



Registering as a TPWD Texas Master Naturalist Volunteer (VMS: Samaritan's Volunteer Management System)

For new volunteers: you must register as a TPWD Texas Master Naturalist volunteer to:

1. Attend Texas Master Naturalist volunteer training
2. Obtain a VMS user ID and password (which is necessary to report Initial Training, service, and advanced training hours)
3. Volunteer at chapter events.

To register as a volunteer, you must first apply to your local chapter – their website will have information about their training and application process. Once the chapter notifies you to do so, you will sign-up through TPWD/TMN in which you will select a chapter near you with which to be affiliated. The steps below will guide you through the process of signing up as a TPWD/TMN volunteer and creating a VMS user ID (VMS is the software used to post hours). Be aware that, in addition to other personal data, this involves agreeing to a criminal background check.

The one page “cheat sheet” on the next page is followed by a detailed, step-by-step description of how to complete the registration process for a first-time volunteer.

Prospective volunteers should not complete this process until told to do so by the local Texas Master Naturalist chapter.

Cheat-Sheet: Register as a First-Time TPWD/TMN Volunteer

Local Chapter: Contact your local chapter and be accepted for training (check their website)

When notified by the chapter to do so, enter in your browser the URL: txmn.org/apply

Step 1: Search for a chapter

Step 1 of 5

Find a Master Naturalist Opportunity

Enter the name of the chapter or, if you do not know it, enter the word "Application" to see a list of all chapters.

Click map to browse by region.

Search by Keyword

Leave blank to search all
i.e. Alamo or Mid-Coast

Search

More search options...

Within _____ From _____

Map showing regions: Panhandle Plains, Prairies & Lakes, Piney.

Step 2: Select a chapter to apply to (application)

Your search returned the following results:

Step 2 of 5

Alamo Area Master Naturalist Application

Overview //

click the chapter name to affiliate with this chapter

Apply to volunteer with the Alamo Master Naturalists - in the Bexar County area.

We meet on the 2nd Tuesday of each month.

[Visit our website](#)

Program: Alamo Area Master Naturalists

Contact Person: Emily Hawthorn

Contact Phone:

[Click here for details or to sign up](#)

Balcones Canyonlands Master Naturalist Application

Step 3: Sign up for that chapter's initial training

Opportunity Details

Step 3 of 5

Alamo Area Master Naturalist Application

Description

Location

Contact Info

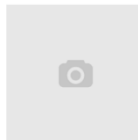
[← Back to results](#)

Sponsoring Program: Alamo Area Master Naturalists

Apply to volunteer with the Alamo Master Naturalists - in the Bexar County area.

We meet on the 2nd Tuesday of each month.

[Visit our website](#)



[Print](#)

[View map](#)

Click "Sign Up" to apply to this chapter

Sign Up

Step 4: Create your VMS Profile and username

Volunteer Login

Step 4 of 5 - might need to scroll down to see the link "Apply to..."

If you are already a Texas Master Naturalist volunteer, please log-in here.

User ID

Password

Log in

[Forgot your password?](#)

To login as Texas Master Naturalist Chapter Organization, please log-in [here](#).

Click to begin the 5 page application

Apply to become a volunteer

Step 5: Agree to waivers and enter your personal information

Step 1 of 5

Continue →

Step 5 of 5 - the TPWD volunteer application and creating your profile; be sure to click on the "Submit" button on page 5 or the profile will NOT be created.

Items with a red * are required.

Waivers & Agreements

Background Check

In connection with the evaluation of my suitability for volunteer service, I give my consent for Texas Parks and Wildlife Department (TPWD) to obtain criminal history and driving record information related to my application for volunteer service. I understand that criminal history information includes any criminal conviction records for deferred adjudication, misdemeanor or felony offenses at age 17 or older. I understand that driving record information includes a driver's license verification and driving history of the past 12 months, and lists all convictions for traffic violations. Any such information will be used solely for volunteer-related considerations and not for any other purpose.

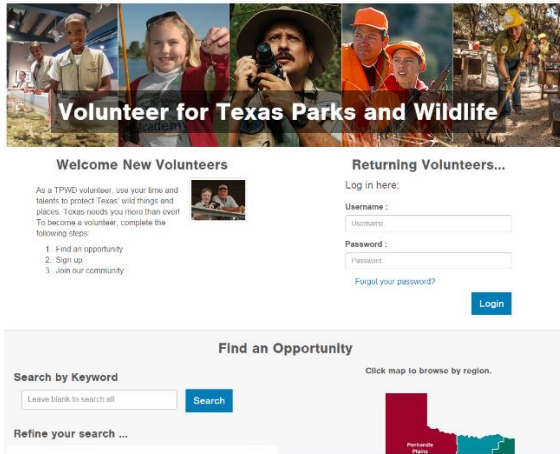
I authorize, consent, and grant permission to any person or entity to release to TPWD or its agent(s) any and all information regarding my criminal history and driving record. I WAIVE any and all claims I may have with respect to providing such information.

