

Volunteer Management System (VMS)



Galveston Bay Area Chapter Training

Spring 2024

Volunteer Management System (VMS)

- ▶ What is the VMS?
 - ▶ Volunteer Management System
 - ▶ It is a computer system that works as a central repository for volunteer hours.
- ▶ Who uses it?
 - ▶ All volunteer groups sponsored by TPWD
- ▶ Why do we use it?
 - ▶ It is used for management of member lists and their activity
 - ▶ It helps TPWD improve Master Naturalist federal grant reporting
 - ▶ Recognition of members achievements (hours)

VMS Definitions

- ▶ **Opportunities** - Volunteer Service or Advanced training hours that have been approved for members to report hours.
- ▶ **Survey** - The format used to enter volunteer hours and opportunity information.
- ▶ **Log book** - The record of volunteer hours that each member has entered in the VMS.
- ▶ **Impact/Contact data** - Diversity data we collect when presenting or teaching others



Hawkwatch



Bats

- ▶ **Advanced Training (AT)** - Pre-approved training from our chapter or other organizations (NPSOT, ABNC, HNPAT). Contact **Mike Petitt**, AT Director, for approval
- ▶ **Volunteer Service** - Volunteering at a pre-approved location/organization. Contact **Sharon Tirpak**, volunteer service director, for approval



Birding

Monofilament



Initial Certification Requirements

- Complete at least 40 hours of field/classroom instruction
 - **Initial Training** - 2.5 hours for each class unless told otherwise
- Complete an **additional** 40 hours of volunteer service and 8 hours of advanced training. You have one year from the last day of class to complete these requirements.
 - You can count/log hours starting from 2/8 (first day of class)

Certified Master Naturalist

Recognition



First Year Certification



Bronze
250 Service Hours



Silver
500 Service Hours



Gold
1000 Service Hours



Polished Silver
2500 Service Hours



**Polished Gold
with Diamond**
5000 Service Hours



**Polished Gold
with Emerald**
10,000 Service Hours



**Polished Gold
with Ruby**
4000 Service Hours



Re-certification

Every year there is a new re-certification pin

- Complete 40 hours of volunteer service and 8 hours of advanced training Jan 1 to Dec 31st



2017



2018



2019



2020



2021

Sideoats
Gramma



2022

Lightning
Wink



2023



2024

How to re-certify my first year?

As a trainee, how do I get the 2024 re-certification pin?

- ❖ Complete initial training, logging the required hours
- ❖ Become certified (log 40 hours of volunteer service, 8 hours of advanced training)

AND

- ❖ Log an **additional** 40 hours of volunteer service and 8 hours of advanced training - a total of 80 hours volunteer service and 16 hours of advanced training before Dec 31, 2024

Impact/Contact Data

- ❖ Our sponsors use this information for funding and for presenting to the State Legislature
- ❖ It tells the story of the impact we make to educate people on our local natural resources
- ❖ Refer to the Dec 2021 Midden, page 9 for a detailed article

Initial Opportunities Assigned

Opportunity Name	Description
Administrative Work	Board or committee work
AT: Chapter Meeting Special Topics	All Chapter meetings include 1 hour of AT (unless noted otherwise), except the December meeting
AT: GBAC Sponsored	Advanced training sponsored by our Chapter
AT: TMN Tuesdays	The monthly TMN Tuesday State presentations; watched live or recorded during the year they were presented
Chapter Meeting non-AT	Helping with set up and/or clean up at our meetings.
Initial Training	used ONLY for logging class hours. Each class is worth 2.5 hours, field trips are 4-5 hours, unless otherwise noted.

Who can answer my questions?

- ❖ Mike Petitt for Advanced Training (AT)
- ❖ Sharon Tirpak for Volunteer Service
- ❖ Patty Trimingham or Tracy Walpole - anything related to the VMS system

Accessing the VMS System

From the State website

- <https://txmn.tamu.edu/chapter-resources/tmn-vms-users/>
- click on the VMS - Volunteer Login link

From our Chapter website

- <https://txmn.org/gbm/>
- Report Your Hours Tab

Accessing the VMS System

From the State website, <https://txmn.tamu.edu/chapter-resources/tmn-vms-users/>

- Click on the VMS - Volunteer Login link

....Note the helpful calendar to calculate when hours expire....

The screenshot shows the Texas Master Naturalist Program website. The header is green with the Texas Master Naturalist logo and the text "Texas Master Naturalist Program". The navigation bar includes links for Home, About, Events, Naturalist News, For Chapters, 2024 Annual Meeting, and #TMNTuesdays. The main content area is titled "Volunteer Management System Portal". Below the title, there is a welcome message and a link to "VMS - Volunteer Login". A red arrow points to this link. To the right, there is a calendar table showing the dates for entering hours. Another red arrow points to the calendar table. Below the calendar table, there are instructions for logging in and a list of steps to follow.

