

Logging Your Training Class Hours – If It Isn't Logged in VMS, It Didn't Happen

VERY IMPORTANT:

- You have **45 days** from the event to enter it in VMS.
- All class attendance must be entered **BEFORE 'Graduation'** in May

1. Log on to your VMS account. Use **TXMN.TAMU.edu/chapter-resources/tmn-vms-users** to access the VMS page of TXMN website.
2. Click on **VMS – Volunteer Login**
3. Put in your login and password (note that passwords are CAseSenSiTive!)
4. On your Dashboard, click on "Report My Service"
5. On the Report Service page, select "**Initial TMN Initial Training:TMN Initial Training Hours**" from the dropdown box.
6. Next screen is called a Survey. Note that at top it says the name of the Opportunity you have chosen. Read description under Opportunity – make sure you're on right one
7. **Correct the DATE** – it always defaults to today's date. You want the **date of the CLASS**
8. Number of hours of the class – put what's on your class schedule unless otherwise notified or you were not there the whole time. Remember that minutes are only recorded as decimals as quarter hours (.25, .5, or .75)
9. "What did you think of the training?" is optional. Class leaders don't have access to your VMS to be able to look at this, so I would leave it blank.
10. "Describe Your Training" is important. For training classes, write in
 - TOPIC(s) of the session(s) (Instructor name optional)
 - If it was a FIELD TRIP
 - If it was VIRTUAL. (Place class was held optional)
 - Do NOT put commentary about the class in this box.
 - 255 characters maximum!
10. Click OK at bottom. It'll take you back to the Report Service page
11. To make another entry, make sure the Opportunity Title is correct in dropdown box. Choose a different one if necessary. Follow steps 4-10 for the new entry.
12. If you have finished, either click "Log Out" or "Volunteer Dashboard" at top right.

Checking Your Log Book

On your Dashboard, click on "View My Log Book". You'll see

- All the entries you have made (scroll right to see entire entry)
- Their approval status

You may EDIT or DELETE an entry if it has not been approved yet.

- Click in the box to the left of an entry
- Scroll down and click on Edit Selected Record or Delete Selected Record(s)
- Details on editing and deleting are on the last page of "VMS for the Chapter Member" handout.

Logging Other Than Class Hours

1. Log in to your VMS account with your login and password.
2. On your Dashboard, click on "Report My Service".
3. On the Report Service page, select the name of the opportunity you need from the dropdown box.
4. Next screen is the Survey. Note that at top it says the name of the opportunity and under that is a description. Make sure you're on the correct opportunity.
5. **Correct the DATE** – it always defaults to today's date. You want the date of the AT program or date your volunteer service was done.
6. Number of hours
 - For volunteer work, you may add travel time to and from the event.
 - For AT (Advanced Training) you may NOT add travel time.
 - MINUTES are only recorded as .25, .5, or .75. Round up or down as needed.
7. "Describe Your Service" box is important – 255 character limit.
 - No opinions about how you liked it – stick to facts
 - For volunteer work – what you did and if you are adding travel time
 - For AT –
 - topic or title of presentation (shorten),
 - presenter (optional),
 - sponsor if not indicated in opportunity title
8. Click OK at bottom. It'll take you back to the Report Service page.
9. To make another entry, make sure the opportunity title is correct in dropdown box. Choose a different one if necessary. Follow steps 4-8 for the new entry.
10. If you have finished, click "Log Out" at top right, or click "Volunteer Dashboard" to return to your dashboard.

Logging Chapter Meeting or Other Administrative Work

Same as above except

- Step 3, choose "Administrative Work"
- Step 5, after the date, you'll have to choose from a **sub-menu**. Choose "TMN Chapter Meeting" or whatever you need. For time spent logging your hours, choose "Hours Management."

Questions? Problems?
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