



Texas Master Naturalist

Volunteer Management System

Reporting Volunteer Service and Advanced Training Hours

Terminology

- VMS = Volunteer Management System

The new TPWD system for all Master Naturalist Chapters to record their service hours and advanced training hours

- Opportunity – A service hours project or an advanced training class
- Survey – A software form used to enter your data (already selected)
- Volunteer Dashboard – The main screen you use to:
 - Record your hours
 - Access your Log Book (the record of all your hours)
 - Edit your profile

Logging into the VMS

- Go to our Chapter's website (txmn.org/alamo) and select the menu option "Members' Area" and then "Record Hours in VMS"

OR

- Go to the Texas Master Naturalist State website (txmn.org), and select the menu options:
 - Chapter Resources
 - Volunteer Management System Portal
 - VMS – Volunteer Login

Note: Currently, it is OK to use a "standard PC" or a MAC. The VMS accommodates various browsers such as Google Chrome, Firefox, Safari, and Internet Explorer (version 7.0 and higher).

Alamo Area Chapter Website: txmn.org/alamo

Powerpoint - AA Online Training-3-1-18 - Microsoft PowerPoint

Alamo Area Chapter | Tei X

Secure | <https://txmn.org/alamo/>

TEXAS A&M AGRILIFE EXTENSION TEXAS PARKS & WILDLIFE

Search


Alamo Area Chapter

Home Become a Texas Master Naturalist **Members' Area** Chapter Business Resources

Home

Become a Texas Master Naturalist

If you desire to give back to your community and are willing to fulfill the Master Naturalist Program requirements, you can become a Master Naturalist volunteer. The program is three-fold: the training session, the volunteer service hours, and advanced training. [Learn more >>](#)



If you desire to give back to your community and are willing to fulfill the Master Naturalist Program requirements, you can become a Master Naturalist volunteer.

Are you interested in becoming a Certified Texas Waters Specialist? [Learn more](#)

To purchase items with the AAMN logo, visit [AAMN Store at Lands End website](#).

▼ BECOME A MASTER NATURALIST

Become a Texas Master Naturalist

Slide 4 of 35 "Office Theme"

Type here to search

5:32 AM 3/1/2018

Powerpoint - AA Online Training-3-1-18 - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Acrobat Foxit PDF

Alamo Area Chapter | Te X

Secure | <https://txmn.org/alamo/>

TEXAS A&M AGRILIFE EXTENSION TEXAS PARKS & WILDLIFE

Search

Alamo Area Chapter

Home Become a Texas Master Naturalist ↓ Members' Area ↓ Chapter Business ↓ Resources ↓

Record Hours in VMS

Calendar (Advanced Training & Volunteer Events)

Monthly Newsletters

Annual Dues Payment


Update Contact Information

Texas Waters Specialist Certification Program

Home

Become a Texas Master Naturalist

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<https://txmn.org/alamo/members/>

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▼ BECOME A MASTER NATURALIST

Become a Texas Master Naturalist

Slide 5 of 35 "Office Theme"

Type here to search

116%

5:36 AM 3/1/2018

VMS Login

Powerpoint - AA Online Training-3-1-18 - Microsoft PowerPoint

Record Hours in VMS | X

Secure | <https://txmn.org/alamo/record-hours-in-vms/>

TEXAS A&M AGRILIFE EXTENSION TEXAS PARKS & WILDLIFE

Search

Alamo Area Chapter

Home Become a Texas Master Naturalist ↓ Members' Area ↓ Chapter Business ↓ Resources ↓

Record Hours in VMS

Click on the link below to go to the **VMS Volunteer Login** screen. You can enter hours, check your hours records, update your profile information, and change your password.

2018 Hours – Use VMS.

[VMS Login](#)

- Choose CATEGORY based on Opportunity Category Descriptions Chart
- NO acronyms/project codes/location initials unless part of that opportunity title
- Need location in description
- Advanced Training – Need sponsor; title/brief description, and speaker
- Have **45 days** from activity date to enter your hours

[Time Conversion](#)

If you desire to give back to your community and are willing to fulfill the Master Naturalist Program requirements, you can become a Master Naturalist volunteer.

Are you interested in becoming a Certified Texas Waters Specialist? [Learn more](#)

To purchase items with the AAMN logo, visit [AAMN Store at Lands End](#) website.

► BECOME A MASTER NATURALIST

▼ MEMBERS AREA

Slide 6 of 35 "Office Theme"

Type here to search

5:38 AM 3/1/2018

Note the additional links to click on for more information

Volunteer Management x

Record Hours in VMS | A x

Secure | https://txmn.org/alamo/record-hours-in-vms/

HomeBecome a Texas Master Naturalist ↓Members' Area ↓Chapter Business ↓Resources ↓

Record Hours in VMS

Click on the link below to go to the **VMS Volunteer Login screen**. You can enter hours, check your hours records, update your profile information, and change your password.

