



## Membership and VMS Information For New Members

Gideon Lincecum Training Class

January 24, 2026



# Recording Your Class Attendance

# TxMN.tamu.edu – The TMN website opening page

txmn.tamu.edu

BVSCU FCCU dkg TSO Google Groups Google Maps GLC TMN VMS Admin TMN VMS entry TxMN.tamu.edu TRTA NBT RaulLongoria.net Facebook

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 2025 Annual Meeting #TMNTuesdays

- Volunteer Management System Portal
- Chapter Documents
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- Merchandise & Name Tags
- Brand & Marketing
- Certification and Service Pins
- Chapter Templates and Resources
- Pollinators for Texas Project

st Program's mission is to develop a corps of well-informed volunteers to h, and service dedicated to the beneficial management of natural resources eir communities for the State of Texas.

rganizations rely on such citizen volunteers for implementing youth education rks, nature centers, and natural areas; and for providing leadership in local ion efforts. In fact, a short supply of dedicated and well-informed volunteers actor for community-based conservation efforts.

Mika Geiger, Balcones Canyonlands

Log Volunteer Hours

2025 Annual Meeting

Specialty License Plate

#TMNTuesday Webinar Series

Join our TMN Email Listserv

Pollinators For Texas Project

TMN 25th Anniversary

2025 Volunteer Training Classes

Bookmark this:

[TXMN.tamu.edu/chapter-resources/tmn-hours-entry](https://TXMN.tamu.edu/chapter-resources/tmn-hours-entry)

TEXAS  
Master Naturalist

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AGRI LIFE  
EXTENSION

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Home About ▾ Events Naturalist News For Chapters ▾ 2021 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.

Hours on or before Dec 16, 2021 may not be entered	
You have until the end of	To enter Hours worked on
Today	Dec 17, 2021
Feb 03, 2022	Dec 20, 2021
Feb 17, 2022	Jan 03, 2022
Mar 03, 2022	Jan 17, 2022
Mar 17, 2022	Today

Hours on or after Feb 01, 2022 may not be entered

Once you are logged in using the form above

# Dashboard

Coordinator 8.3

Texas Parks & Wildlife Departm

tpwd.samaritan.com/recruiter/index.php?class=VolunteerNavigation&recruiterID=1450&act=CONTROL:MAIN\_MENU

Facebook FCCU GLC TMN TMN VMS entry TSO FCRTA Admin TxMN.org Humana VMS Admin BVSCU Google Maps

## Texas PARKS & WILDLIFE

### Welcome, Christine Morrison

#### Summary



#### 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](#)

#### Approved Hours

**TMN Life:** 1359.25  
**TMN Year:** 1.25  
**AT Year:** 0

Click on “Select a Survey” bar to see the list of opportunities

**TEXAS PARKS & WILDLIFE**

### Report Service

Please select from the following survey(s):

Select an opportunity to report hours/service ▾

### Volunteers

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

# Choose survey for correct opportunity from dropdown list

## Report Service

Please select from the following survey(s):

- ✓ Select an opportunity to report hours/service
- Administrative Work:TMN Admin Report Hours
- Adopt-A-Highway:TMN Report Hours
- AT: TMN Chapter Program:TMN AT Report Hours
- AT: TMN Tuesday:TMN AT Report Hours
- Initial TMN Training:TMN Initial Training Hours

## Volunteers

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

Volunteer Management System Portal | Texas Master Naturalist

tpwd.samaritan.com

Texas Parks & Wildlife Department

**TEXAS PARKS & WILDLIFE**

## Report Service

Please select from the following survey(s):

✓ Initial MN Training:TMN Initial Training Hours

**Opportunity Description:**

✓ Initial training classes for new, prospective Master Naturalist (trainees)

**Initial Classroom and Field Trip Hours**

✓ Date of the class or field trip: 01/26/2020

✓ How many hours was the training?: 1

What did you think of the training?: -----

✓ Describe your training:  
(255 character limit)

OK Cancel

**Volunteers**

- Volunteer Dashboard
- Search Opportunities
- FAQ
- Log out

Survey-  
Training  
Class  
Attendance

Minutes as quarter hours -.25,  
.5, .75

Include in description:  
Title or Topic  
Location or virtual  
Presenter Name optional

# Report Service

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Log of first class

Please select from the following survey(s):

Initial TMN Training:TMN Initial Training Hours

## Opportunity Description:

Initial training classes for new, prospective Master Naturalist (trainees)

## *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)

at Winedale - orientation; historical naturalists; land stewardship; virtual - eco regions of TX

# Recording Class Attendance Recap

- **Date** event occurred, not when you entered it.
- **Hours** - Portions of an hour recorded as **decimals** and only as **quarter hours**. [**.25, .5, or .75**].
  - 1 hr 10 minutes = 1.25 hrs (round up)
  - 1 hr 35 minutes = 1.5 hrs (round down)
- Must put something in '**Describe...**' box: topic(s), virtual or where it was held, field trip (if it was that).
- Limited to **255** character strokes.
- Stick to the facts!
- One entry per class day.

