Volunteer Management System

Reporting Volunteer Service and Advanced Training Hours

2019
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 or a category

• 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 Resource
  • 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).
VMS Login
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.

2019 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

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
Alamo Area Chapter Website: txmn.org/alamo

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

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

LIKE US ON FACEBOOK

Texas Master Naturalist Programs

Save the Dates for the 2019 Annual Meeting:
October 15-18, 2019

Have you heard? We’re headed to Houston for our 2020 Annual Meeting! Mark your calendars now for October 15-18 and save the date to join us next year.

Find us on Facebook
Volunteer Login

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

User ID: aa-nthoss
Password: .........

Log in

Forgot your password?

New volunteers please start here to apply

Start here!
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.
Volunteer Dashboard

- Review, edit, and delete your hours. Look at your MN hours totals.
- Change your password, address, and contact information.
- Report Your Hours
- Log Out

Welcome, Nancy Thoss

Find Opportunities
Look for ways to serve on a one-time or regular basis.

View My Schedule
View 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.

Approved Hours
- TMN Life: 3439
- TMN Year: 381.25
- AT Year: 31
Hours are reported to the nearest 15 minutes. The Time Conversion file is available to help you convert minutes to a decimal.

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.

2019 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:

https://bmn.org/alamo/record-hours-in-vms/
Finding Approved Opportunities (Service Projects and Advanced Training Classes)

- 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.

Approval should be requested 2 weeks or more prior to the date of the activity.
<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, November 18</td>
<td>10:00am: Witte Museum: AAMN Volunteers Needed (PO)</td>
</tr>
<tr>
<td></td>
<td>10:00am: PHP Butterfly Learning Center (BLC) Workdays (NPA)</td>
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<tr>
<td></td>
<td>10:00am: Igo Branch Library: Tree Measuring for Texas Big Tree Registry (FR)</td>
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<tr>
<td></td>
<td>12:00pm: Essentials of Gardening (AT)</td>
</tr>
<tr>
<td>Tuesday, November 19</td>
<td>8:30am: Headwaters: Grotto-Brackenridge Villa Gardens Workday (RM-NPA)</td>
</tr>
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<td></td>
<td>8:30am: Salsa Squad: Texas Invaders: Invasive Plant Eradication (RM)</td>
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<tr>
<td></td>
<td>9:00am: Medina River Natural Area Work Days (NPA - RM)</td>
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<td></td>
<td>6:00pm: Sierra Club presentation:</td>
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<tr>
<td>Wednesday, November 20</td>
<td>8:30am: Headwaters Sanctuary Workday (RM-NPA)</td>
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<tr>
<td></td>
<td>8:30am: PHP Weed Wednesday Warriors (RM - NPA)</td>
</tr>
<tr>
<td></td>
<td>9:00am: SABOT: Texas Native Trails Working Workshop (RM)</td>
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<tr>
<td></td>
<td>9:00am: Friedrich Wilderness Park Wednesday Workday (RM)</td>
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<tr>
<td>Thursday, November 21</td>
<td>1:00pm: AAMN Native Plant Wildscape Demonstration Garden Workday (NPA)</td>
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<td></td>
<td>7:00pm: CNC: Thirst for Nature - Stories in the Stars (Fun)</td>
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<tr>
<td>Friday, November 22</td>
<td>11:30am: SABOT: Lunch and Learn - Ecosystem Diversity Matters - Why Invasives Are (AT)</td>
</tr>
<tr>
<td>Saturday, November 23</td>
<td>8:00am: MLAC Boomner Bird Walk (AT)</td>
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Events shown in time zone: Central Time - Chicago
### November 2019