2018 Hours – Use VMS.

[VMS Login](#)

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[Time Conversion](#)

From our Chapter Management and Operations Protocols – Revised Dec. 2016:

[Advanced Training and Volunteer Service Requirements](#)

[AAMN Approved Activity Process](#)

VMS Online Training:

[PDF – AA Online Training-VMS 3-1-17](#)

[Opportunity Category Descriptions Chart](#)

[Opportunities or Categories-As-of-9-1-17](#)

If you desire to give back to your community and are willing to fulfill the Master Naturalist Program requirements, you can become a Master Naturalist volunteer.

Are you interested in becoming a Certified Texas Waters Specialist? [Learn more](#)

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▶ BECOME A MASTER NATURALIST

▼ MEMBERS AREA

Record Hours in VMS

Calendar (Advanced Training & Volunteer Events)

Members' Info

Monthly Newsletters

Annual Dues Payment

Update Contact Information

Texas Waters Specialist Certification Program

▶ CHAPTER BUSINESS

WILD WONDERINGS

The Economic Value of Hunting

Hours are reported to the nearest 15 minutes. The Time Conversion file is available to help you convert minutes to a decimal.

5:46 AM 3/1/2018

Volunteer Login Page

TMN Hours Entry Login

Secure | https://txmn.org/tmn-hours-entry/

TMN Hours Entry Login

Welcome to the TMN VMS Hours Reporting system. Other links that you might find useful are

- [One-page cheat-sheet \(pdf\)](#) and [video](#) on how to enter your hours (the applicable segment begins at 2:30)
- The [TMN VMS Help Desk](#)


Click [here](#)
for secure login to our
Hours Entry Site

Hours on or before Jan 14, 2018 may not be entered	
You have until the end of	To enter Hours worked on
Today	Jan 15, 2018
Mar 04, 2018	Jan 18, 2018
Mar 18, 2018	Feb 01, 2018
Apr 01, 2018	Feb 15, 2018
Apr 15, 2018	Today
Hours on or after Mar 02, 2018 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)
Using a start date of a year like 1996 or earlier will also 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

20TH ANNIVERSARY




▼ WANT TO BE A NATURALIST?

[Become a Master Naturalist](#)

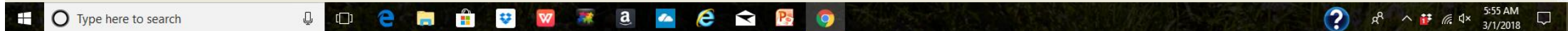
[Want to know more? Here's Some Facts:](#)

[Find a Chapter Near You](#)

2017 HARVARD ASH CENTER BRIGHT
IDEA IN GOVERNMENT AWARD



Type here to search



5:55 AM
3/1/2018

Volunteer Login Page - Enter your User ID and Password. Note: Passwords are case-sensitive

The screenshot shows a web browser window with the URL https://tpwd.samaritan.com/recruiter/index.php?class=VolunteerNavigation&recruiterID=1450&act=CONTROL:LOGIN_LINK. The page has a black header with the "TEXAS PARKS & WILDLIFE" logo. The main content area is white and titled "Volunteer Login". It contains a login form with fields for "User ID" (placeholder: "Your username") and "Password" (placeholder: "Your password"), a blue "Log in" button, and a link for "Forgot your password?". To the right, under the heading "Not yet a TPWD volunteer?", are links for "Opportunity Search", "FAQ", and "Log in". Below the login form, it says "New volunteers please start here to apply" with a blue "Start here!" button. The footer contains a navigation menu with links: "General Information", "Privacy & Security", "Accessibility Policy", "Linking Policy", "Submit a Question", "Open Records", "Complaint Process", and "Report Fraud". At the bottom, it says "Texas Parks and Wildlife Department". The Windows taskbar at the bottom shows the search bar, task view button, and various application icons, with the system clock displaying 5:58 AM on 3/1/2018.

TEXAS PARKS & WILDLIFE

Volunteer Login

If you are already a Texas Master Naturalist volunteer, please log-in

User ID

Password

[Log in](#)

[Forgot your password?](#)

or

New volunteers please start here to apply

[Start here!](#)

Not yet a TPWD volunteer?

[Opportunity Search](#)

[FAQ](#)

[Log in](#)

[General Information](#) [Privacy & Security](#) [Accessibility Policy](#) [Linking Policy](#) [Submit a Question](#) [Open Records](#) [Complaint Process](#) [Report Fraud](#)

Texas Parks and Wildlife Department

Logging into the VMS

- Use your assigned User ID and Password
 - OK to change your Password
 - Once you log in, the Volunteer Dashboard screen appears.
- **First time you log in** you must select Edit My Profile
 - Complete the background information and liability waiver forms
 - Update all information on the Personal tab

Both of the sponsors of the Texas Master Naturalist program, Texas Parks & Wildlife Dept. (TPWD) and Texas A&M AgriLife Extension (AgriLife), require a current background check.

