

MCTMN VMS Cheatsheet



Texas Master Naturalist

- Home
- About
- Chapter Resources
- Staying Connected
- Find A Chapter
- Annual Meeting

Texas Master Naturalists Website: txmn.org/tmn-vms-users/

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.

Click to get to the Log-in Screen.

Or go there directly—<http://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](#)

Get Help Or email kk

Log into the VMS

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

Hours on or before Dec 04, 2018 may not be entered	
You have until the end of	To enter Hours worked on
Today	Dec 05, 2018
Jan 22, 2019	Dec 08, 2018
Feb 05, 2019	Dec 22, 2018
Feb 19, 2019	Jan 05, 2019
Mar 05, 2019	Today

Useful deadline reminder

Hours on or after Jan 20, 2019 may not be entered

Volunteer Login

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

User ID

midcoast-kirkwood

Password

.....

Log in

Volunteer Dashboard

Welcome, Your Name Here

Summary



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

When you're done

Report Hours here

May not be correct

Approved Hours

TMN Life: 102
TMN Year: 40.7
AT Year: 0

Unlabeled icons are not currently used

Edit your VMS profile when contact info changes

Reporting Your Hours

Report Service

Please select from the following survey(s):

- Select an opportunity to report hours/service
- Select an opportunity to report hours/service
- AT: Lecture Series presentation:TMN AT Report Hours
- AT: Online Training:TMN AT Report Hours
- AT: Single presentation:TMN AT Report Hours
- AT: Specific-Project:TMN AT Report Hours**
- AT: TX Waters Certification Training:TMN AT Report Hours
- AT: with Chapter Meeting:TMN AT Report Hours
- AT: with State Meet:TMN AT Report Hours
- CB: Chapter Business:TMN Admin Report Hours
- FR: ANWR research:TMN Field Research Hours
- FR: Aquatic Life:TMN Field Research Hours
- FR: Bird Populations:TMN Field Research Hours
- FR: Insect Life:TMN Field Research Hours
- FR: Mad Island:TMN Field Research Hours
- FR: Mission-Aransas NERR:TMN Field Research Hours
- FR: Other Partners:TMN Field Research Hours
- FR: TPWD:TMN Field Research Hours
- FR: Water Quality:TMN Field Research Hours
- FR: WWF research:TMN Field Research Hours
- NPA: ANWR:TMN Report Hours

Volunteers

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

Opportunities match items on your Placement list

Select an Opportunity to report.

Reporting Advanced Training

Report Service

Please select from the following survey(s):

AT: Specific-Project.TMN AT Report Hours


Select from the seven AT Opportunity types

Opportunity Description:

Approved training for a specific Chapter project and, typically, for a specific Partner. Training may include equipment operation, interpretation, or other skills as required. Examples: ANWR-Heavy Equipment training, Matagorda Peninsula Turtle Patrol, WWF-MAPS bird-banding. Specify the partner & project in "Describe your training" when you report.

Shows description so you can be sure to choose the correct opportunity

Service Date: 01/19/2019



Jan 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Today						

Click date icon: avoid typos!

Advanced Training

How many hours was the training?: 5.25

Decimal quarter hour: .25, .50, .75, NOT clock time: 15, 30, 45

Describe your service or training:

Padre Island turtle patrol training

Specify training type or title & location if important

OK

Cancel

Click OK to submit

Reporting Chapter Business

Report Service

Please select from the following survey(s):

CB: Chapter Business:TMN Admin Report Hours

Picking CB: opens the Chapter Admin reporting form

Opportunity Description:

Includes attending chapter meetings, officer duties, committee work, hours-keeping, website, newsletter, hospitality, and initial training class support and mentoring. Choose Chapter Administration in "type of Hours" and select from the dropdown.

Shows description so you can be sure to choose the correct opportunity

This category includes performing tasks related to the funding/business aspects of the Chapter plant sale, as opposed to the educational outreach aspects. Examples: buying plants, growing plants, other money-related operations. Choose "fundraising" from the dropdown.

Service Date: 01/19/2019

Click icon to avoid typos

Volunteer Hours

How many hours did you volunteer?
(To the nearest quarter hour, including travel time) 2

Chapter Administration

Chapter Administration: Board/Committee Work

Chapter Admin Choices:

- Chapter Meeting
- Board/Committee Work
- President Duties
- Vice President Duties
- Treasurer Duties
- Secretary Duties
- Hours Management
- Hospitality
- Communications
- Website and Social Media
- Photographer
- Programs
- Project Management
- Recruiting
- Training Classes
- Fundraising

Describe your service or training: Outreach committee meeting

For your personal records....

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

Optional: Enter if you want VMS to track mileage for you

OK Cancel

Reporting Service Projects

Please select from the following survey(s):

NPA: ANWR:TMN Report Hours

Select an Opportunity to report

Federal Category: Nature/Public Access

Opportunity Description:

-Creating or maintaining trails or any other work that allows people easier access to nature **OR**
-Working on interpretive or pollinator gardens on any Aransas National Wildlife Refuge property. Please specify activity when you report.

