

We only use cookies that are necessary for this site to function, and to provide you with the best experience. Learn more in our [Cookie Statement](#). By continuing to use this site, you consent to the use of cookies.

0

Sign Up for Updates 

## VMS Admin Newsletter

Texas Parks and Wildlife Department sent this bulletin at 07/02/2018 10:55 AM CDT

[View as a Webpage](#)

**2018 Annual Meeting - 10/26 to 10/29 - Georgetown**



**This year's Annual Meeting will be the biggest ever. Registration will begin in July. Be sure to register early.**

**We will be offering an Admin 201 class, a reporting class and the VMS Roundtable discussion for Admins.**

## Field in Focus.... Volunteer History

Some chapters are using the Officer Comments field to note previous officer positions.

The Certification Comments field can also be used to record past recertification dates.

The screenshot shows a web form with a header bar containing links: Home, View Contact, Language, Registration, Emergency Contact. Below the header, there are two main sections. The first section is titled 'Officer List' and contains checkboxes for 'President', 'Secretary', 'At Large Board Member', 'Vice President', 'Treasurer', and 'Advisor'. Below this is a 'Committee Number of:' field with a dropdown menu. The second section is titled 'Officer and/or Committee Status' and has a large text area for comments.

## Chapter Management Operations Protocols

Michelle will be sending out requests for changes to CMOP (send suggested verbiage changes to Michelle by the end of August)

## Things to Check...

- Officer Changes

- Volunteer Status of your training class
- Cross check new volunteers against the TPWD volunteer list (the list can be found on the help desk)
- Active to InActive volunteer status (if they haven't paid dues and haven't filed hours for the past year... don't forget to remove opportunity approvals when you mark them TMN-InActive)

---

## 2018 Data Review

We've started the 2018 data audits. We will look at some of the same ratios that we looked at last year, but the main analysis will be a deep dive into a couple of the federal categories to make sure that activities being recorded correspond to the guidelines of the category assigned to that opportunity.

---

## Quick Links

Get quickly to the help desk: [TXMN.org/help](https://txmn.org/help)


Check your public facing chapter page: [TXMN.org/apply](https://txmn.org/apply)

Login Page: [TXMN.org/hours](https://txmn.org/hours)

---

**Don't forget to report your Texas Master Naturalist volunteer time!**

[REPORT YOUR SERVICE](#)

Get the inside scoop on the Texas outdoors  FREE EMAIL & TEXT UPDATES [SIGN UP](#)

[Texas Master Naturalist Program](#) | [Annual Meeting](#) | [Follow Us on Facebook!](#)

[[SHARE\_THIS]]



**Texas Parks and Wildlife Department**

[update your account](#) | [contact us](#) | [unsubscribe from all TPWD emails](#)