Volunteer Dashboard

The screenshot shows a web browser window with the URL <https://tpwd.samaritan.com/recruiter/index.php>. The page features a black header with the "TEXAS PARKS & WILDLIFE" logo. The main content area is white and displays a welcome message for "Nancy Thoss". Below the welcome message, there are six interactive tiles arranged in a 2x3 grid, each with a blue icon and a title. To the right of these tiles is a "Summary" section containing a "Volunteer Hours" table. At the bottom of the main content area are two links: "Edit My Profile" and "Log out". A footer section contains a row of links for various policies and procedures, and the text "Texas Parks and Wildlife Department". The Windows taskbar is visible at the bottom of the screen.

Welcome, Nancy Thoss

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

Volunteer Hours

Month:	0
Year:	0
Lifetime:	0

[General Information](#) [Privacy & Security](#) [Accessibility Policy](#) [Linking Policy](#) [Submit a Question](#) [Open Records](#) [Complaint Process](#) [Report Fraud](#)

Texas Parks and Wildlife Department

Volunteer Dashboard

The screenshot shows a web browser window displaying the Volunteer Management System interface for the Texas Parks & Wildlife Department. The user is logged in as Nancy Thoss. The dashboard features several main sections with icons and text descriptions, and a summary box on the right. Red callout boxes with arrows point to specific features, providing additional context.

Welcome, Nancy Thoss

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.

Summary

Volunteer Hours

Month:	0
Year:	0
Lifetime:	0

Report Your Hours (Callout box pointing to the 'Report my Service' icon)

These hours do not apply to Master Naturalists (Callout box pointing to the 'Volunteer Hours' summary box)

Review, edit, and delete your hours. Look at your MN hours totals. (Callout box pointing to the 'View My Log Book' icon)

Change your password, address, and contact information. (Callout box pointing to the 'Edit My Profile' link)

Log Out (Callout box pointing to the 'Log out' link)

See which opportunities you are approved for (Callout box pointing to the 'My Placements' icon)

Log Out (Callout box pointing to the 'Log out' link)

General Information | Privacy & Security | Accessibility Policy | Linking Policy | Submit a Question | Open Records | Complaint Process | Report Fraud

Texas Parks and Wildlife Department

Volunteer Dashboard – Edit My Profile (First Time you Log In)

The screenshot shows a web browser window displaying the Volunteer Management System dashboard for Nancy Thoss. The dashboard is titled "Welcome, Nancy Thoss" and features a grid of icons for various functions. Red callout boxes provide instructions for several of these functions:

- Report Your Hours:** A red box with an arrow pointing to the "Report my Service" icon (a clock). Below this, a "Summary" box shows "Volunteer Hours" with "Month: 0", "Year: 0", and "Lifetime: 0". A red arrow points to this box with the text "These hours do not apply to Master Naturalists".
- Review, edit, and delete your hours. Look at your MN hours totals.** A red box with an arrow pointing to the "View My Log Book" icon (a document).
- Change your password, address, and contact information. Complete Background Check/Liability forms.** A yellow box with a red border and an arrow pointing to the "Edit My Profile" link.
- Log Out:** A red box with an arrow pointing to the "Log out" link.
- See which opportunities you are approved for:** A red box with an arrow pointing to the "My Referrals" icon (a square).

The dashboard also includes links for "Find Opportunities", "View My Schedule", "My Placements", and "My Referrals". At the bottom, there is a footer with links for "General Information", "Privacy & Security", "Accessibility Policy", "Linking Policy", "Submit a Question", "Open Records", "Complaint Process", and "Report Fraud". The Texas Parks and Wildlife Department logo is also present.

First Time Logging In – Select Edit My Profile.

Complete the Waivers & Agreements, update your contact information, and **change your password**.

Verify your information is accurate. This will be used for background checks!

The screenshot shows a web browser window with the URL <https://ec.volunteernow.com/recruiter/index.php#>. The page is titled "TEXAS PARKS & WILDLIFE" and is part of the "Volunteer Management System". It is the "Step 1 of 5" in a process. The main heading is "Waivers & Agreements". Under this, there is a section for "Background Check". The text explains that by volunteering, the user consents to TPWD obtaining criminal history information for background checks. It also states that the user authorizes TPWD to release their criminal history to any person or entity. The user is asked to confirm if they accept these terms, with "Yes" selected. Below this, there are three required fields: "Drivers License Number", "Drivers License State (Abbreviation)", and "Legal name as it would be signed". A sidebar on the right lists links: "Volunteers", "Volunteer Dashboard", "Search Opportunities", "FAQ", and "Log out". The browser's address bar shows several tabs, including "Volunteer Management System", "TMN Hours Entry Login | Texas...", "Texas Parks & Wildlife Depart...", and "Featured on AOL". The Windows taskbar at the bottom shows the search bar and various application icons.