Service Date: 01/19/2019

Volunteer Hours

How many hours did you volunteer?

(To the nearest quarter hour, including travel time)

2.5

Describe your service or training:

clear Heron Flats Trail so people can use it

This activity qualifies for the following specialization:

Texas Waters Specialist

Check if you took the Water Specialist training and are reporting a water-related activity

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)

No

Do you have **new** acreage to report?

(Add only once per event)

No

Do you have **new** trail miles to report?

(Add only once per event)

No

Only Project Leader reports:
Click Yes **only** for a brand-new trail

Reporting a Field Research Project

Report Service

Please select from the following survey(s):

FR: Bird Populations:TMN Field Research Hours ▼

Opportunity Description:

Field research collecting and reporting data for all bird populations **including** specific research for a specific partner (Ex: WWF-MAPS). Includes Whooping crane reports to any agency, Christmas birdcounts, online reporting to iBird, GBBC, and the TERN project, as well as other reporting at non-partner locations. Specify organization (Ex: ICF) in "Describe your service" when you report.

Field Research Volunteer Hours

Start Date for volunteer service: 01/11/2019

End Date for volunteer service: 01/18/2019

How many hours did you volunteer?
(To the nearest quarter hour, including travel time) 26

Describe your research:
ICF-Whooping crane surveys, Lamar.
4 trips

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)

No ▼

OK

Cancel

Enter Start Date & End Date: use calendars icons to pick your dates

FR: is the only opportunity that allows reporting more than a day

Specify for what organization, what bird, & where

Reporting Your Interactions with Other People

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

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

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

Opportunity Impact

Please complete the following for the number of attendees:

Adult:	<input type="text" value="3"/>
Youth:	<input type="text" value="12"/>
-----	-----
Male:	<input type="text"/>
Female:	<input type="text"/>
-----	-----
White:	<input type="text"/>
Black:	<input type="text"/>
Hispanic:	<input type="text"/>
Asian:	<input type="text"/>
American Indian:	<input type="text"/>

Click Yes on service project forms to report contacts

Enter the **total number** of adults and youth **you spoke with**, even if you don't fill any other fields

Using Your Logbook

Viewing Your Records:

1. Set the dates you want to see records for
2. Choose whether you want to View by date or opportunity
3. Click Go

Start Date: Jan 1 2019

End Date: Jan 19 2019

Rows to display: All of 19

View by:

19 Oct 2015, 12:00 am	Yes, Approved	0	Chapter Administration	5.5
20 Oct 2015, 12:00 am	Yes, Approved	0	Chapter Administration	
Total		N/A	Service Project: 4 Chapter Administration: 2	

Use scroll bar at bottom of list to scroll left/right & see more information.

Log Book Summary									
Opportunity Type	<table border="1"> <tr><td>Service Project:</td><td>20</td></tr> <tr><td>Chapter Administration:</td><td>21</td></tr> <tr><td>Advanced Training:</td><td>3</td></tr> </table>	Service Project:	20	Chapter Administration:	21	Advanced Training:	3		
Service Project:	20								
Chapter Administration:	21								
Advanced Training:	3								
TMN Hours	805								
Admin Activity	<table border="1"> <tr><td>Samaritan VMS Rollout:</td><td>11</td></tr> <tr><td>Board/Committee Work:</td><td>3</td></tr> <tr><td>Hours Management:</td><td>3</td></tr> <tr><td>Website & Social Media:</td><td>4</td></tr> </table>	Samaritan VMS Rollout:	11	Board/Committee Work:	3	Hours Management:	3	Website & Social Media:	4
Samaritan VMS Rollout:	11								
Board/Committee Work:	3								
Hours Management:	3								
Website & Social Media:	4								
AT Hours	26.25								
AT Evaluation									
Service Performed	N/A								
Mileage round trip	921.8								
Trail Miles	0								

of Activities by type, not # of hours

Total service hours in dates chosen

Total AT hours in dates chosen

For your IRS records

Edit (or Delete) a Record:

06 Nov 2015, 12:00 am	Yes, Approved	0	Chapter Adm
<input checked="" type="checkbox"/> 07 Nov 2015, 12:00 am	Not Yet Approved	0	Chapter Adm

To edit an entry, check the box, scroll down, & click

My Placements



My Placements

RM: PAIS Sea Turtles

Overview //

Activities related to endangered sea turtles at Padre Island National Seashore. Examples: cold-stunned turtle rescue/release, PAIS turtle patrol or dispatch, egg incubation oversight, hatchling releases, data entry and documentation, other activities. Specify activity when you report.

Program: Mid Coast Master Naturalists

Contact Person: NPS-Donna Shaver

Contact Phone: (361) 949-8173 x226

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

An Opportunity as seen in the Placements list

Click here for more information or to trim your own Opportunities list

Edit My Profile/Log Out

View My Log Book
View my volunteer transaction history.

My Placements
View opportunities for that placement.

[Edit My Profile](#)

Click to update your personal information.

General Information Privacy & Security Accessibility Policy

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

[Log out](#)

Log out when finished using VMS

Linking Policy Submit a Question Open Record