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

Caption: Mika Geiger, Balcones Canyonlands

Bookmark this:
TXMN.tamu.edu/chapter-resources/tmn-hours-entry

Dashboard

🔒 tpwd.samaritan.com/recruiter/index.php?class=VolunteerNavigation&recruiterID=1450&act=CONTROL:MAIN_MENU ☆

kg | 🅕 Facebook | ✦ FCCU | 🔲 GLC TMN | 🔲 TMN VMS entry | 🌵 TSO | 🟥 FCRTA Admin | 🌿 TxMN.org | 🌐 Humana | 🌀 VMS Admin | 🐝 BVSCU | 🌐 Google Maps | » | 📁

S PARKS & WILDLIFE

Welcome, Christine Morrison

🔍

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

Summary

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

Choose survey for correct opportunity from dropdown list

Survey-Training Class Attendance

■ TEXAS PARKS & WILDLIFE

Report Service

Volunteers

Volunteer Dashboard
Search Opportunities
FAQ
Log out

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?: ----------------

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

Describe your training:
(255 character limit)

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

OK   Cancel

Report Service

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: 01/11/2025

How many hours was the training?: 5

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

OK Cancel

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

Please select from the following survey(s):

Administrative Work:TMN Admin Report Hours ▾

Opportunity Description:

Chapter Administration, including chapter busines 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

Please select from the following survey(s):

Administrative Work:TMN Admin Report Hours ▾

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   ✓ ------------------
    Chapter Meeting
You must select a sub-c   Board/Committee Work
                          President Duties
Describe your service o   Vice President Duties
(255 character limit)   Treasurer Duties
                          Secretary Duties
For your personal recor   Hours Management
                          Hospitality
                          Communications
What was the total num   Website and Social Media
you drove round trip?   Photographer
                          Programs
                          Project Management
                          Recruiting
[Cancel]   Training Classes
                          Fundraising
                          Samaritan VMS Upgrade
                          State Meeting
                          State Program Office   Texas Parks and Wildlife Department

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

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: 01/18/2025

Volunteer Hours

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

1.75

Chapter Administration

Chapter Administration: Chapter Meeting

✓ Describe your service or training:
(255 character limit)

at Winedale; GLC chapter mtg. Plus travel

Must put something in Describe box.

For your personal records....

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

✓ (OK) Cancel

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

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 <u>occurred</u>, NOT when you entered it

- How many **hours**
  - In **Decimals**
  - Minutes in **Quarter Hours** <u>(.25; .5; .75)</u> only
  - Add **travel time** to **volunteer hours**
  - **NO travel time** added to **AT hours**

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

🔒 tpwd.samaritan.com/recruiter/index.php?class=VolunteerNavigation&recruiterID=1450&act=CONTROL:MAIN_MENU   ☆

kg   ⓕ Facebook   ⭐ FCCU   🔷 GLC TMN   🔷 TMN VMS entry   🐝 TSO   🟥 FCRTA Admin   ✈ TxMN.org   🌐 Humana   🔄 VMS Admin   🔷 BVSCU   🌐 Google Maps   »   📁

PARKS & WILDLIFE

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Log Book
with
entries

Back to dashboard

Log Book for: Geoff Morrison

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]

Empty box
means not
yet approved

Opportunity Summary

[Ordinary log book entries ˅]

Will always
be zero

Administrative Work						
Gideon Lincecum Master Natu	Approval Status	Approved Hours	Admin Activity	Service Performed	TMN Hours	Mileage round trip
☐ 18 Jan 2025	Not Yet Approved	0	Chapter Meeting	at Winedale; GLC cha	1.75	0
☐ 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						
Gideon Lincecum Master Natu	Approval Status	Approved Hours	Service Performed	TMN Hours	Specialization	Mileage round trip
☐ 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						
Gideon Lincecum Master Natu	Approval Status	Approved Hours	AT Hours	Service Performed		
☐ 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)

		Approval Status	Approved Hours	Service Performed	TMN Hours	Specialization	Mileage round trip
	Total	N/A	0	Chapter Meeting: 1 Hours Management: 1	N/A	2	0
Adopt-A-Highway							
Gideon Lincecum Master Natu		Approval Status	Approved Hours	Service Performed	TMN Hours	Specialization	Mileage round trip
☐	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							
Gideon Lincecum Master Natu		Approval Status	Approved Hours	AT Hours	Service Performed		
☐	18 Jan 2025	Not Yet Approved	0	1	GLC meeting WInedale		
	Total	N/A	0	0	N/A		
Initial TMN Training							
Gideon Lincecum Master Natu		Approval Status	Approved Hours	Service Performed	TMN Initial Training	AT Evaluation	
☐	11 Jan 2025	Not Yet Approved	0	at Winedale - orient	5		
	Total	N/A	0	N/A	5		
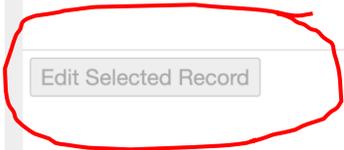
Edit Selected Record   **If you need to edit or delete**   Delete Selected Record(s)
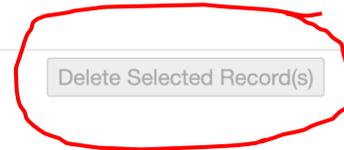
Log Book Summary

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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