Save Continue →

Step 1 of 5

Waivers & Agreements

Background Check

In connection with the evaluation of my suitability for volunteer service, I give my consent for TPWD to obtain criminal history information related to my application for volunteer service. I understand that criminal history information includes any criminal conviction records for deferred adjudication, misdemeanor or felony offenses at age 17 or older. Any such information will be used solely for volunteer-related considerations and not for any other purpose.

I authorize, consent, and grant permission to any person or entity to release to TPWD or its agent(s) any and all information regarding my criminal history. I waive any and all claims I may have with respect to providing such information. I understand that TPWD and its agent(s) are not responsible for the accuracy or completeness of the information contained in such reports. I release TPWD and its agent(s) from any and all liability, claims, and lawsuits with respect to the information obtained from any or all the sources used by TPWD and its agent(s).

I understand that this authorization is not an offer or acceptance of my volunteer service by TPWD and that any false or misleading information I have provided to TPWD may result in a refusal to accept or continue volunteer service. I also understand that this authorization is a continuing authorization and will remain valid until such time as I inform TPWD in writing that I revoke this authorization.

Certain volunteer positions require us to conduct a background check. Answering "no" to the questions below will not preclude you from serving in positions that do not require a background check.

*I accept these terms ☒ Yes ☐ No

*Drivers License Number

*Drivers License State (Abbreviation)

*Legal name as it would be signed

Volunteers

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

Finding Approved Opportunities (Service Projects and Advanced Training Classes)

- Only approved opportunities are set up in VMS.
- Approved opportunities appear on our website calendar, in our monthly newsletters, and in periodic emails to all members. (**Best ways to find an activity!**)
- All AAMN active members and trainees are approved for all opportunities set up in VMS.
- In VMS on your Dashboard, you can select My Placements to see all approved opportunities assigned to you.

Question: I found a service project/training class that I want to go to. It's not on the calendar or in the newsletter. May I still go to it and get hours credit for it?

Answer: You may attend any public activity that you wish to attend. However, you will only get hours credit for APPROVED activities. To request approval for a new activity, fill out the online activity approval form on our website or the Word form on our website and email it to Pam Ball, Activities Director. The Activities Committee will either approve or not approve the activity. If approved, Pam will email a notice to all members.

Calendar | Alamo Area

txmn.org/alamo/members/calendar/

Calendar

Check the calendar below for updated **Advanced Training**, **Volunteer Service Hours** and just for **Just for Fun** activities and events. Calendar is updated frequently with approved activities, so check back often.

Legend: AT - Advanced Training; Volunteer Service Hours: FR-Field Reaearch; NPA-Access Nature; PO-Public Outreach; RM-Natural Resource Management; TR-Training Others; OT-Other; FYI-For Your Information

Today

Wednesday, March 1

Print Week Month Agenda

Wednesday, March 1

8:30am Headwaters Sanctuary Workday (RM-NPA)

8:30am Weed Wednesday (RM)

9:00am Friedrich Wilderness Park Wednesday Workday (RM)

Thursday, March 2

8:00am San Antonio Parks & Recreation Natural Area Stewardship Activities (RM)

7:00pm San Antonio Audubon Society Monthly Meeting: Attracting Birds in the Texas Hill Country (AT)

Friday, March 3

9:00am Growing Up Wild Volunteer Training (AT)

Saturday, March 4

8:00am Roosevelt High School Community Garden (NPA)

8:30am Headwaters Sanctuary Workday (RM-NPA)

9:00am CNC Birding Skills Workshop: Tools, Tips, and Techniques to Identify Birds (AT)

9:00am PHP Weekend Warriors (RM-NPA)

9:00am Friedrich Park Bird Watching (AT)

When

Sat, March 4, 9am – 11am

Where

Friedrich Wilderness Park, 21395 Milsa Drive, San Antonio, TX ([map](#))

Description

Explore the early signs of spring with park staff as you hone your bird watching skills. Meander along the trails in search of the first warblers of spring, and learn to identify birds by their sounds. While bringing binoculars is strongly encouraged, the park has several pairs of binoculars available to loan young birders. RSVP required. Recommended for age 10 and up. Suggested donation: \$3 per person, \$6 per family. For more information, call (210) 207-3782 or email nicole.mcleod@sanantonio.gov.

[more details»](#) [copy to my calendar](#)

9:30am MI AC Wildcaning Workshop: Native Plants 101 (AT)

Events shown in time zone: Central Time

GoogleCalendar

ABOUT US

POPULAR LINKS

REQUIRED LINKS

CONTACT

AGRILIFE BOOKSTORE

Ask me anything

8:40 PM

3/1/2017

Volunteer Dashboard

The screenshot shows a web browser window displaying the Volunteer Management System interface for the Texas Parks & Wildlife Department. The user is logged in as Nancy Thoss. The dashboard includes several main sections: Find Opportunities, View My Schedule, Report my Service, View My Log Book, My Placements, My Referrals, and a Summary section. Red annotations with arrows point to specific features: 'Report Your Hours' points to the 'Report my Service' button; 'These hours do not apply to Master Naturalists' points to the 'Volunteer Hours' summary box; 'Review, edit, and delete your hours. Look at your MN hours totals.' points to the 'View My Log Book' button; 'Change your password, address, and contact information.' points to the 'Edit My Profile' link; 'Log Out' points to the 'Log out' link; and 'See which opportunities you are approved for' points to the 'My Referrals' button. The footer includes links for General Information, Privacy & Security, Accessibility Policy, Linking Policy, Submit a Question, Open Records, Complaint Process, and Report Fraud.