# Logging Volunteer Hours – A Chapter Meeting

## Report Service

### Volunteers

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

Please select from the following survey(s):

Administrative Work:TMN Admin Report Hours

#### Opportunity Description:

Chapter Administration, including chapter business meetings, Board Meetings, hours keeper, typical officer duties, web page, newsletter, training preparation, state organization work, etc.

Make sure you're on the correct opportunity

Service Date: 01/17/2025

Date of event

#### Volunteer Hours

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

.75

Minutes as quarter hrs  
.25 - .5 - .75

You must put in service hours

#### Chapter Administration

Chapter Administration: -----

You must select a sub-category

Describe your service or training:  
(255 character limit)

For your personal records....

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

# Survey – Chapter Meeting

## Report Service

## Volunteers

Please select from the following survey(s):

Administrative Work:TMN Admin Report Hours

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

### Opportunity Description:

Chapter Administration, including chapter busines meetings, Board Meetings, hours keeper, typical officer duties, web page, newsletter, training preparation, state organization work, etc.

Service Date: 01/17/2025

### Volunteer Hours

How many hours did you volunteer?

(To the nearest quarter hour, including travel time)

.75

### Chapter Administration

Chapter Administration

You must select a sub-category

Describe your service opportunity  
(255 character limit)

For your personal records

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

Cancel

- Chapter Meeting
- Board/Committee Work
- President Duties
- Vice President Duties
- Treasurer Duties
- Secretary Duties
- Hours Management
- Hospitality
- Communications
- Website and Social Media
- Photographer
- Programs
- Project Management
- Recruiting
- Training Classes
- Fundraising
- Samaritan VMS Upgrade
- State Meeting
- State Program Office

For Administrative Work,  
you must choose a  
subcategory. (Not in other  
volunteer opportunities)

Survey –  
GLC  
January  
Chapter  
Meeting

**Opportunity Description:**

Chapter Administration, including chapter business meetings, Board Meetings, hours keeper, typical officer duties, web page, newsletter, training preparation, state organization work, etc.

**Service Date:**

***Volunteer Hours***

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

***Chapter Administration***

Chapter Administration:



Describe your service or training:  
(255 character limit)

Must put something in Describe box.

For your personal records...

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



Click Ok when done

Logging Advanced Training Hours –  
AT program at a chapter meeting

# AT at January GLC Meeting

## Report Service

Please select from the following survey(s):

AT: TMN Chapter Program:TMN AT Report Hours

### Opportunity Description:

These are the GLC programs that usually follow the chapter business meeting. This could also be other TMN chapter programs.

**Volunteer Chapter:** Gideon Lincecum Master Naturalists

**Service Date:** 01/20/2025

### Advanced Training

How many hours did you volunteer?

(To the nearest quarter hour, does not include travel time)

1

Describe your training:

(255 character limit)

At Winedale GLC meeting - Dr Perrotto on landscape ecology, spatial analysis, invasive species, drones.

OK

Cancel

## Volunteers

[Volunteer Dashboard](#)

[Search Opportunities](#)

[FAQ](#)

[Log out](#)

# Log Volunteer or AT Hours – Recap 1

- Choose correct **opportunity title (survey)** from “Report Service” dropdown
- **Read description** - make sure you picked correct one
- **Date** event occurred, NOT when you entered it
- How many **hours**
  - In **Decimals**
  - Minutes in **Quarter Hours** (.25; .5; .75) only
  - Add **travel time** to **volunteer hours**
  - **NO travel time** added to **AT hours**

(Continued on next slide)

# Log Volunteer or AT Hours – Recap 2

- Describe your service
  - **Event** name or **topic** of AT program
  - **Sponsor** of event if not in name of opportunity
  - **Place** is helpful
  - Put '**Virtual**' if it was online
  - **What you did** if it was volunteer time (summarize facts)
  - Put '**Plus Travel**' for volunteer hours
  - **Do not use acronyms** (except for TMN, TPWD)
  - **255 character strokes** limit
- May put several topics together if all on same DAY
  - (such as a class or workshop with several topics covered)