T E X A S
Master Naturalist
Texas Master Naturalist Program

TEXAS A&M AGRILIFE EXTENSION
TEXAS PARKS & WILDLIFE

Home About Events Naturalist News For Chapters 2024 Annual Meeting #TMNTuesdays

Volunteer Management System Portal

Welcome to the Texas Parks and Wildlife implementation of the Volunteer Management System (VMS) for Texas Master Naturalists from Samaritan Technologies.

[VMS - Volunteer Login](#) – you must already have a TPWD username. If you do not, you may obtain one below.

You have until the end of	To enter Hours worked on
Today	Dec 23, 2023
Feb 09, 2024	Dec 26, 2023
Feb 23, 2024	Jan 09, 2024
Mar 08, 2024	Jan 23, 2024
Mar 22, 2024	Today

Hours on or before Dec 22, 2023 may not be entered

Hours on or after Feb 07, 2024 may not be entered

Once you are logged in using the form above:

1. Use *Report My Service* to enter VH or AT hours
2. Use *View My Log Book* to view hours entered for a specific date range
(Upper right of screen—change date range and press GO. NOTE: Using a start date year like 1996 or earlier will show historical VH and AT hours by year)
3. Use *My Placements* to View details about your Personal Dropdown list and to delete items from it

[VMS - Administrator Login \(eCoordinator 8.2\)](#) – any browser

Accessing the VMS System

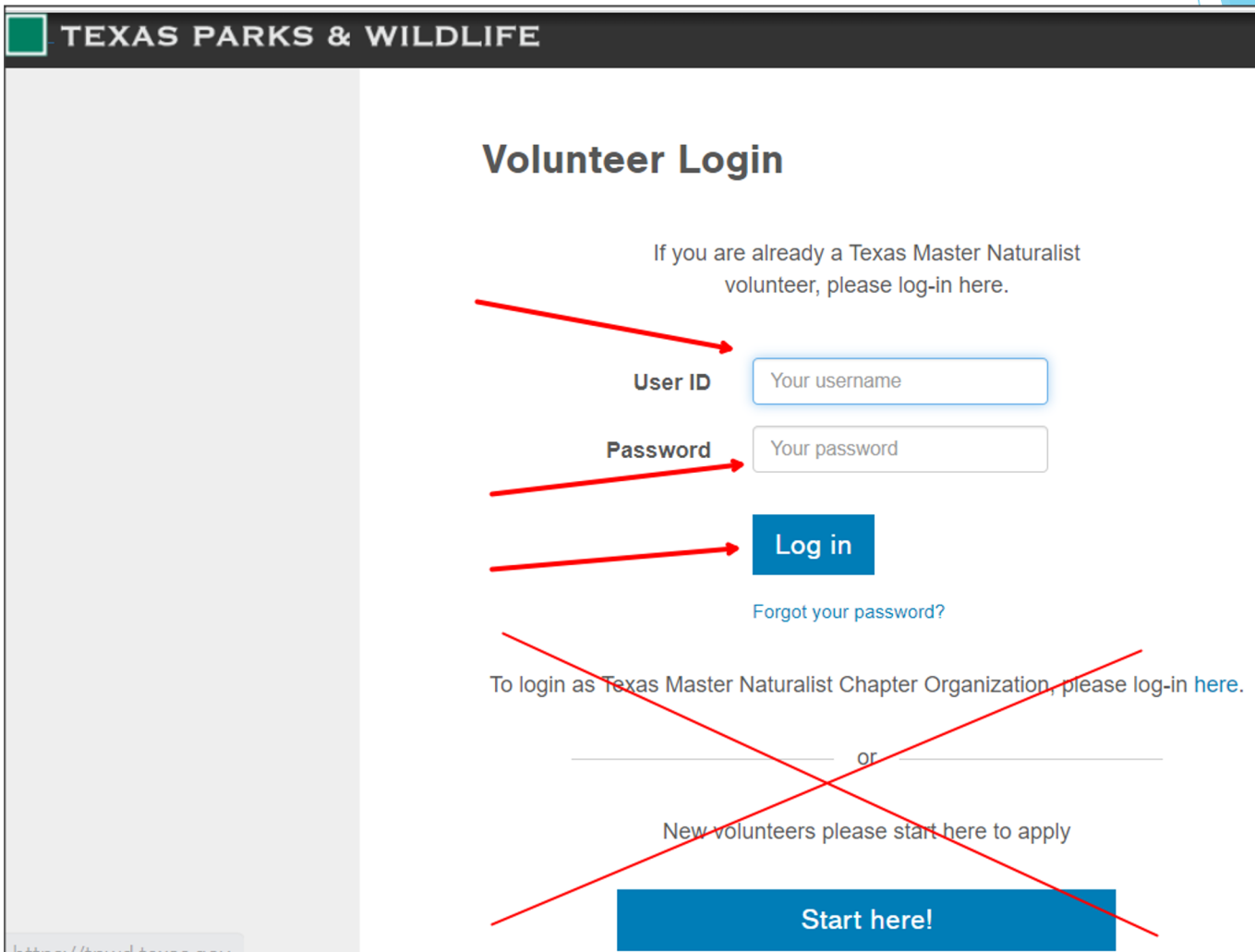
From our Chapter website, txmn.org/gbm/

- Click on the “Report Your Hours” tab, and then
- Click on the “Report your Hours Button”



Login to VMS

Enter your User ID and Password



TEXAS PARKS & WILDLIFE

Volunteer Login

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](#).

or

New volunteers please start here to apply

Start here!

<https://tpwd.texas.gov>

Reporting your Service or Training



Find Opportunities

Look for ways to serve on a one-time or regular basis.



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.



My Referrals

View opportunities I have applied for that are pending approval and placement.

 [Edit My Profile](#)

 [Log out](#)

Report Your Service

It is recommended to enter your service weekly
You have 45 days to enter your service
Use Initial Training for reporting class hours

After clicking on the Report Your Service icon, you will be prompted to select a survey (opportunity) from the drop down list

Report Service	Volunteers
<p>Please select from the following survey(s):</p> <div>Wetland Restoration-EIH (Environmental Institute of Hous ▼</div>	Volunteer Dashboard Search Opportunities FAQ Log out

Survey/Opportunity

❖ After selecting an opportunity, the appropriate survey will appear

Report Service

Please select from the following survey(s):

Wetland Restoration-EIH (Environmental Institute of Hou ▾)

