

## **eRecruiter Questions (members):**

1. **Must I be a TPWD registered volunteer to receive volunteer hours credit as a Master Naturalist?**

Yes, if not already a registered volunteer, you must register as a volunteer on the TPWD website in order to sign up for an opportunity and you must be signed up for an opportunity to report your hours. Only opportunities designated as Master Naturalist opportunities can receive Master Naturalist hours.

2. **How do I become a TPWD registered volunteer?**

If you do not already have a TPWD user ID, you can go the TMN Program website ( [txmn.org/apply/](http://txmn.org/apply/) ) and “search” for a chapter near you. Click on “Search” and enter your county name from the resulting list, click on the Apply opportunity for your chapter. When prompted, click on “Sign-Up”; you will be directed to the TPWD forms and waivers page where you can register as a volunteer and obtain a new user ID. Please refer to page 4 of the “VMS User Manual” available on the support FreshDesk for more detail.

**Volunteer Login**

Not yet a TPWD volunteer?

[Opportunity Search](#)  
[FAQ](#)  
[Log in](#)

If you are already a Texas Master Naturalist volunteer, please log-in

User ID

Password

[Log in](#)

[Forgot your password?](#)

or

[Apply to become a volunteer](#)

3. **What must I do before I can post hours into the VMS?**

You will need to be registered as a TPWD volunteer and be approved by your chapter to attend/work events. Then, once you have worked the project or attended the training, you are able to record your hours through the appropriate “Survey” so those hours can be approved by your hours administrator.

4. **Must I be registered for the project before I can post hours worked into the VMS?**

Generally, the answer is ‘no’ as most Master Naturalist opportunities are pre-approved for their volunteers, meaning all you must do is attend the opportunity and report your hours. An exception might be those activities or events at which there is a sign-in sheet and the hours will be entered by someone else from the sign-in sheet; or you wish to attend a non-Master Naturalist event. You would want to be certain that someone is responsible for entering the hours though and that you have any necessary training required.

5. **What if I work an opportunity that has not been entered into my chapter’s list of approved projects?**

The project (or training) MUST be entered by your chapter in order for you to receive Master Naturalist credit for the hours and for it to count towards milestones. Please see question 7 for details on how to submit a new opportunity.

6. **How can I get hours credit if I work an opportunity that has been approved by my chapter, but I did not register for it ahead of time?**

Presently there is a 45 day time limit from the “Project End Date” to enter hours earned. As long as you are within this time frame, the project is still available, and you may log your hours for approval.

**7. How do I, as a member, submit a new opportunity idea on-line?**

The VMS Implementation Team will set up a project called “New Opportunity” for each chapter prior to eCoordinator training. If you have an idea for a new service project or a new AT opportunity, you may sign up for the “New Opportunity” specific to your chapter; provide as much detail as possible so that your chapter opportunity approvers may make a decision whether or not to approve the opportunity. If they approve it, it will be entered into your chapter’s list of approved opportunities. If they do not approve it, then you cannot receive Master Naturalist credit for the hours for that opportunity. **Chapters may have an alternate local method for submitting new opportunities, check with your VMS administrator for this possibility.**

**8. In the VMS, where can I view the number of volunteer and/or advanced training hours I have earned?**

When you sign-in as a volunteer, select “View My Log Book” from the Dashboard; set the date range for the calendar period you wish to see (year, month, etc) and click on “Go”; scroll to the bottom until you see “Log Book Summary”.

**9. In the VMS, where can I view my schedule (that is, the opportunities for which I have registered)?**

To view your schedule of opportunities, log in to the VMS (you may do so at [txmn.org/hours](https://txmn.org/hours)). Log in using your volunteer username and password and select the “View My Schedule” button.

**10. Am I, as a member, able to view other member’s hours?**

Only those members who have an “Administrator” login can view other chapter member’s information.

**11. In the VMS, where can I view which other members who have registered to work selected projects?**

Members are not able to view information concerning other members.

**12. When recording hours, must I separate my travel time from my actual worked hours?**

For service projects, you should include you travel time to and from the site when reporting your “Number of Hours Served”. Recall that you may only record travel time for service and not for AT. Boxes are provided in the survey so you may enter your travel miles as separate values so that you have a record of them for tax purposes, but your travel time should be included in the hours you report for service projects.

**13. Who else can enter my hours for me?**

Anyone who has an “eCoordinator” login for your chapter can enter hours for other chapter members.

**14. I don’t have a computer and/or I am unable to use a computer, how can I still get Master Naturalist hours credit for opportunities I work?**

Although you are encouraged to enter your own hours and maintain your profile, these responsibilities may be passed to anyone you trust to perform these actions for you. That might be someone in your chapter who has an “eCoordinator” login or a member with whom you trust your password or even a family member or friend.

**15. I want to volunteer at a state park, but I want to receive Master Naturalist hours for the work; how do I ensure that happens?**

You must get the opportunity approved by your chapter’s approval committee before you attend the opportunity to receive Master Naturalist credit. Please see question 7 for details on how to submit a new opportunity. When you work the event, there should be a sign-in roster; indicate on the roster that you will be submitting these hours for credit as a Master Naturalist.