g. Page 5 is just “signing off” – Click **Accept** and **Finish!**
6. Please immediately email Andrea Liles at [arliles16@gmail.com](mailto:arliles16@gmail.com) when you have completed this TPWD Registration process so she can update your profile status.

We hope this tip sheet helps you slide through the registration process, but if you run into troubles, feel free to contact Zoe Rascoe at 254-913-1013 or [zoe.rascoe@gmail.com](mailto:zoe.rascoe@gmail.com).