Federal Category: Natural Resource Management

Opportunity Description:

Wetland restoration activities coordinated by the Environmental Institute of Houston at the University of Houston - Clear Lake.

Volunteer Chapter: Galveston Bay Area Master Naturalists

Service Date: 01/25/2022

Volunteer Hours

How many hours did you volunteer?

(To the nearest quarter hour, including travel time)

You must put in service hours

Describe your service or training:

(255 character limit)

For your personal records....

What was the total number of miles

you drove round trip?

Opportunity Description

- ❖ Pay attention to the Opportunity description. If it doesn't describe what you did, it could be the incorrect opportunity

Federal Category: Natural Resource Management

Opportunity Description:

Wetland restoration activities coordinated by the Environmental Institute of Houston at the University of Houston - Clear Lake.

Volunteer Chapter: Galveston Bay Area Master Naturalists

Date, Hours, and Description

- ❖ Select the correct date of your service
- ❖ Enter the hours (includes travel time)
- ❖ Briefly describe what you did

Service Date:

Volunteer Hours

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

Describe your service or training:

Weeded around the
trees in the wetland
area

▲

▼

✎

Additional Information

❖ Do not use Texas Waters Specialist unless you have been to training.

❖ Optional: Enter number of miles traveled

❖ Optional: Impact data

❖ Do not use acreage or trails unless instructed to do so.

❖ Press OK to save information

This activity qualifies for the following specialization:

☐ Texas Waters Specialist

For your personal records....

What was the total number of **miles** you drove round trip?

Do you have impact data to add to the opportunity?
(Add only once per event)

Do you have **new** acreage to report?
(Add only once per event)

Do you have **new** trail miles to report?
(Add only once per event)

Thank you!

- ❖ If all worked well, you will receive a Thank You!
- ❖ If you have more to enter, be sure and **change the opportunity** before clicking the “Make another entry “ button.

Report Service

Please select from the following survey(s):

Wetland Restoration-EIH (Environmental Institute of Hous ▼

Thank You!

Make another entry

Advanced Training Survey/Opportunity

Example of
Advanced Training
survey.

Note: There is no
mileage or impact
data

Report Service

Please select from the following survey(s):

AT: GBAC Sponsored:TMN AT Report Hours ▼

Opportunity Description:

Advanced training opportunities presented by the chapter's AT Committee

Service Date:

Advanced Training

How many hours was the training?:

