

# Reporting Hours in the Volunteer Management System

Please go to the following website:

<https://txmn.tamu.edu/chapter-resources/tmn-vms-users/>

The page looks like this:

## 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 June 30, 2024 may not be entered	
You have until the end of	To enter work
Today	June 30

Click on: [VMS - Volunteer Login](#)

This will take you to a page that looks like this:

### 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

Use the **User ID** and **Password** that you created at registration. If you forgot your user ID, I can send that to you. If you forgot your password, you will need to re-create it.

This should bring you to the page shown below, but it will have **your name**. If you did not arrive at your page, I have probably done something wrong and you need to let me know so that I can correct the problem.

## Welcome, Warren Shaul

Summary

 <b>Find Opportunities</b> Look for ways to serve on a one-time or regular basis.	 <b>View My Schedule</b> See the shifts where I have signed up.	 <b>Report my Service</b> Submit volunteer hours.
 <b>View My Log Book</b> View my volunteer transaction history.	 <b>My Placements</b> View opportunities I have applied for that have been approved.	 <b>My Referrals</b> View opportunities I have applied for that are pending approval and placement.
<a href="#">Edit My Profile</a>	<a href="#">Log out</a>	

### Approved Hours

TMN Life: 412  
TMN Year: 139  
AT Year: 30

Click on “**Report my Service**”, this will bring up the following window:

## Report Service

### Volunteers

Please select from the following survey(s):

Select an opportunity to report hours/service

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

Click on the “Select an opportunity to report hours/service”. You will see a menu and you will have 2 choices:

**AT: Chapter Meeting - Tierra Grande: TMN AT Report Hours**

**Initial Training: TMN Initial Training Hours**

After attending the introduction and overview meeting on Tuesday, August 13, you will have many choices. You will learn more about that later.

Please click on “**Initial Training**”, you will see the following page:

## Report Service

## Volunteers

Please select from the following survey(s):

Initial Training:TMN Initial Training Hours

### Opportunity Description:

Initial Training for new Members. The TGMN Training Committee Chairman will enter each new member's hours under this opportunity. Only VMS Admin level user may access this opportunity.

### 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)

Cancel

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

The first thing you will do is enter the date for when you participated in the activity. In this case, it will be the date that you are completing this activity.

Under how many hours, please enter **0.5**

You can then click on the drop down that best fits **“What did you think of the training?”**

Then you will write a description of the activity that you participated in. Please write: “Completed an activity to demonstrate my ability to use VMS.”

At this point there will be an “OK” button next to the “Cancel”, please click on **“OK”**.

You have successfully recorded your first hours as a Texas Master Naturalist. Please click on **“Log out”**.

I will approve your hours before the introduction and overview meeting on Tuesday, August 13. I will let you know if I don't see your hours so that we can work together to fix any reporting issues. Thank you for participating and helping everyone to get started.