

Volunteer Management System (VMS)



Galveston Bay Area Chapter Training

Spring 2026

Volunteer Management System (VMS)

VMS - The computer system that we use to report our volunteer hours.

VOLUNTEER DASHBOARD:

TEXAS PARKS & WILDLIFE

Hello, Tracy
Dashboard Logout

Welcome Back, Tracy!
Volunteer since 02/19/2022 2:54 PM

Search Opportunities View Your Schedule Report Your Service
View Your Service My Placements My Referrals

View your reported hours here Add your hours here

TMN Hours Summary

AT Year	12.5 hours
TMN year	86.5 hours
Lifetime	1684.25 hours

42.00 hours This month 86.50 hours This year 1684.25 hours Lifetime

TPWD/MN Hours

Edit your profile/change password here

Upcoming Schedule
No upcoming schedule shifts. [View your full schedule](#)

Find New Opportunities

ABNC (Armand Bayou Nature Center) - Natural Resource Mgmt Galveston Bay Area Master Naturalists
You've been placed with this opportunity.
[see details](#) [remove me](#) [Report Service](#)

You have 45 days to enter your hours!

**Opportunities - Category of Volunteer Service or Advanced training hours that have been approved for members to report hours.*



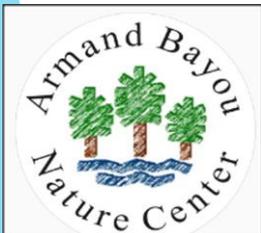
Hawkwatch

Bats



Advanced Training (AT) - Pre-approved training from our chapter or other organizations (NPSOT, ABNC, HNPAT). Contact **Robin Novak**, 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 the initial field/classroom instruction
 - **Initial Training** - most classes are 3 hours
- 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 2/19 (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 Ruby**
4000 Service Hours



**Polished Gold
with Emerald**
10,000 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



Bobcat/2026

How to re-certify my first year?

As a trainee, how do I get the 2026 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, 2026

Initial Opportunities Assigned

Commonly used opportunities

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 <u>set up</u> and/or <u>clean up</u> at our meetings.
Initial Training	used ONLY for logging class hours. Each class is worth 3 hours, field trips are 4-5 hours, unless otherwise noted.

Who can answer my questions?

- ❖ **Robin Novak** for Advanced Training (AT)
atdirector@gbactmn.org
- ❖ **Sharon Tirpak** for Volunteer Service
volunteerservicedirector@gbactmn.org
- ❖ **Patty Trimmingham, Cindy Liening** or **Tracy Walpole** for anything related to the VMS system
membership@gbactmn.org

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 Robin Novak (for Advanced Training)
 - Ask Sharon Tirpak (for Volunteer Service)
- 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, etc.)
- Advanced training - does **not** include travel time
- Volunteer Service - includes travel time
- If you are getting paid to be at an event, you **can not** claim volunteer service hours

QUESTIONS/DEMO



First Year Certification



STEP BY STEP...

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/gbmn/>
- 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...