#### Calendar Entries

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Sun, Nov 1</td>
<td><strong>PM</strong> - The Corpus Christi Hawk 9am at Witte Museum; 8:30am SABOT: Texas Native Prairie Assn</td>
</tr>
<tr>
<td>Mon, Nov 2</td>
<td>8:30am Corpus Christi Hawk; 8:30am SABOT: Texas Native Prairie Assn</td>
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<tr>
<td>Tue, Nov 3</td>
<td>8:30am Corpus Christi Hawk; 8:30am SABOT: Texas Native Prairie Assn</td>
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<tr>
<td>Wed, Nov 4</td>
<td>8:30am Corpus Christi Hawk; 8:30am SABOT: Texas Native Prairie Assn</td>
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<tr>
<td>Thu, Nov 5</td>
<td>8:30am Corpus Christi Hawk; 8:30am SABOT: Texas Native Prairie Assn</td>
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<tr>
<td>Fri, Nov 6</td>
<td>8:30am Corpus Christi Hawk; 8:30am SABOT: Texas Native Prairie Assn</td>
</tr>
<tr>
<td>Sat, Nov 7</td>
<td>8:30am Corpus Christi Hawk; 8:30am SABOT: Texas Native Prairie Assn</td>
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#### Note

Events shown in time zone: Central Time - Chicago
<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
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<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>Nov 1</td>
<td>2</td>
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| 9am Corpus Christi Hawk 9am Corpus Christi Hawk | 8:30am Headwaters Sanc 8:30am Headwaters | 9am Corpus Christi Hawk 1:30pm Headwaters | A W Witte Museum: AA 8:30am Headwaters | Grol 8:30am PHP Weed Wedne | 9am Corpus Christi Hawk 9:30am SABOT: Texas Art | 9am Burgundy Oaks Natural
| 11am PHP Butterfly Learn 9am Corpus Christi Hawk 3:30pm Headwaters Envir | +4 more | 8am Mitchell Lake Birding 9am Corpus Christi Hawk 9am Mitchell Lake Birdi | 9am Corpus Christi Hawk 9am Mitchell Lake Birdi | 9am Mitchell Lake Birdi 9am Mitchell Lake Birdi | 9am Mitchell Lake Birdi 9am Mitchell Lake Birdi | +6 more |

### Headwaters - The Village Native Habitat Project (RM-NPA)

**When**: Thu, November 14, 8:30am – 11:30am

**Where**: N29 4698, W88 4709 (map)

**Description**: We are collaborating with The Village at Incarnate Word to create a Native Plant Wildlife Habitat at 3 locations on their property. The Village is a senior-living community on a 16-acre campus located adjacent to the Headwaters Sanctuary and in particular, the Blue Hole. The project’s goal is to create a native habitat which attracts local wildlife for the enjoyment of residents, visitors, and staff.

Volunteers are needed to help clear planting beds, prepare soil, plant natives, and mulch the beds. Materials, gloves, and tools are provided.

Contact Pamela Ball at pamela.ball@heavillages-wv.org if you would like to participate.

[More Details](#)  [Copy to my Calendar]
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)
Volunteer Dashboard

- Review, edit, and delete your hours. Look at your MN hours totals.
- Change your password, address, and contact information.
- Log Out
Select the Opportunity
Partial List of Alamo Area Opportunities
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

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

Include service hours + travel time together

General Guideline: Service Hours should be greater than Travel Time

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.

Texas Waters Specialist

Optional
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)

Default = No
When in doubt, use No.

For attendance, enter total # of adults, total # of children, and the grand total.
VMS – Reporting Volunteer Service and Training Hours

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

Date range only for Field Research category

Optional
VMS – Reporting Volunteer Service and Training Hours

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

- **Report Your Hours**
  - Find Opportunities
  - View My Schedule
  - Report my Service

- **Approved Hours**
  - TMN Life: 3439
  - TMN Year: 381.25
  - AT Year: 31

- **View My Log Book**
- **My Placements**
- **My Referrals**

- **Log Out**

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

- Change your password, address, and contact information.
VMS – Viewing Your Log Book

Adjust date range. To see all hours since you started, select a year prior to joining. Click Go.

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.

Use the scroll bar to see additional columns to the right.
Viewing Your Description

After scrolling to the right, your description partially appears under “Service Performed.” “Mouse over” it to view your entire entry.
Editing Your Entry

• On the Dashboard, click on View My Log Book
• Click on the tiny box next to the unapproved entry
• Click on the Edit Selected Record button
• Make the adjustments needed
• Click on OK
• Click on Back to Dashboard
Remember, hours have to be reported within 45 days of the event
Questions?

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