https://tpwd.samaritan.com/recruiter/index.php

Volunteer Management System... Texas Parks & Wildlife Depa... Featured on AOL

Alamo Area Chapter Texa... Volunteer Management S... Amazon.com - Online Sh... Priceline.com TripAdvisor

TEXAS PARKS & WILDLIFE

Welcome, Nancy Thoss

Report Your Hours

Summary

Volunteer Hours

Month: 0
Year: 0
Lifetime: 0

These hours do not apply to Master Naturalists

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
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My Referrals
View opportunities I have applied for that are pending approval and placement.

Edit My Profile

Log out

Log Out

See which opportunities you are approved for

Review, edit, and delete your hours. Look at your MN hours totals.

Change your password, address, and contact information.

General Information Privacy & Security Accessibility Policy Linking Policy Submit a Question Open Records Complaint Process Report Fraud

Texas Parks and Wildlife Department

Search the web and Windows

5:44 PM 2/7/2016

Approved Opportunities in VMS

- Opportunities are organized by Category Codes based on Federal Reporting Categories. Will be in alphabetical order by code shown in ().
 - Advanced Training (AT)
 - Chapter & Program Support, Business and Administration (CB)
 - Field Research (FR)
 - Nature/Public Access (NPA)
 - Public Outreach (PO)
 - Natural Resource Management (RM)
 - Training & Educating Others (TR)
 - Technical Guidance (TG)
 - Other (OT)

See Opportunity Category Descriptions Chart.

Approved Opportunities

https://ec.volunteernow.com/recruiter/index.php

Volunteer Management System | TMN Hours Entry Login | Texas Parks & Wildlife Department | Texas Parks & Wildlife Department | Texas Parks & Wildlife Department | Featured on AOL

Alamo Area Chapter Texas | Volunteer Management System | Amazon.com - Online Shopping | Priceline.com | TripAdvisor

TEXAS PARKS & WILDLIFE

You have been placed with the following opportunities:

AT: Chapter Meeting-Alamo

Overview //

Advanced Training at the Alamo Chapter Meeting. PLEASE SPECIFY TOPIC.

Program: Alamo Area Master Naturalists

Contact Person: Alamo

Contact Phone:

[Click here for details or to remove yourself](#)

AT: Online- 4 HR Max

Overview //

Advance training through approved webinars. There is a 4 hour limitation per year. PLEASE SPECIFY TOPIC/TITLE.

Program: Alamo Area Master Naturalists

Contact Person: Alamo Area Master Naturalists

Contact Phone:

[Click here for details or to remove yourself](#)

AT: Presentations

Overview //

Volunteers

[Volunteer Dashboard](#)

[Search Opportunities](#)

[FAQ](#)

[Log out](#)

Search the web and Windows

5:53 PM 12/7/2015

Approved Opportunities

The screenshot shows a web browser window with the URL <https://ec.volunteernow.com/recruiter/index.php>. The browser's address bar and tabs are visible at the top. The main content area displays three volunteer opportunities, each with a title, overview, program, contact person, and contact phone. The first opportunity is titled "CB: Chapter Business AAMN" and includes a link to "Click here for details or to remove yourself". The second opportunity is titled "FR: CoCoRaHS" and also includes a link to "Click here for details or to remove yourself". The third opportunity is titled "FR: Field Research- AAMN" and includes a link to "Click here for details or to remove yourself". The browser's taskbar at the bottom shows the Windows logo, a search bar, and several application icons. The system clock in the bottom right corner indicates the time is 6:03 PM on 12/7/2015.

CB: Chapter Business AAMN

Overview //

Chapter Administrative Work, Chapter Business.
Includes Board of Directors and Committee duties, Chapter Newsletter, Website management, Hours reporting, Chapter reporting, representing Chapter at multi-chapter events, Assistance to State Program and State Program Office.

Program: Alamo Area Master Naturalists

Contact Person:

Contact Phone:

[Click here for details or to remove yourself](#)

FR: CoCoRaHS

Overview //

Field Research, including surveys, for CoCoRaHS. Activities may include daily readings and recordkeeping.

Program: Alamo Area Master Naturalists

Contact Person: Alamo Area Master Naturalists

Contact Phone:

[Click here for details or to remove yourself](#)

FR: Field Research- AAMN

Overview //

Field research (including field surveys) performed by members of the Alamo Area Chapter. Please specify location when entering the service hours.

