

# 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/](http://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/tmn-hours-entry/>

## 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](#)

### VMS Login

VMS UserID:

Password:

Login

[Forgot your password?](#)

Hours on or before Mar 18, 2016 may not be entered	
You have until the end of	To enter Hours worked on
Today	Mar 19, 2016
May 06, 2016	Mar 22, 2016
May 20, 2016	Apr 05, 2016
Jun 03, 2016	Apr 19, 2016
Jun 17, 2016	Today
Hours on or after May 04, 2016 may not be entered	

Useful deadline reminder

Useful deadline reminder

# Volunteer Dashboard

**Welcome, Your Name Here**

**Report Hours here**

**Summary**

**Volunteer Hours**

TWPD Hours, Not TMN

Month: 0  
Year: 0  
Lifetime: 0

**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.

**Hours you've reported**

**View My Log Book**  
View my volunteer transaction history.

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

**Opportunities you are approved for**

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

**Unlabeled icons are not currently used**

**Edit My Profile**  
Change your VMS profile when anything changes

**Log out**  
When you're done

# Reporting Your Hours

**Report Service**

Please select from the following sur

Select an opportunity to report hours/service

- AT: Lecture Series presentation:TMN Report Hou
- AT: Online Training:TMN Report Hours
- AT: Specific-Project AT:TMN Report Hours
- AT: with Chapter Meeting:TMN Report Hours
- CB: Attend Chapter Meeting:TMN Report Hours
- CB: Chapter Business:TMN Report Hours
- CB: Recruiting:TMN 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: PAIS:TMN Field Research Hours
- FR: TPWD:TMN Field Research Hours
- FR: Water Quality:TMN Field Research Hours
- FR: WWF research:TMN Field Research Hours
- Historical Data AT Hours: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

Service Date: 05/03/2016

Click date icon: avoid typos!

### Advanced Training

How many hours was the training?: 4.5

By quarter hour: .25., .50., .75

Describe your service or training:

Turtle patrol training, PAIS

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

Service Date: 05/03/2016

**Volunteer Hours**

How many hours did you volunteer?  
(To the nearest quarter hour, including travel time) 1

### Chapter Administration

Chapter Administration: Board/Committee Work

Describe your service or training:  
Outreach committee meeting

For your personal records....

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

OK Cancel

Picking CB: opens the Chapter Admin reporting form

Click icon to avoid typos

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
- Samaritan VMS Rollout
- State Meeting

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

## Reporting Service Projects

### Report Service

Please select from the following survey(s):

NPA: ANWR:TMN Report Hours

Select an Opportunity to report

Service Date: 05/03/2016

### Volunteer Hours

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

3

Describe your service or training:

clearing Heron Flats trail so  
people can use it

For your personal records....

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

54

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

Project chair: Click Yes only once per  
property or trail

## Reporting a Field Research Project

### Report Service

Please select from the following survey(s):

FR: Bird Populations:TMN Field Research Hours

### Field Research Volunteer Hours

Start Date for volunteer service: 04/10/2016



End Date for volunteer service: 05/03/2016



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

26

Describe your research:

Buff-breasted Sandpiper  
surveys, Refugio county.  
4 trips

For your personal records....

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

287

OK

Cancel

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

FR: is the only opportunity we can  
consolidate hours for

Specify what and 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:

Youth:

Male:

Female:

**Attendee Grand Total:**

White:

Black:

Hispanic:

Asian:

American Indian:

Click Yes on service project forms to report contacts

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

# Using Your Logbook

## View Records:

Set the dates you want to see records for & click Go

Start Date: Jan 1 2000  
 End Date: Nov 9 2015  
 Rows to display All of 41 Go

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	0	Service Project: 4 Chapter Administration: 2	

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

<b>Log Book Summary</b>	
Opportunity Type	Service Project: 20 Chapter Administration: 21 Advanced Training: 3
TMN Hours	805
Admin Activity	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

Edit Selected Record

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

Delete Selected Record(s)



# 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.

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

[Log out](#)

Log out when finished using VMS

General Information Privacy & Security Accessibility Policy

Linking Policy Submit a Question Open Record