

# TMN/VMS Newsletter

T E X A S



FOR TEXAS MASTER NATURALISTS VMS ADMINISTRATORS

Volume 5

December, 2015

## The 2015 Annual Report

The 2015 report will require some work, depending on how your 2015 data was put in.

If your chapter put in your detailed data directly, then you should be able to pull all of your hours from VMS. If you put your 2015 hours in by quarter using the 'Historical Data' opportunities, then you will have to use your old system to get the categories that the report requires for the year.

Many chapters will have to pull data from both systems and add them up to get the numbers for the report.

You will use a variety of grids, volunteer, opportunity and logbook grids to get your totals, adjusting the dates to get cumulative and annual amounts. You can also use the summary and detail modes to simplify the

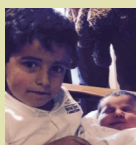
results and the column selections to identify categories.

There is an opportunity logbook grid called 'Agrilife Training' that was created to total up the numbers of youth & adults for the report.

We will be sending out more details in January.

### Our Newest Master Naturalist:

Clara Cecilia Gutierrez, born Dec 7th to Michelle Haggerty. Mom, Dad and big brother Grant are all doing great.



*Opportunity impact ethnic data detail is no longer required.*

*Just Adults, Youth and Total.*

### Special points of interest:

- ◆ THE 2015 ANNUAL REPORT
- ◆ SCHEDULE
- ◆ FIELD IN FOCUS: JOB RATE
- ◆ SURVEY UPDATES
- ◆ OPPORTUNITY IMPACT DATA
- ◆ THE 'APPLY TO' OPPORTUNITY
- ◆ ENTERING YOUR NEW TRAINING CLASS
- ◆ HISTORICAL OPPORTUNITIES
- ◆ NEW LEADERSHIP

### Project Profile: Eastern McLennan County Bird

### Field in Focus - Job Rate

All Service and AT Opportunities should have the Job Rate set to \$23. This will help the state office when they are preparing their grant applications.

## Schedule—Next Uploads

### People Uploads are complete!

Hours Uploads: We will have one more hours upload in December. Your coordinator will contact you if you're on the schedule to get your data uploaded.

2015 Data: All 2015 data will need to be in the system by the final upload on 1/15/2016.

## Survey Updates

- We've removed most of the impact data fields from the survey based on feedback from TPWD.
- You might also note that a reminder will pop up until the volunteer puts in hours.
- And finally, the survey will not let them put in more than 18 hours in any one day.

### Completed Chapters

- ◆ LOST PINES
- ◆ BRUSH COUNTRY
- ◆ HILL COUNTRY
- ◆ BIG COUNTRY
- ◆ BALCONES
- ◆ CYPRESS BASIN



## TMN/Volunteer Management System Rollout

### TEXAS MASTER NATURALISTS

#### Rollout Coordinators

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#### Historical Opportunities

We may be close to finishing the job of uploading the historical data—but you shouldn't delete the historical opportunities. They will always be in your opportunity list.

Once your historical data has been entered, make sure that no one is approved for those opportunities so they won't see them in their drop down box.

#### The 'Apply To' opportunity

People who are interested in working with your chapter fill out a volunteer profile when they select your 'Apply To' opportunity on the TPWD/TXMN website. Their volunteer profile then ends up in the Inbox, where your admin will move it to your chapter folder. Your 'Apply To' opportunity is your recruiting tool and should have as much information as possible to let them know about your chapter.

You should include:

- when and where you meet.
- what area/counties that your chapter works in.
- a link to your TMN chapter website and any other social media site that you feel is appropriate.
- any special or unique projects that your chapter works on.

#### Putting your New Training Class in VMS

When you are starting a new class, there are multiple ways to create the volunteer profiles for your new members. Our challenge is how to avoid duplicates with the TPWD system.

Hours keepers have access to the TPWD volunteer list on the help desk through a special login account. We should try to check that list before volunteers profiles are created.

If the volunteer went through the 'Apply To' opportunity to contact your chapter, you will still need to check the TPWD list.

If you find them in the TPWD list, complete a help desk request and we will have TPWD 'share' or merge those volunteer accounts with us. After they've been shared, you can update their information with our TMN data.

#### New Leadership for 2016?

If your chapter is putting in new leadership for 2016, be sure to update your VMS volunteer profile documents for the outgoing and incoming officers.

**Volunteer Profile: Foster, Cheryl**

Personal	Ethnic Background	User Defined	Language	Registration
Attachments	History			

Group: General, Insurance Status, Background Check, Alternative Workforce, Group Affiliation, Certifications, Contact, TMN Recognition, **TMN Officers/Committees Recognition**

Officer List: ☐ President ☐ Secretary ☐ At Large Board Member  
☐ Vice President ☐ Treasurer ☐ Advisor

Committee Member of: Hours Management

Officer and/or Committee Duties:

Help on the Web:

Find them here: <http://texasmasternaturalist.freshdesk.com/support/home>