


at <http://txmn.org/tmn-hours-entry/> using your TMN userID and

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Other than the *Edit my Profile* and *Log out* links, only three icons, *Report my hours*, *View My Log Book* and *My Placements* are used by TMN.

To report Service or AT Hours, click on the *Report my Service* icon

- [illegible]

- What type of Hours are you reporting?
- ☐ Advanced Training ☒ Chapter Administration ☐ Service Project
- Service Date: 11/08/2015 

5. Additional fields may occur depending on the Type of Hours you choose. Most are self explanatory but there are some that are special.

- Volunteer Hours**
- How many hours did you
(To the nearest quarter hour)
- Chapter Meeting
President Duties
Board/Committee Work
Treasurer Duties
Hours Management
Training Classes
Hospitality
Fundraising
Communications
Programs
Project Management
Website & Social Media
- Chapter Administration:**

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

- Do you have impact data to add to the opportunity?
(Add only once per event)
- Do you have acreage to report?
(Add only once per event)
- Do you have trail miles to report?
(Add only once per event)

Impact Data is the most important selection if you are doing activities that involve Direct Contact with the public such as Trail Guiding or Educational Talks - this is where you put the people count of your audience.

- ii. **Acreage Report** has one question - How many acres were impacted by this event
- iii. **Trail Miles** has one question - Total trail miles maintained or developed by this event

6. When finished, press OK at the bottom of the page

- a. You must record your hours within 45 days. The calendar will not go back further than 45 days. No exceptions.
- b. Each entry has a *Describe Your Service or Training* comment field. This is where you would put what type and location of a wildlife survey you take, or where you do a Community Presentation or any other info you'd like to note for your own use.
- c. Hours you put in will not appear in your personal records until they are accepted into the system by a system administrator.