Approved Opportunities

The screenshot shows a web browser window with the URL <https://ec.volunteernow.com/recruiter/index.php>. The browser has several tabs open, including "Volunteer Management System...", "TMN Hours Entry Login | Texa...", and three instances of "Texas Parks & Wildlife Depart...". The page displays three volunteer opportunities under the heading "Approved Opportunities".

NPA: Access Nature- CNC

Overview //

Developing, maintaining, or improving wildscapes, native gardens, interpretative areas, wildlife viewing blinds, or trails.

Program: Alamo Area Master Naturalists

Contact Person: Debi Silva

Contact Phone: (830) 249-4616 x

[Click here for details or to remove yourself](#)

NPA: Access Nature- GC

Overview //

Developing, maintaining, or improving wildscapes, native gardens, interpretative areas, wildlife viewing blinds, or trails at Government Canyon State Park.

Program: Alamo Area Master Naturalists

Contact Person:

Contact Phone: (210) 688-9055 x

[Click here for details or to remove yourself](#)

NPA: Access Nature- GRSP

Overview //

Developing, improving, or maintaining wildscapes, native gardens, interpretative areas, wildlife viewing blinds, or trails at Guadalupe River State Park.

Program: Alamo Area Master Naturalists

Volunteer Dashboard

The screenshot shows a web browser window displaying the Volunteer Management System interface for the Texas Parks & Wildlife Department. The user is logged in as Nancy Thoss. The dashboard features a grid of icons for various functions: Find Opportunities, View My Schedule, Report my Service, View My Log Book, My Placements, My Referrals, Edit My Profile, and Log out. A summary box on the right shows Volunteer Hours for Month, Year, and Lifetime, all currently at 0. Red callout boxes provide additional context: 'Report Your Hours' points to the 'Report my Service' icon; 'These hours do not apply to Master Naturalists' points to the 'Volunteer Hours' summary box; 'Review, edit, and delete your hours. Look at your MN hours totals.' points to the 'View My Log Book' icon; 'Change your password, address, and contact information.' points to the 'Edit My Profile' link; 'Log Out' points to the 'Log out' link; and 'See which opportunities you are approved for' points to the 'My Placements' icon. The footer includes links for General Information, Privacy & Security, Accessibility Policy, Linking Policy, Submit a Question, Open Records, Complaint Process, and Report Fraud, along with the Texas Parks and Wildlife Department logo.

https://tpwd.samaritan.com/recruiter/index.php

Volunteer Management System... Texas Parks & Wildlife Depa... Featured on AOL

Alamo Area Chapter Texa... Volunteer Management S... Amazon.com - Online Sh... Priceline.com TripAdvisor

TEXAS PARKS & WILDLIFE

Welcome, Nancy Thoss

Summary

Report Your Hours

Volunteer Hours

Month: 0
Year: 0
Lifetime: 0

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.

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Submit volunteer hours.

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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.

Log Out

See which opportunities you are approved for

Review, edit, and delete your hours. Look at your MN hours totals.

Change your password, address, and contact information.

These hours do not apply to Master Naturalists

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Search the web and Windows

5:44 PM 2/7/2016

Select the Opportunity

Report Service

Please select from the following survey(s):

Select an opportunity to report hours/service ▼

Volunteers

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Partial List of Alamo Area Opportunities

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TEXAS PARKS & WILDLIFE

Report Service

Please select from the following survey(s):

Select an opportunity to report hours/service

- Select an opportunity to report hours/service
- AT: Chapter Meeting-Alamo:TMN AT Report Hours
- AT: Online- 4 HR Max:TMN AT Report Hours
- AT: Presentations:TMN AT Report Hours
- CB: Chapter Business AAMN:TMN Admin Report Hours
- FR: CoCoRaHS:TMN Field Research Hours
- FR: Field Research- AAMN:TMN Field Research Hours
- FR: Hawk Watch:TMN Field Research Hours
- FR: Water Quality:TMN Field Research Hours
- NPA: Access Nature- AAMN:TMN Report Hours
- NPA: Access Nature- BONP:TMN Report Hours
- NPA: Access Nature- CG:TMN Report Hours
- NPA: Access Nature- CNC:TMN Report Hours
- NPA: Access Nature- GC:TMN Report Hours
- NPA: Access Nature- GRSP:TMN Report Hours
- NPA: Access Nature- HIW:TMN Report Hours
- NPA: Access Nature- KCPP:TMN Report Hours
- NPA: Access Nature- LCR:TMN Report Hours
- NPA: Access Nature- MLAC:TMN Report Hours
- NPA: Access Nature- SABG:TMN Report Hours

Volunteers

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Ask me anything

7:20 PM 3/1/2017

See “List of Opportunities”

This Excel file list is on our website and will be updated when changes occur. It provides you with more information to help you select the correct opportunity based on the category codes.

Refer to both this list and the Opportunity Category Descriptions Chart.