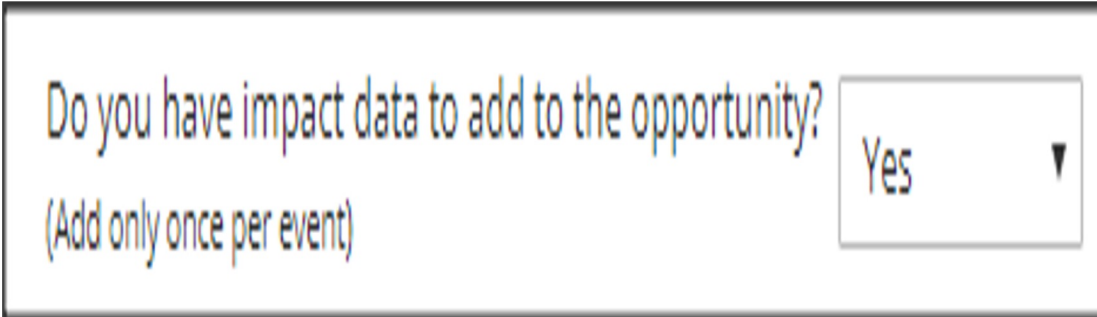
You must put in AT hours

Describe your service or training:

Impact Data

❖ At the bottom of most surveys if you answer 'Yes' to the impact data question, another section will open up for you to enter impact data.

❖ If you are with other Master Naturalists at an event and all speaking about the same thing, be sure and ask them who is entering impact data. We do not want duplicate data.



Do you have impact data to add to the opportunity?
(Add only once per event)

Yes ▼

A screenshot of a survey question. The question is 'Do you have impact data to add to the opportunity?' with a subtext '(Add only once per event)'. To the right of the question is a dropdown menu with the word 'Yes' and a downward arrow. A blue line points from the text 'another section will open up for you to enter impact data.' to the dropdown menu.

Impact Data Details

Adult + Youth
must equal
Male + Female

Race total
must equal
Adult + Youth
total

Opportunity Impact

Please complete the following for the number of attendees:

Adult:	<input type="text" value="5"/>
Youth:	<input type="text" value="4"/>

Male:	<input type="text" value="1"/>
Female:	<input type="text" value="8"/>

White:	<input type="text" value="5"/>
Black:	<input type="text" value="1"/>
Hispanic:	<input type="text" value="3"/>
Asian:	<input type="text"/>
American Indian:	<input type="text"/>

Double Check Your Entries

- ▶ After entering your hours, always check to make sure they are correct.
- ▶ Go back to the Volunteer Dashboard and
- ▶ View your Log Book

Report Service

Please select from the following survey(s):

Wetland Restoration-EIH (Environmental Institute of Hous ▼

Federal Category: Natural Resource Management

Volunteers

[Volunteer Dashboard](#)
[Search Opportunities](#)
[FAQ](#)
[Log out](#)



Find Opportunities

Look for ways to serve on a one-time or regular basis.



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[Edit My Profile](#)

[Log out](#)

Log Book Filtering

- ▶ You can change the Date Range and View

Start Date: Jan 1 2024

End Date: Feb 11 2024

Rows to display All of 33 Go

View by date

Opportunity Summary

Ordinary log book entries

Administrative Work				
Galveston Bay Area Master N	Approval Status	Approved Hours	Admin Activity	Service Performed
01 Jan 2024	Yes, Approved	0	Hours Management	VMS approvals
02 Jan 2024	Yes, Approved	0	Hours Management	VMS Approvals
08 Jan 2024	Yes, Approved	0	Hours Management	VMS Approvals

Log Book Filtering

- ▶ Change the **View by** to “Opportunity” or “Date” - this changes how your Opportunity Summary is grouped

Start Date: Jan 1 2024

End Date: Feb 11 2024

Rows to display: All of 33 Go

View by: date

Opportunity Summary

Ordinary log book entries

Administrative Work

Galveston Bay Area Master N

01 Jan 2024

02 Jan 2024

08 Jan 2024

Opportunity Summary

Ordinary log book entries

Start Date: Jan 1 2024

End Date: Feb 11 2024

Rows to display: All of 33 Go

View by: opportunity

Date	Approval Status	Approved Hours	Admin Activity	Service Performed	TMN Hours	Mileage round trip	AT Hours	Speciali
01 Jan 2024	Yes, Approved	0	Hours Management	VMS approvals	1.5	0		
02 Jan 2024	Yes, Approved	0	Hours Management	VMS Approvals	1	0		
08 Jan 2024	Yes, Approved	0	Hours Management	VMS Approvals	1	0		

Important Reminders

- ❖ What if you have no idea what opportunity to select?
 - Ask a fellow volunteer or your mentor
 - Look at the list of opportunities on the website
 - Ask Mike Petitt (for Advanced Training)
 - Ask Sharon Tirpak (for Volunteer Service)

Important Reminders

- ❖ Enter your service hours **weekly**
- ❖ You have **45 days** from the day of service to enter your hours
- ❖ Enter hours in **.25 increments (1.25, .75)**
- ❖ Advanced training - **does not include travel time**
- ❖ Volunteer Service - **includes travel time**

QUESTIONS?



First Year Certification