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

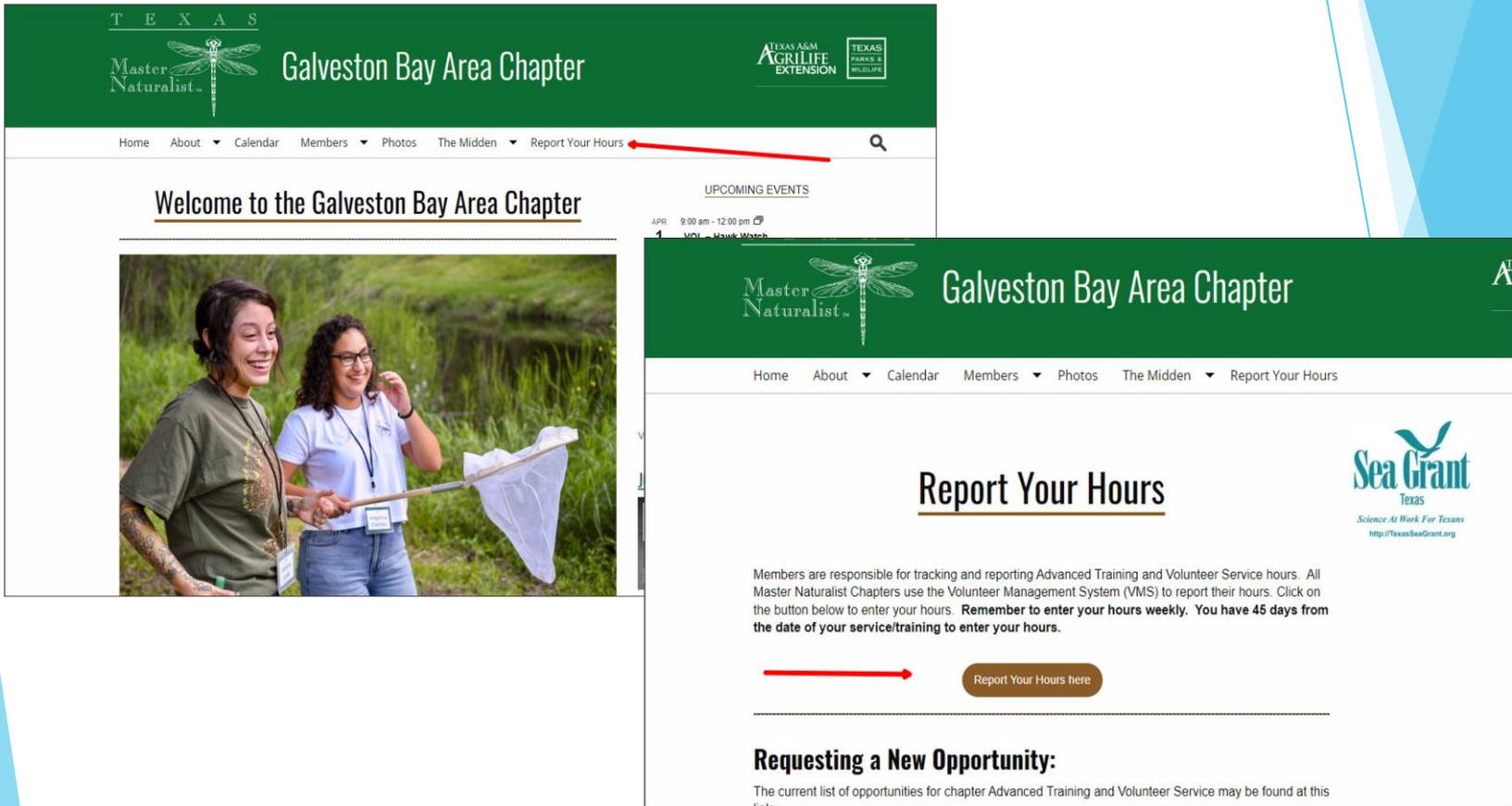
[VMS - Administrator Login \(eCoordinator 8.2\)](#) - any browser

Accessing the VMS System

From our Chapter website, <https://txmn.org/gbmn/>

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

- Click on the “Report your Hours Button”



The image shows two screenshots of the Galveston Bay Area Chapter website. The top screenshot shows the main navigation menu with a red arrow pointing to the 'Report Your Hours' link. The bottom screenshot shows the 'Report Your Hours' page, which includes a 'Report Your Hours here' button with a red arrow pointing to it. The page also features a 'Sea Grant Texas' logo and a section for 'Requesting a New Opportunity'.

Master Naturalist Galveston Bay Area Chapter

Home About Calendar Members Photos The Midden **Report Your Hours**

Welcome to the Galveston Bay Area Chapter

UPCOMING EVENTS

APR 9:00 am - 12:00 pm

Report Your Hours

Members are responsible for tracking and reporting Advanced Training and Volunteer Service hours. All Master Naturalist Chapters use the Volunteer Management System (VMS) to report their hours. Click on the button below to enter your hours. **Remember to enter your hours weekly. You have 45 days from the date of your service/training to enter your hours.**

Report Your Hours here

Requesting a New Opportunity:

The current list of opportunities for chapter Advanced Training and Volunteer Service may be found at this link.

Login to VMS

Enter your User ID and Password



Search

Login

How do I apply?

Start by first choosing an opportunity or opportunities you are interested in and then apply online.

[Find an Opportunity](#)

Volunteer Login

Login

[Forgot your password?](#)

Must click
"Login"

Reporting your Service or Training



TMN Hours Summary

AT Year	12.5 hours
TMN year	86.5 hours
Lifetime	1684.25 hours

[Edit Profile](#)
[My Attachments](#)

Welcome Back, Tracy!