Be careful when selecting an opportunity. If you select the wrong category when recording your hours, you will have to delete it and re-enter your hours with the correct category.

Example: NPA: Access Nature-SAPAR would be used for developing/maintaining/improving hiking trails, native gardens, wildlife viewing blinds in one of San Antonio’s parks or natural areas.

TR: Presentation-SAPAR would be used for training others (teaching a class on native plants) in one of San Antonio’s parks or natural areas.

Both have SAPAR in the name. Select the correct one based on your activity.

VMS – Reporting Volunteer Service and Training Hours: Advanced Training Hours

Report Service

Please select from the following survey(s):
AT: Presentations:TMN AT Report Hours

Service Date: 03/01/2017

Advanced Training

How many hours was the training?:

You must put in AT hours

Describe your service or training:

Cancel

Volunteers

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Training time only. NO travel time allowed.

Include title/brief description, speaker's name, and location of training

VMS – Reporting Volunteer Service and Training Hours: Service Hours – Remember to Choose the Correct Category

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TEXAS PARKS & WILDLIFE

Report Service

Please select from the following survey(s):
RM: Invasives- HIW:TMN Report Hours

Service Date: 03/01/2017

Volunteer Hours

How many hours did you volunteer?
(To the nearest quarter hour, including travel time) 4

Describe your service or training:
Removed chinaberry trees and
manning.

This activity qualifies for the following specialization:
☐ Texas Waters Specialist

For your personal records....

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

Do you have impact data to add to the opportunity? ☒ No ☐ Yes
(Add only once per event)

Do you have new acreage to report? ☒ No ☐ Yes
(Add only once per event)

Do you have new trail miles to report? ☒ No ☐ Yes
(Add only once per event)

Volunteers

- [Volunteer Dashboard](#)
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Include service hours + travel time together

Enter enough information so we know what you did. DO NOT use acronyms, project codes, or initials. Include the location if not specified in the category name.

VMS – Reporting Volunteer Service and Training Hours

Impact Data: **Only one person** reports this data for each event

Do you have impact data to add to the opportunity? ☒ No ☐ Yes
(Add only once per event)

Do you have acreage to report? ☒ No ☐ Yes
(Add only once per event)

Do you have trail miles to report? ☒ No ☐ Yes
(Add only once per event)

For attendance, enter
total # of adults, total #
of children, and the
grand total

Default = No
When in doubt, use No.

VMS – Reporting Volunteer Service and Training Hours

Volunteer Service - The Field Research category survey has a date range

Texas Parks & Wildlife D... X

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TEXAS PARKS & WILDLIFE

Report Service

Please select from the following survey(s):

FR: CoCoRaHS:TMN Field Research Hours

Field Research Volunteer Hours

Start Date for volunteer service: 02/19/2017

End Date for volunteer service: 02/25/2017

How many hours did you volunteer?
(To the nearest quarter hour, including travel time) .5

Describe your research:

Daily measurement of rainfall at my property in Boerne and reported data on CoCoRaHS website

This activity qualifies for the following specialization:

☐ Texas Waters Specialist

For your personal records....
What was the total number of miles you drove round trip?

OK Cancel

Volunteers

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Ask me anything

Optional

Date range only for Field Research category

VMS – Reporting Volunteer Service and Training Hours

Volunteer Management System
Texas Parks & Wildlife Department
https://tpwd.samaritan.com/recruiter/index.php

TEXAS PARKS & WILDLIFE

Report Service

Please select from the following survey(s):
CB: Chapter Business AAMN:TMN Admin Report Hours

Service Date: 08/06/2016

Volunteer Hours
How many hours did you volunteer?
(To the nearest quarter hour, including travel time) 2.5

Chapter Administration
Chapter Administration: Treasurer Duties

Describe your service or training:
Enter July transactions into Quickbooks, reconcile bank account, and prepare July financial statements

For your personal records....

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

OK Cancel

Volunteers
[Volunteer Dashboard](#)
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[Log out](#)

When doing work as a Board Member, use the CB:Chapter Business category

Select the applicable job/title. When in doubt, use Board/Committee Work.

Optional

Volunteer Dashboard – View Your Log Book

The screenshot shows a web browser window displaying the Volunteer Management System dashboard for Nancy Thoss. The dashboard is titled "Welcome, Nancy Thoss" and features a grid of icons for various functions. Red callout boxes with arrows point to specific features, providing instructions or warnings. A yellow callout box points to the "View My Log Book" option.

Callout Boxes:

- Report Your Hours:** Points to the "Report my Service" icon.
- These hours do not apply to Master Naturalists:** Points to the "Volunteer Hours" summary box, which shows Month: 0, Year: 0, and Lifetime: 0.
- Review, edit, and delete your hours. Look at your MN hours totals.** Points to the "View My Log Book" icon.
- Change your password, address, and contact information.** Points to the "Edit My Profile" link.
- Log Out:** Points to the "Log out" link.
- See which opportunities you are approved for:** Points to the "My Referrals" icon.