# In Training – Things to know

- May log volunteer service while taking classes (after Background Check completed)
- May log AT hours while in training
- Class hours counted separately from Volunteer or AT hours
- Trainees record class hours under “**Initial TMN Training**” opportunity
- Record date, topic, and number of hours
- **MUST record your attendance** in VMS
- Must be recorded **within 45 days of that class session**

# View Your Log Book

- Edit or See what's been approved
- Delete if you see a mistake
- May only edit or delete entries not yet approved

# Your Dashboard

Coordinator 8.3 x Texas Parks & Wildlife Departm x +

tpwd.samaritan.com/recruiter/index.php?class=VolunteerNavigation&recruiterID=1450&act=CONTROL:MAIN\_MENU ☆

Facebook FCCU GLC TMN TMN VMS entry TSO FCRTA Admin TxMN.org Humana VMS Admin BVSCU Google Maps » |

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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](#)

#### Summary

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##### Approved Hours

TMN Life:	1359.25
TMN Year:	1.25
AT Year:	0

# Log Book with entries

[Back to dashboard](#)

## Log Book for: Geoff Morrison

Empty box means not yet approved

Date range of this screen

Start Date: Jan 1 2025  
End Date: Jan 20 2025  
Rows to display: All of 5 Go  
View by: date

### Opportunity Summary

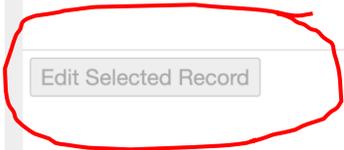
Ordinary log book entries

Will always be zero

Administrative Work							
		Approval Status	Approved Hours	Admin Activity	Service Performed	TMN Hours	Mileage round trip
<input type="checkbox"/>	18 Jan 2025	Not Yet Approved	0	Chapter Meeting	at Winedale; GLC cha	1.75	0
<input type="checkbox"/>	20 Jan 2025	Not Yet Approved	0	Hours Management	Enter my hours	0.25	0
	Total	N/A	0	Chapter Meeting: 1 Hours Management: 1	N/A	2	0
Adopt-A-Highway							
		Approval Status	Approved Hours	Service Performed	TMN Hours	Specialization	Mileage round trip
<input type="checkbox"/>	17 Jan 2025	Not Yet Approved	0	Picked up trash with	2.5		0
	Total	N/A	0	N/A	2.5		0
AT: TMN Chapter Program							
		Approval Status	Approved Hours	AT Hours	Service Performed		
<input type="checkbox"/>	18 Jan 2025	Not Yet Approved	0	1	GLC meeting WInedale		
	Total	N/A	0	0	N/A		
Initial TMN Training							

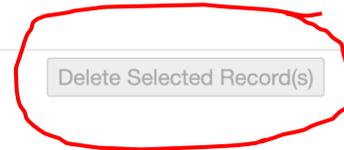
# Log Book with entries (lower half)

Total	N/A	0	Chapter Meeting: 1 Hours Management: 1	N/A	2	0
<b>Adopt-A-Highway</b>						
Gideon Lincecum Master Natu	Approval Status	Approved Hours	Service Performed	TMN Hours	Specialization	Mileage round trip
<input type="checkbox"/> 17 Jan 2025	Not Yet Approved	0	Picked up trash with	2.5		0
Total	N/A	0	N/A	2.5		0
<b>AT: TMN Chapter Program</b>						
Gideon Lincecum Master Natu	Approval Status	Approved Hours	AT Hours	Service Performed		
<input type="checkbox"/> 18 Jan 2025	Not Yet Approved	0	1	GLC meeting WInedale		
Total	N/A	0	0	N/A		
<b>Initial TMN Training</b>						
Gideon Lincecum Master Natu	Approval Status	Approved Hours	Service Performed	TMN Initial Training	AT Evaluation	
<input type="checkbox"/> 11 Jan 2025	Not Yet Approved	0	at Winedale - orient	5		
Total	N/A	0	N/A	5		



Edit Selected Record

If you need to  
edit or delete



Delete Selected Record(s)

### Log Book Summary

Admin Activity	Chapter Meeting: 1
	Hours Management: 1
Service Performed	N/A
TMN Hours	4.5
Mileage round trip	0
Specialization	
Trail Miles	0
Adult Sub Total	0

# Have Questions?

**Chris Morrison**

GLC Membership Director/VMS Administrator/Hours Keeper

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**SraChris48@gmail.com**

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