Volunteer since 02/19/2022 2:54 PM

[Search Opportunities](#)

[View Your Schedule](#)



[Report Your Service](#)

[View Your Service](#)

[My Placements](#)

[My Referrals](#)

42.00 hours
This month

86.50 hours
This year

1684.25 hours
Lifetime

Upcoming Schedule

[View Schedule](#)

No upcoming schedule shifts. [View your full schedule](#)

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 an opportunity from the drop down list

TEXAS
PARKS &
WILDLIFE

Hello, Tracy
Dashboard Logout

Report & View Hours

[Back to Previous](#)

Report Service Logbook

Select an Opportunity

Select an Opportunity

Cancel Submit

Survey/Opportunity

After selecting an opportunity, the appropriate survey will appear

Note: The survey will differ slightly for Volunteer Service vs Advanced Training.

Report & View Hours

Report Service

[Logbook](#)

Select a Survey

TMN Initial Training Hours ▾

[change opportunity](#)

Initial Training

Opportunity Description:

Initial Training for new Members

Initial Classroom and Field Trip Hours

Date of the class or field trip:

How many hours was the training?:

What did you think of the training?:

Describe your training:
(255 character limit)

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)
 - *AT training does not include travel time**
- Briefly describe what you did - *reference the place you performed the service*

Service Date:

Volunteer Hours

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

Describe your service or training:

Additional Information

- Do not use Texas Waters Specialist unless you have been to training.
- Optional: Enter number of miles traveled
- Optional: Impact data
- Optional: Use acreage or trails when instructed to do so.
- Press **OK** to save information

This activity qualifies for the following OTHER 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)

No

Do you have **new** acreage to report?

(Add only once per event)

No

Do you have **new** trail miles to report?

(Add only once per event)

No

Success!

- If all worked well, you will receive a "Your Submission was successful." message.
- If you have more to enter, **click the "Submit Another Entry."** button.

Report & View Hours

[< Back to Previous](#)

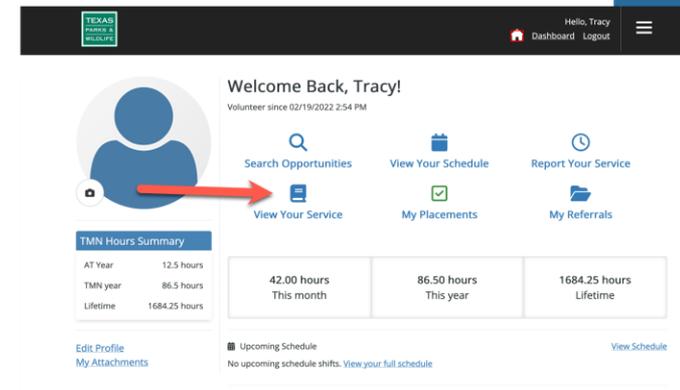
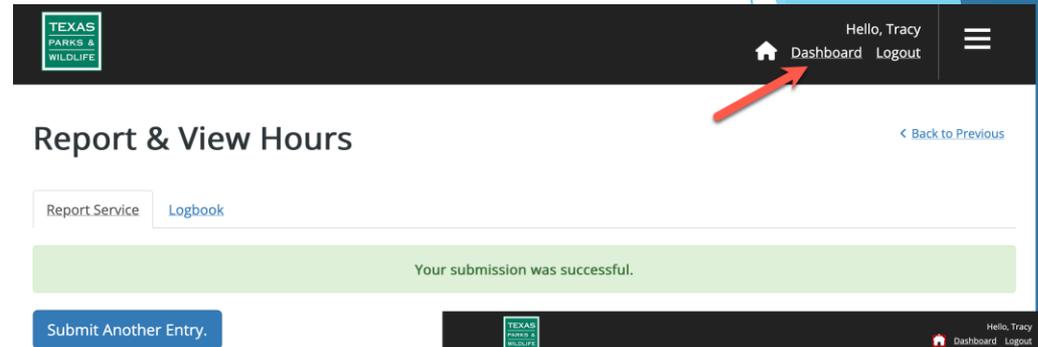
Report Service [Logbook](#)

Your submission was successful.

[Submit Another Entry.](#)

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 Service (logbook)



Logbook Filtering

You can change the Date Range and View by...

