

MCTMN VMS Cheatsheet



Texas Master Naturalist

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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/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](#)

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

**Hours on or before May 14, 2017
may not be entered**

You have until the end of	To enter Hours worked on
Today	May 15, 2017
Jul 02, 2017	May 18, 2017
Jul 16, 2017	Jun 01, 2017
Jul 30, 2017	Jun 15, 2017
Aug 13, 2017	Today

**Hours on or after Jun 30, 2017
may not be entered**

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.

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

Opportunities you are approved for

Unlabeled icons are not currently used

When you're done

Change your VMS profile when anything changes

Edit My Profile

Log out

Reporting Your Hours

Report Service

Volunteers

Opportunities match items on your Placement list

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

Select an Opportunity to report.

Volunteer Dashboard
Search Opportunities
FAQ
Log out

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



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

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

26

FR: is the only opportunity we can consolidate hours for

Describe your research:

Buff-breasted Sandpiper surveys, Refugio county. 4 trips

Specify what and where

For your personal records....

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

287

OK

Cancel

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

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.

Log Book Summary	
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.

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