

Data Flow Diagram - New Opportunities put in by Volunteers

When a Volunteer attends, or finds an opportunity that they would like to use as Service Hours or Advanced Training they can submit a new opportunity request form for review

The new opportunity should be one that...

- has never been attended by anyone in your chapter
- has not already been put in by your chapter hours administrator
- probably has been put in, but you have not yet been approved for

The Volunteer Submits the Opportunity

The Volunteer will start in "Report my Service" on eRecruiter

Select "New Opportunity: TMN New Opportunity" survey

Fill out as much information as you can.
You can add attachments for more documentation

Opportunities that you have been approved for

Please select from the following survey(s):

- Select an opportunity to report hours/service
- Select an opportunity to report hours/service
 - AT: Beetles and Pesticides Seminar:TMN Report Hours-1X
 - AT: Birding Year Round in Central TX:TMN Report Hours-1X
 - AT: Entomology & Plant Pathology:TMN Report Hours-1X
 - AT: Fruit Trees and Nuts in Texas:TMN Report Hours-1X
 - AT: Lawncare in Texas:TMN Report Hours-1X
 - AT: Tree Problems—Oak Wilt and Drought:TMN Report Hours-1X
 - Chapter Meeting-HOTMN:TMN Report Hours-1X
 - Children's Garden Fair:TMN Report Hours-1X
 - Cultural Arts Festival:TMN Report Hours
 - Frog Jump Run:TMN Report Hours-1X
 - Gardeners Gathering:TMN Report Hours-1X
 - New Opportunity:TMN New Opportunity
 - Project FeedWatch:TMN Report Hours

The Administrator Reviews and Creates the new opportunity

Find the Logbook Entry for "New Opportunity" and 'Edit' to see submission

Review all information and save any attachments for later

Does this opportunity need to be approved by your chapter?

Yes

Print the opportunity and distribute to your activity committee for approval

Approval?

Yes

If an opportunity exists in another chapter, you can have Michelle or the program coordinator copy it to your chapter folder from the 'All Data' folder.

No

Create a new Opportunity with the information provided on the logbook entry

Delete the original 'New Opportunity' Logbook Entry

Send the Requester an email using the New Opportunity Approved Email Template

eCoordinator Log Book System

Specific Date Range: Start Date: Jan 1 2014 End Date: Sep 4 2014 Applies to: Start Date

New Edit History Delete Reports Email Approval

Show All Refresh Grid Settings TMN Standard-Administration

1 to 1 of 1 Rows

	Opportunity Title	Admin Activity	Start Date
<input checked="" type="checkbox"/>	New Opportunity		09/04/2014