– you must click on **"Submit"** when you finish the last page of the application for your profile to be saved

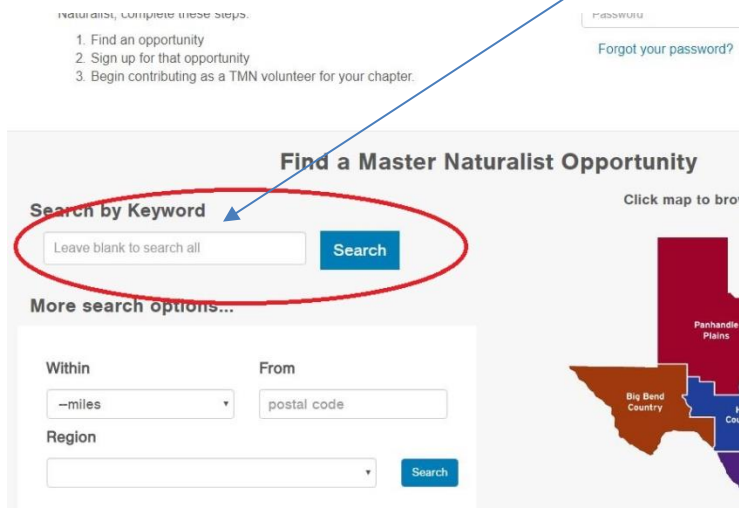
To the chapter VMS admin: The new volunteer profile is now in the "Inbox" and the system generates an email notification to the email address in the opportunity "<your chapter name> Master Naturalist Application"; under the "Contact Info" tab: email address: be sure this email address is correct and is for the chapter VMS administrator who needs to know this!

Step-By-Step Instructions for Registering as a First-Time Volunteer with TPWD/TMN

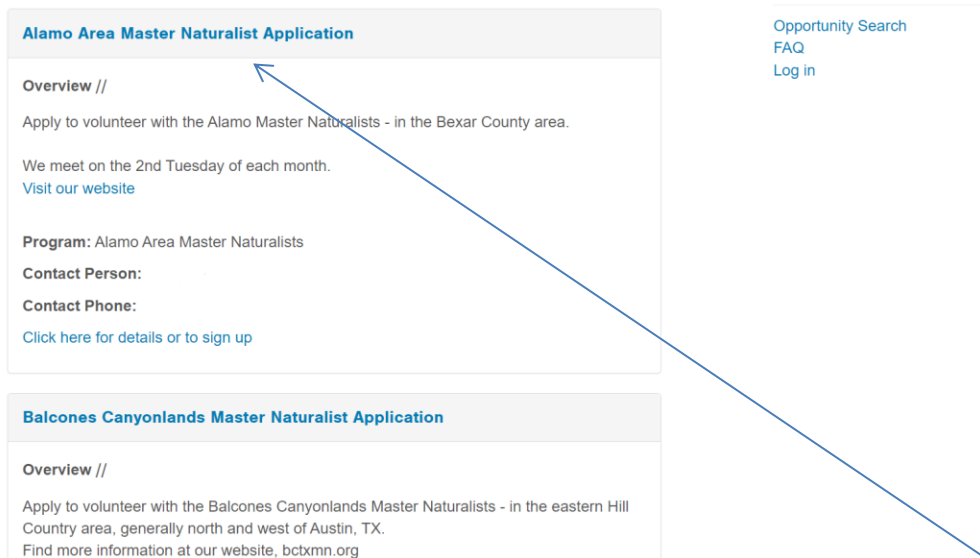
For volunteers who are not already registered with TPWD (Texas Parks and Wildlife) as a volunteer in any of their programs: In your browser, navigate to the Texas Master Naturalist Sign-Up page at txmn.org/apply (the current image on the page may be different).



IMPORTANT STEP: Scroll down and click in the “Search by Keyword” box. If you already know the name of the chapter, enter the chapter name in the “Search by Keyword” box (for example: South Texas) and click on the blue “Search” button or if you do not know the name of the chapter, enter “Application” and click on the “Search” button.

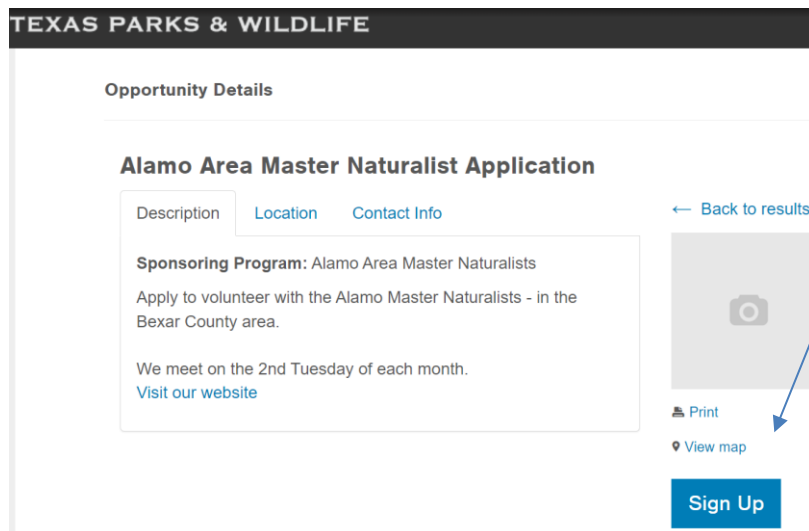


This should display a dialog box for either the chapter application for the chapter you entered or should display a list of Texas Master Naturalist chapters with the keyword “**Application**” in the title or description. If you do not see the chapter you requested, check the spelling you used to ensure you have it correct or use the “**Application**” keyword to display a full list of chapters. The image on the next page shows an example of what this looks like if you entered “Alamo”.



