



Texas Master Naturalist

Volunteer Management System (VMS)



Galveston Bay Area Chapter
Training



Texas Master Naturalist

- What is the VMS?
- Who uses it?
- Why do we use it?
- Definitions
- Accessing the VMS system/Reporting hours
- Important things to remember
- Other Resources



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- What is the VMS?
 - Volunteer Management System
 - It is a computer system that works as a central repository for volunteer hours.
- Who uses it?
 - All volunteer groups sponsored by TPWD
- Why do we use it?
 - It is used for management of member lists and their activity
 - It helps TPWD improve Master Naturalist federal grant reporting
 - Recognition of members achievements (hours)



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Definitions

- **Opportunities** – Service or Advanced training hours that have been approved for members to report hours.
- **Survey** – The format used to enter volunteer hours and opportunity information.
- **Log book** – The record of volunteer hours that each member has entered in the VMS.
- **Username** – Begins with GBAC- (unless you have a TPWD username). Do not change it. It is not case sensitive.
- **Password** - 8 character minimum length consisting of lower and upper case letter, numbers and some special characters. Case sensitive.



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Certification and re-certification

➤ Initial Certification Requirements

- Complete at least 40 hours of field/classroom instruction
- Complete an additional 40 hours of volunteer service and 8 hours of Advanced Training. You have one year from the last day of class to complete these requirements.

➤ Re-certification:

- 40 hours of volunteer service and 8 hours of AT each year
- During your first year if you want to certify and re-certify, you will need to record 80 hours of volunteer service and 16 hours of AT before December 31st.



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Accessing the VMS System

- txmn.org/hours
 - click on the VMS – Volunteer Login link

- From our Chapter website, txmn.org/gbmn/
 - Report Your Hours Tab



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Texas Master Naturalist Program

- Home
- About ▼
- Events
- Naturalist News
- For Chapters ▼
- 2021 Annual Meeting
- #TMNTuesdays

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 Feb 04, 2022 may not be entered

You have until the end of	To enter Hours worked on
Today	Feb 05, 2022
Mar 25, 2022	Feb 08, 2022
Apr 08, 2022	Feb 22, 2022
Apr 22, 2022	Mar 08, 2022
May 06, 2022	Today



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Accessing the VMS System

- From our Chapter website, txmn.org/gbmn/
- Click on the “Report Your Hours” tab

Click for a hub of Extension resources related to the current COVID-19 situation.

COVID-19 Resources

T E X A S

Master
Naturalist™



Galveston Bay Area Chapter

TEXAS A&M
AGRILIFE
EXTENSION

TEXAS
PARKS &
WILDLIFE

[Home](#)

[Calendar](#)

[What We Do](#)

[Become a Master Naturalist](#)

[Members](#) ▼

[Photos](#)

[The Midden](#) ▼

[Report Your Hours](#)





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➤ Click on the “Report Your Hours” button

The screenshot shows the website for the Galveston Bay Area Chapter of the Texas Master Naturalist program. The header is green with the chapter name and navigation links: Home, Calendar, What We Do, Become a Master Naturalist, Members, Photos, The Midden, and Report Your Hours. The main content area features a large heading 'Report Your Hours' with a red underline. Below it, a paragraph explains that members are responsible for tracking and reporting hours using the Volunteer Management System (VMS) and provides a deadline: 'Remember to enter your hours weekly. You have 45 days from the date of your service/training to enter your hours.' A red arrow points to a brown button labeled 'Report Your Hours here'. On the right side, there is a 'Chapter news!!' section with a list of links and an 'Our Blog Archives' section with a 'Select Month' dropdown menu. The 'Noa Grant' logo is visible in the bottom right corner.

Master Naturalist Galveston Bay Area Chapter

Home Calendar What We Do Become a Master Naturalist Members Photos The Midden Report Your Hours

Report Your Hours

Members are responsible for tracking and reporting Advanced Training and Volunteer Service hours. All Master Naturalist Chapters use the Volunteer Management System (VMS) to report their hours. Click on the button below to enter your hours. **Remember to enter your hours weekly. You have 45 days from the date of your service/training to enter your hours.**

Report Your Hours here

Chapter news!!

- [2022 Recertification Pin](#)
- [Christine\(Chris\)Anastas read](#)
- [Volunteers needed for Dolphi](#)
- [George Kyame reaches 5,00](#)
- [End of Year Chapter Meeting](#)

Our Blog Archives

Select Month

Noa Grant



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TEXAS PARKS & WILDLIFE

Volunteer Login

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

User ID

Your username

Password

Your password

Log in

[Forgot your password?](#)

To login as Texas Master Naturalist Chapter Organization, please log-in [here](#).

or

New volunteers please start here to apply

Start here!



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Reporting your service/training



Find Opportunities

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



View Your Schedule

See the shifts where you have signed up.



Report Your Service

Submit volunteer hours.



View Your Log Book

View your volunteer transaction history.



My Placements

View opportunities you have applied for that have been approved.



My Referrals

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

[View Profile](#)

[Log out](#)



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Report Your Service

- ✓ It is recommended to enter your service weekly
- ✓ You have 45 days to enter your service

After clicking on the Report Your Service icon, you will be prompted to select a survey (opportunity) from the drop down list

Report Service

Please select from the following survey(s):

Wetland Restoration-EIH (Environmental Institute of Hous ▾)

Volunteers

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



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➤ After selecting an opportunity, the appropriate survey will appear

Report Service

Please select from the following survey(s):

Wetland Restoration-EIH (Environmental Institute of Hou ▾)

Federal Category: Natural Resource Management

Opportunity Description:

Wetland restoration activities coordinated by the Environmental Institute of Houston at the University of Houston - Clear Lake.

