

Volunteer Management System for Texas Master Naturalists

March 2020



Objectives – be able to...

- Login to the VMS (TPWD registration)
- Navigate the dashboard (user interface)
- Edit your profile/change your password
- Change the date range you are viewing
- Enter / edit hours; all service and AT hours from TMN events should be entered
- Log out
- Get help on issues (your mentor or the Help Desk at <https://txmn.org/help>)

What is the VMS

- VMS = Volunteer Management System.
- VMS is web-based software
 - Do not need to load it on your device
- All TPWD (including Texas Master Naturalist) volunteers use this software to report their hours

Why Enter Your Hours

- "In-kind" TPWD Federal Grant
- Volunteer and AT hours are worth \$23.00 per hour for Texas wildlife, habitat, and acquisition of lands
- Your Hours
 - Must be entered in VMS within 45 days
 - Certification (40+ service and 8+ AT each year); ONLY hours entered in VMS will count for certification/milestones
 - Milestones (at 250, 500, 1000, 2500, 5000, 10000)

Words we use

- **Opportunities:** Service Projects or AT events.
- **AT:** advanced training (do not count travel time)
- **Service Hours:** Volunteer service (count travel)
- **Survey:** Form we use to enter hours
- **Log book:** the record of our TMN Hours
- **TMN Hours:** service hours from a TMN event
- **AT Hours:** advanced training hours (TMN)
- **Hours:** hours earned at any other TPWD event
- **VMS Web Portal:** <https://txmn.org/hours>
- **45 days** to post your hours from date of event
- **\$23.00:** value of each volunteer/AT hour

Enter Your Hours – the cycle

- Attend an approved AT or service opportunity
- Log in VMS
- Enter your hours – do it as soon as you get home
- Linda Fairlie reviews / approves them and will let you know if she has questions

Examples of Opportunities

- AT: Chapter Meeting – has an AT component
- Administrative Work – officer duties, web page, hospitality, newsletter, recruiting...
- Presentations – used by TMN presenters
- Initial Training – where you report initial training
- AT: TMN Annual Meeting
- CoCoRaHS – Field Research hours*
- Miller Springs, Mother Neff, Chalk Ridge Falls, Corps of Engineers (Belton/Stillhouse)

Objective – log into VMS **

URL: txmn.org/hours

user ID: you selected it

password: you selected it also

(if you forget your password, any chapter VMS admin can reset it):

Linda Fairlie- fairlielinda@gmail.com

Dale Hughling- dalehughling@aol.com

VMS Portal <https://txmn.org/hours>

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 Feb 09, 2018 may not be entered	
You have until the end of	To enter Hours worked on
Today	Feb 10, 2018
Mar 30, 2018	Feb 13, 2018
Apr 13, 2018	Feb 27, 2018
Apr 27, 2018	Mar 13, 2018
May 11, 2018	Today
Hours on or after Mar 28, 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

rsary/

TMN Secure Login Screen

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!

Dashboard – Edit My Profile

Welcome, Pinkie Rentz

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:	21
Year:	27
Lifetime:	27

You have 45 days to enter your hours

Change password

Opportunities that you have been approved for

Log out

Footer:

- About TPWD
- General Information
- Office Locations
- Doing Business with TPWD
- Agency Forms
- Permits
- Resources
- Publications
- Privacy & Security
- Statewide Info
- texas.gov
- Homeland Security
- Connect with TPWD
- Social Media
- Submit a Question
- Sign up for Email

Dashboard - Edit My Profile

- When you registered with TPWD, you created a VMS user ID and password
- Change your volunteer password
- Change your personal information in the system (DOB, email address, emergency info)
- Make sure your email address is up to date!
- Your chapter VMS admins sometimes use the VMS email to correspond with you



Dashboard – Report my Service

Welcome, Pinkie Rentz

Add your Hours Here

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 your reported Hours

Change password

View My Log Book
View my volunteer transaction history.

My Placements
View opportunities I have applied for that have been approved.