Find the entry for the chapter in which you are interested, then click on the blue “<Chapter Name> Master Naturalist Application” button (the example used here is Alamo Area). This selection is crucial in that this determines the chapter that will receive your application.

After you click on the “<chapter name> Master Naturalist Application” button in the previous step, the sign-up screen will display as shown below. Click on the blue “Sign Up” button.



This action will display the “Login/Sign Up” screen as shown on the next page.

Volunteer Login

If you are already a Texas Master Naturalist volunteer, please log-in

User ID

Password

Log in

[Forgot your password?](#)

or

Apply to become a volunteer

Not yet a TPWD volunteer?

[Opportunity Search](#)

[FAQ](#)

[Log in](#)

Since you do not yet have a volunteer user ID with which to login, click on “**Apply to become a volunteer**” and the application forms will load. First there will be waivers to read and to sign electronically. During this process, you will be asked for some demographic data, and finally, you will be prompted to enter your choice of a volunteer user ID (at least 6 characters in length) and password (NOTE: your chapter may have provided you with a username they want you to use). Select a password that you can easily remember; it should be 8-30 characters in length and include one or more numerals (characters 0-9) and one or more special characters (\$, !, #...). You may change the password in the future as you see the need.

NOTE: *Master Naturalist volunteer training does NOT have to be done by the chapter to which you are applying, but you **must** coordinate your Master Naturalist Initial Training through the chapter of application. Your chapter of application can provide you with details concerning becoming a Texas Master Naturalist trainee and can provide you with their chapter training schedule.*

When you click on “Apply to become a volunteer” in the previous step, there will be a series of pages displayed for you to complete; the first few are waivers to which you **must agree**, the remainder are requesting information about you, some of which is needed for TPWD to run a background check.

Waivers & Agreements

Background Check

In connection with the evaluation of my suitability for volunteer service, I give my consent for TPWD to obtain criminal history information related to my application for volunteer service. I understand that criminal history information includes any criminal conviction records for deferred adjudication, misdemeanor or felony offenses at age 17 or older. Any such information will be used solely for volunteer-related considerations and not for any other purpose.

I authorize, consent, and grant permission to any person or entity to release to TPWD or its agent(s) any and all information regarding my criminal history. I waive any and all claims I may have with respect to providing such information. I understand that TPWD and its agent(s) are not responsible for the accuracy or completeness of the information contained in such reports. I release TPWD and its agent(s) from any and all liability, claims, and lawsuits with respect to the information obtained from any or all the sources used by TPWD and its agent(s).

I understand that this authorization is not an offer or acceptance of my volunteer service by TPWD and that any false or misleading information I have provided to TPWD may result in a refusal to accept or continue volunteer service. I also understand that this authorization is a continuing authorization and will remain valid until such time as I inform TPWD in writing that I revoke this authorization.

Certain volunteer positions require us to conduct a background check. Answering "no" to the questions below will not preclude you from serving in positions that do not require a background check.

☒ I accept these terms ☐ Yes ☐ No

Media Waiver

I agree to be photographed or videotaped as a TPWD volunteer. I authorize my likeness to be edited, duplicated, re-used, and distributed in whole or in part for all informational and promotional purposes through any media worldwide.

I understand that Texas Parks and Wildlife Department, its employees, subcontractors, and agents, have no obligation to air or use my likeness. Without any compensation to me, I authorize the rights granted herein. I understand that my appearance in photographs or videotapes confers upon me no rights of use, ownership, or copyright.

I release Texas Parks and Wildlife Department, its employees, subcontractors, and agents, from all liability for any

TPWD requires a passed background check for all volunteers. Several items in the application are required and are marked with an asterisk; if those items are not completed, the process will prompt you that the item must be completed. When you have finished, click on “**Submit**” and your selected volunteer user ID and password will be verified by the system. If the username you selected is already in use, you will receive a message stating such and will need to select a different username. When the application is complete, an email notification will be sent to the chapter you chose in step1. **Important note: be sure to click on the **Submit** button when you have completed all five pages of the application, or your application is not saved and you may have to start over.**

NOTE: Volunteer usernames must be at least 6 characters in length and passwords must 8-30 characters in length, contain at least one special character (i.e. \$, !, #...) and at least 1 numeral (0,1,2,...).