Volunteer Chapter: Galveston Bay Area Master Naturalists

Service Date:

Volunteer Hours

How many hours did you volunteer?

(To the nearest quarter hour, including travel time)

You must put in service hours

Describe your service or training:

(255 character limit)

For your personal records....

What was the total number of miles

you drove round trip?



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- Pay attention to the Opportunity description. If it doesn't describe what you did, it could be the incorrect opportunity

Federal Category: Natural Resource Management

Opportunity Description:

Wetland restoration activities coordinated by the Environmental Institute of Houston at the University of Houston - Clear Lake.

Volunteer Chapter: Galveston Bay Area Master Naturalists



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- Select the correct date of your service
- Enter the hours (include travel time)
- Briefly describe what you did

Service Date:

Volunteer Hours

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

Describe your service or training:



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- Do not use Texas Waters Specialist unless you have been to training.
- Optional: Enter number of miles traveled
- Optional: Impact data
- Do not use acreage or trails unless instructed to do so.
- **Press OK to save information**

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?

Do you have impact data to add to the opportunity?
(Add only once per event)

Do you have **new** acreage to report?
(Add only once per event)

Do you have **new** trail miles to report?
(Add only once per event)



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- If all worked well, you will receive a Thank You!
- If you have more to enter, be sure and change the opportunity before clicking the “Make another entry “ button.

Report Service

Please select from the following survey(s):

Wetland Restoration-EIH (Environmental Institute of Hous ▼

Thank You!

Make another entry



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Example of
Advanced Training
survey.

Note: There is no
mileage or impact
data

Report Service

Please select from the following survey(s):

AT: GBAC Sponsored:TMN AT Report Hours ▼

Opportunity Description:

Advanced training opportunities presented by the chapter's AT Committee

Service Date: 02/27/2019

Advanced Training

How many hours was the training?:

You must put in AT hours

Describe your service or training:

Cancel



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Impact Data

- Refer to the Dec 2021 Midden, page 9 for a detailed article
- Impact or contact data is what Master Naturalists collect when we present or teach information to one or many people
- Our sponsors use this information for funding and for presenting to the State Legislature.



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- At the bottom of most surveys if you answer 'Yes' to the impact data question, another section will open up for you to enter impact data.
- If you are with other Master Naturalists, be sure and ask them who is entering impact data. We do not want duplicate data.

Do you have impact data to add to the opportunity?

(Add only once per event)

Yes





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Adult + Youth
must equal
Male + Female

Ethnicity total
must equal
Adult + Youth

Opportunity Impact

Please complete the following for the number of attendees:

Adult:

5

Youth:

4

Male:

1

Female:

8

White:

5

Black:

1

Hispanic:

3

Asian:

American Indian:



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- After entering your hours, always check to make sure they are correct.
- Go back to the Volunteer Dashboard

Report Service

Please select from the following survey(s):

Wetland Restoration-EIH (Environmental Institute of Hous ▾)

Federal Category: Natural Resource Management

Volunteers

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





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Select View Your Log Book



Find Opportunities

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



View Your Schedule

See the shifts where you have signed up.



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Submit volunteer hours.



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My Placements

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[View Profile](#)

[Log out](#)



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- You can change date range and view

[Back to dashboard](#)

Log Book for: Test Train

Start Date: Jan 1 2020
End Date: Feb 23 2020
Rows to display: All of 3 Go
View by: date

Opportunity Summary

Ordinary log book entries

Bird Monitoring and Surveys								
Galveston Bay Area Master N	Approval Status	Approved Hours	Service Performed	TMN Hours	Specialization	Mileage round trip	Adult Sub Total	Youth S
<input type="checkbox"/> 23 Feb 2020	Not Yet Approved	0	bird count at EIH	1.25		0	0	(
Total	N/A	0	N/A	1.25		0	0	(



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View by date

[Back to dashboard](#)

Log Book for: Test Train

Start Date: Jan 1 2020

End Date: Feb 23 2020

Rows to display All of 3

View by

Opportunity Summary

Ordinary log book entries

Date	Approval Status	Approved Hours	Service Performed	TMN Hours	Specialization	Mileage round trip	Adult Sub Total	Youth Sub to
<input type="checkbox"/> 18 Feb 2020	Not Yet Approved	0	Weeded	2.5		23	0	0
<input type="checkbox"/> 20 Feb 2020	Not Yet Approved	0	P3 kayak clean up at	4		40	4	2
<input type="checkbox"/> 23 Feb 2020	Not Yet Approved	0	bird count at EIH	1.25		0	0	0



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Important things to remember

- How often should you enter your service hours?
 - ✓ Recommended weekly
- How many days do you have to enter your hours?
 - ✓ For those of you who forget to enter weekly...
45 days!



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Important things to remember

➤ How do you log off the system?

✓ Always use the Log off link – not the 'x'



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Important things to remember

- What if you have no idea what opportunity to select?
 - ✓ Ask a fellow volunteer or your mentor
 - ✓ Look at the list of opportunities on the website
 - ✓ Ask Ellen Gerloff (for Advanced Training)
 - ✓ Ask Jo Monday (for Volunteer Service)



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Other Resources

- GBAC website (<http://txmn.org/gbmn/>)
 - ✓ Report Your Hours tab
 - ✓ Membership tab
 - ✓ Volunteer Service (under Membership tab)
 - ✓ Advanced Training (under Membership tab)

- ✓ Volunteer Services Director (Jo Monday)
- ✓ Advanced Training Director (Ellen Gerloff)
- ✓ Membership Director (Patty Trimingham)

• QUESTIONS?