Report & View Hours

[< Back to Previous](#)

[Report Service](#)

Logbook

Sort: Date - Newest First ▾

Filter ▾

Print

Date Range

Start Date



End Date



Opportunity

Status: Approved Disapproved Not Yet Approved

[Reset](#)

[Apply](#)

- Dates
- Opportunity
- Status

Logbook Filtering

Change the "Date", "Opportunity" or "Status" - this filters your logbook entries - Don't forget to hit "APPLY"

Report & View Hours [Back to Previous](#)

Report Service Logbook

Sort: Date - Newest First | Filter | Print

Date Range: 01/01/2026 - 02/22/2026

Opportunity: Initial Training

Status: Approved Disapproved Not Yet Approved

Reset **Apply**

Summary Totals Month: 42 Year: 86.5 All Time: 86.5 [show more details](#)

Report & View Hours [Back to Previous](#)

Report Service Logbook

Sort: Date - Newest First | Filter | Print

Date Range: 01/01/2026 - 02/22/2026

Opportunity: Initial Training

Status: Approved Disapproved Not Yet Approved

Reset **Apply**

Summary Totals Month: 0 Year: 0 All Time: 0 [show more details](#)

- ### Recent Service History
- (NEW) Initial Training**
 - Date/Time: 02/23/2026
 - Hours:
 - [more details](#) | [edit](#)
 - Bat Bridge Monitoring Galveston Bay Area Master Naturalists**
 - Date/Time: 02/22/2026 4:25 pm - 4:25 pm
 - Hours: 7
 - [more details](#) | [edit](#)
 - AT: Texas A&M/AgrLife/SeaGrant Galveston Bay Area Master Naturalists**
 - Date/Time: 02/21/2026 11:28 am - 11:28 am

Report & View Hours [Back to Previous](#)

Report Service Logbook

Sort: Date - Newest First | Filter | Print

Date Range: 01/01/2026 - 02/22/2026

Opportunity: Initial Training

Status: Approved Disapproved Not Yet Approved

Reset **Apply**

Summary Totals Month: 0 Year: 0 All Time: 0 [show more details](#)

Not Yet Approved

Approved

Approved

- ### Recent Service History
- (NEW) Initial Training**
 - Date/Time: 02/23/2026
 - Hours:
 - [more details](#) | [edit](#)

Logbook Filtering

Recent Service History

(NEW) Initial Training

- Date/Time: 02/23/2026
- Hours:
 - ▶ [more details](#) | [edit](#)



Bat Bridge Monitoring Galveston Bay Area Master Naturalists

- Date/Time: 02/22/2026 4:25 pm - 4:25 pm
- Hours:
 - ▶ [more details](#) | [edit](#)

Edit Entry

Opportunity Description:
Initial Training for new Members

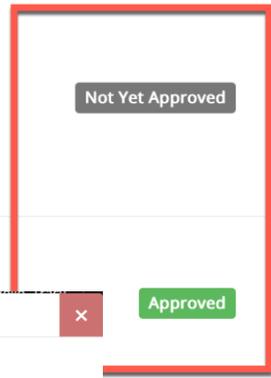
Initial Classroom and Field Trip Hours

Date of the class or field trip:

How many hours was the training?:

What did you think of the training?:

Describe your training:
(255 character limit)



To edit an entry, click **edit**. You can only update the date, hours, description... you can not change the opportunity or delete the entry.



NOTE: You can not edit entries once the status is approved

Logbook Summary & Totals

Report & View Hours

[Back to Previous](#)

[Report Service](#)

Logbook

Sort: Date - Newest First | Filter | Print

Summary Totals Month: 42 Year: 86.5 All Time: 1684.25 [show more details](#)

Home Hello, Tracy Dashboard Logout 

Report & View Hours

[Back to Previous](#)

[Report Service](#) Logbook

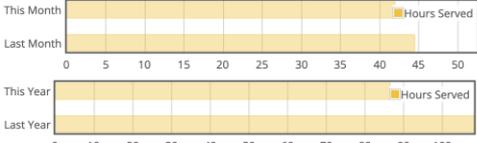
Sort: Date - Newest First | Filter | Print

Detailed Summary Totals [Hide details](#)

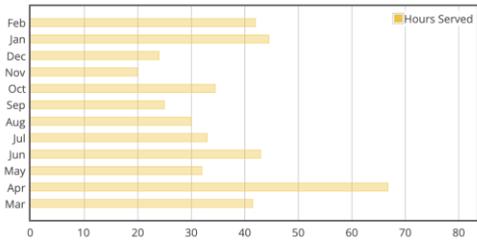
Approved	1684.25 hours
Pending	0 hours
Highest Month	66.75 hours
This Month	42 hours
Last Month	44.5 hours
This Year	86.5 hours
Last Year	433 hours
All Time	1684.25 hours

[Last 12 Month Breakdown](#)

Total Hours



Period	Hours Served
This Month	42
Last Month	44.5
This Year	86.5
Last Year	433



Month	Hours Served
Feb	42
Jan	44.5
Dec	25
Nov	25
Oct	35
Sep	30
Aug	30
Jul	35
Jun	45
May	35
Apr	66.75
Mar	42

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