

TMN/VMS Newsletter

T E X A S



FOR TEXAS MASTER NATURALISTS VMS ADMINISTRATORS

Volume 11

June, 2016

Setting up your new classes

When you are setting up your new classes, be sure that they aren't already in the TPWD system...even if they applied through the TXMN.org website. There is a good chance that TPWD volunteers were setup automatically by the department and don't know they have an account. To find them in the system refer to the admin guide on the help desk or the December newsletter.

Don't forget to look in the inbox for new recruits or interested people. Find the applications for your "Apply To" chapter opportunity, mark them as TMN-Interested and move them to your folder. When your class is established and they've paid, change their status to TMN-In Training and approve them for your Initial Training opportunity.

- ◆ The Initial Training opportunity does not have a federal category and we cannot

submit those hours for our grant. Be sure that the only people approved for that opportunity are your training class. All of their classroom training and field trip hours will go the Initial Training opportunity.

- ◆ For your volunteers who help with the class, be it setup, refreshments or mentoring, their hours should be recorded to Chapter Administration\Training Classes.
- ◆ If your volunteers are sitting in on the class to earn AT Hours, you will need to setup an AT opportunity to capture those hours.
- ◆ If you have a volunteer that is presenting a class they should put their hours under a 'Training and Educating Others' opportunity, such as Community Presentations.

Special points of interest:

- ◆ SETTING UP NEW CLASSES
- ◆ BIRD OPPS
- ◆ BACKGROUND CHECKS
- ◆ PRIVACY POLICY
- ◆ TRAINING REMINDER
- ◆ AUDITS
- ◆ REMINDER: DON'T LUMP HOURS
- ◆ OPPORTUNITY EXPIRATION DATE
- ◆ VMS VERSION 7.6

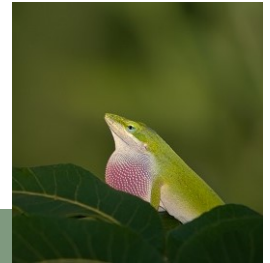
TPWD Background Checks

- ◆ TPWD HR has emptied the background check queue.
- ◆ Be sure that your volunteers have checked the background check waiver on their profile and that their birthdate and other information is correct so that TPWD can complete their background checks in a timely manner.

What a Great Idea! Bird Opportunities

John Laisy from the Balcones Chapter titled his birding opportunities as 'Birds:' xxx, putting all of the bird counts, surveys and feeder watches together on the volunteer drop-down box.

The Mid-Coast chapter has a single opportunity called Field Research: Bird Populations. All of their bird surveys go in that one category, and the volunteer specifies which survey they worked on.



Implementation Team

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Field in Focus: Opportunity Expiration Date

The Opportunity Expiration date is not required to setup an opportunity, and won't actually stop a volunteer from submitting hours for the event, or showing the opportunity in their drop-down box.

The field will stop you from approving new volunteers for the opportunity.

Project Profile:

Main Info	Chapter	Logistics
Approvers	History	

Any additional information about this project

Project Creation Date: 11/13/2014

Project Expiration Date: 10/1/2017

eCoordinator—version 7.6 is live

Samaritan is now browser independent. You can do your admin work in Chrome, Firefox or Internet Explorer.

Reminder—Don't Lump your hours

If you enter hours that exceeds 14 hours in a single day, be sure to put an explanation and details about what you were doing so we (and the auditors) can tell that you weren't lumping hours from multiple days. (Field Research is the only exception, those hours can spread over multiple days.)

Privacy Policy

The state office has crafted a privacy policy that the chapters can implement with their volunteers.

You can find a copy of the policy on the help desk.

Ongoing Training

Training is required for all new Admins, for both Full Access and Read Only Access accounts.

Training is held throughout the month.

Sign up through the help desk for any of these classes.

Audit/Reviews

We're still working on reviews of chapter data.

We are looking at things like the logistics tab, approvals for In-active volunteers, Organization names and appropriate opportunity categories.

Need Help? Find it here: txmn.org/help

Quick Login for hours: txmn.org/hours -or- tpwd.samaritan.com

Quickly go to the search page: txmn.org/apply