Dashboard Content:

- 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:** Link to update user information.
- Log out:** Link to log out of the system.

Summary:

Volunteer Hours	
Month:	0
Year:	0
Lifetime:	0

Footer:

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VMS – Viewing Your Log Book

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https://tpwd.samaritan.com/recruiter/index.php

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🔄

Volunteer Management Syste... Texas Parks & Wildlife Depa... This page can't be displayed

🏠 ⭐ ⚙️ 😊

🛡️ Norton

🟢 THIS PAGE IS SAFE

🔒 ACCESS VAULT

📘 SHARE VIA FACEBOOK

🌟 Alamo Area Chapter Texa... Volunteer Management S... Amazon.com – Online Sh... Priceline.com TripAdvisor

🏠 TEXAS PARKS & WILDLIFE

[Back to dashboard](#)

Log Book for: Nancy Thoss

Start Date:

Jan

15

2016

End Date:

Jan

30

2016

Rows to display

All

of 20

Go

Opportunity Summary

AT: Presentations					
Alamo Area Master Naturalists	Approval Status	Approved Hours	Opportunity Type	TMN Hours	Admin Activity
23 Jan 2016	Yes, Approved	0	Advanced Training	0	
24 Jan 2016	Yes, Approved	0	Advanced Training	0	
Total	N/A	0	Advanced Training: 2	0	

CB: Chapter Business AAMN					
Alamo Area Master Naturalists	Approval Status	Approved Hours	Opportunity Type	TMN Hours	Admin Activity
15 Jan 2016	Yes, Approved	0	Chapter Administrati	0.5	Board/Committee Work
17 Jan 2016	Yes, Approved	0	Chapter Administrati	0.25	Board/Committee Work
17 Jan 2016	Yes, Approved	0	Chapter Administrati	1	Board/Committee Work
18 Jan 2016	Yes, Approved	0	Chapter Administrati	0.5	Hours Management
19 Jan 2016	Yes, Approved	0	Chapter Administrati	0.5	Board/Committee Work
21 Jan 2016	Yes, Approved	0	Chapter Administrati	0.25	Board/Committee Work
22 Jan 2016	Yes, Approved	0	Chapter Administrati	0.5	Treasurer Duties
23 Jan 2016	Yes, Approved	0	Chapter Administrati	2	Board/Committee Work
24 Jan 2016	Yes, Approved	0	Chapter Administrati	1	Board/Committee Work
24 Jan 2016	Yes, Approved	0	Chapter Administrati	1	Hours Management

Adjust date range and then click on Go. To see all hours since you joined, select a year prior to joining for your Start Date.

You can edit unapproved hours.
(Example: to add more information to your description)
Once the Administrator has approved them, you can't make any changes.

Viewing Your Description

Browser address bar: <https://tpwd.samaritan.com/recruiter/index.php>

Log Book for: Nancy Thoss

Start Date: Jan 15 2016
End Date: Jan 30 2016
Rows to display: All of 20 Go

Opportunity Summary

AT: Presentations						
Alamo Area Master Naturalists	Admin Activity	AT Hours	AT Evaluation	Service Performed	Mileage round trip	Trail Miles
23 Jan 2016		2.75		New Volunteer Training for Discovery Center by Craig Hensley at Guadalupe River State Park	0	0
24 Jan 2016		3.5	Liked It	New Volunteer Traini	0	0
Total		6.25	Liked It: 2	N/A	0	0

CB: Chapter Business AAMN						
Alamo Area Master Naturalists	Admin Activity	AT Hours	AT Evaluation	Service Performed	Mileage round trip	Trail Miles
15 Jan 2016	Board/Committee Work	0		Email correspondence	0	0
17 Jan 2016	Board/Committee Work	0		Check Chapter PO Box	0	0
17 Jan 2016	Board/Committee Work	0		Email correspondence	0	0
18 Jan 2016	Hours Management	0		Check and approve vo	0	0
19 Jan 2016	Board/Committee Work	0		Update 2016 membersh	0	0
21 Jan 2016	Board/Committee Work	0		Check Chapter PO Box	0	0
22 Jan 2016	Treasurer Duties	0		Prepare and make dep	0	0
23 Jan 2016	Board/Committee Work	0		Update 2016 membersh	0	0
24 Jan 2016	Board/Committee Work	0		Email correspondence	0	0
24 Jan 2016	Hours Management	0		Check and approve vo	0	0
25 Jan 2016	Board/Committee Work	0		Check Chapter PO Box	0	0
25 Jan 2016	Hours Management	0		Check and approve vo	0	0

After scrolling to the right, your description partially appears under "Service Performed." "Mouse over" it to view your entire entry.

VMS – Reporting Volunteer Service and Training Hours

Remember, hours have to be reported within **45 days** of the event

Questions?

For questions, email Nancy at:
nancy4gardens@gmail.com