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

You have 45 days to enter your hours

Summary

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Footer:

- About TPWD: General Information, Office Locations
- Doing Business with TPWD: Agency Forms, Permits
- Resources: Publications, Privacy & Security
- Statewide Info: texas.gov, Homeland Security
- Connect with TPWD: Social Media, Submit a Question
- Sign up for Email

Report My Service (drop-down list)

VMS User Document x Texas Parks & Wildlife Dep x

teernow.com/recruiter/index.php

Peace Corps My Yahoo! SparkPeople EMail Google Social SPairz SiTX HOTMN Travel Im

TEXAS PARKS & WILDLIFE

Report Service

Volunteers

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

Please select from the following survey(s):

Select an opportunity to report hours/service ▼

- Select an opportunity to report hours/service
- AT: Beetles and Pesticides Seminar:TMN Report Hours-1X
- AT: Birding Year Round in Central TX:TMN Report Hours-1X
- AT: Entomology & Plant Pathology:TMN Report Hours-1X
- AT: Fruit Trees and Nuts in Texas:TMN Report Hours-1X
- AT: Lawncare in Texas:TMN Report Hours-1X
- AT: Tree Problems—Oak Wilt and Drought:TMN Report Hours-1X
- Chapter Meeting-HOTMN:TMN Report Hours-1X
- Children's Garden Fair:TMN Report Hours-1X
- Cultural Arts Festival:TMN Report Hours
- Frog Jump Run:TMN Report Hours-1X
- Gardeners Gathering:TMN Report Hours-1X
- New Opportunity:TMN New Opportunity
- Project FeederWatch:TMN Report Hours

- **TMN Report Hours-1X** indicates that you can only enter data once.
- **TMN Report Hours** indicates that you can add hours multiple times
- **TMN New Opportunity** is what you fill out to give your admin new opportunity information.

What Opportunity Do I Use


- All of your initial training classes will be posted under the opportunity “Initial Training” – provide the date, number of hours, and the topic(s)
- Approved vs Not Yet Approved
 - Approved – Linda has ok’ed them
 - Not Yet Approved – just that, she has not yet approved them and they will not be tabulated in the hours summary

Report My Service – survey (form)

Report Service

Please select from the following survey(s):

AT: Chapter Meeting-CenTex:TMN AT Report Hours ▼

Service Date: 10/20/2016 

Advanced Training

How many hours was the training?: 1

Describe your service or training:

Monthly chapter AT meeting:
Travis Jez (speaker) on Texas
Roadside Wildflowers

OK

Cancel

Dashboard – View My Logbook

Welcome, Pinkie Rentz

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- Submit a Question
- Sign up for Email

View My Log Book – My Hours

Start Date: Jan ▼ 1 ▼ 2016 ▼

End Date: Oct ▼ 20 ▼ 2016 ▼

Rows to display All ▼ of 80 Go

Opportunity Summary

Ordinary log book entries ▼

Rectangular Snip

Administrative Work				
Central Texas Master Natura	Approval Status	Approved Hours	Opportunity Type	TMN Hours
05 Jan 2016 - 06 Jan 2016	Yes, Approved	0	Chapter Administrati	2
06 Jan 2016	Yes, Approved	0	Chapter Administrati	2.5
12 Jan 2016	Yes, Approved	0	Chapter Administrati	1.5
14 Jan 2016	Yes, Approved	0	Chapter Administrati	2.25
14 Jan 2016	Yes, Approved	0	Chapter Administrati	1
15 Jan 2016 - 18 Jan 2016	Yes, Approved	0	Chapter Administrati	5
15 Jan 2016 - 18 Jan 2016	Yes, Approved	0	Chapter Administrati	1.5
18 Jan 2016	Yes, Approved	0	Chapter Administrati	2.5

When Things Go Wrong...

- Can't see the opportunity you need?
Contact Linda Fairlie
- Can't see your posted hours?
 - Ensure the date range is set correctly at the top of the log book!
 - Ensure the log book is set to "Ordinary Log Book Entries"
 - Can't get logged in – (caps lock, wrong user ID, contact a chapter VMS administrator)
 - Linda may not have "Approved" them yet

Other things to remember...

- You must enter your TMN hours within 45 days
 - What if I miss the cutoff? If it is an extremely extenuating circumstance, contact the Chapter President
- You may lump hours for multiple days together in one entry but only for those opportunities with a Field Research category (CoCoRaHS for example)
- Be sure to choose the correct opportunity; if in doubt, ask your mentor, the project coordinator, a VMS Admin
- **Most Important: enter the hours**

Membership Hours Approver

- Who is Linda Fairlie? **
- Where can you find her contact information?
- At <https://txmn.org/centraltexas> under Member Resources (password is bell)– look for the Membership List

Summary

- Important URLs

- txmn.org/hours/ report your hours

- txmn.org/help/ TMN Help Desk

- Txmn.org/centraltexas CTMN Website

- Report your hours! Each one is important (\$23).

- Edit your profile/change your password

- There is a 45 lock out on reporting hours; after 45 days they are pretty much lost

- You cannot lump days together other than for Field Research category projects like CoCoRaHS

Questions?

