

# VMS Admin Newsletter: 4th Quarter, 2020

Texas Parks and Wildlife Department sent this bulletin at 12/30/2020 11:34 AM CST

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## TMN VMS Support Team Newsletter

### Update your Leadership for 2021

Be sure to update your leadership members in the VMS profile - User Defined Tab - TMN Officers & Committee group. For folks cycling out of a leadership position, note their old position in the history field.

Group

General  
Background and Driver CI  
Alternative Workforce  
Confidentiality Agreements  
Media Waiver  
Group Affiliation  
Certifications  
Contact  
TMN Recognition  
**TMN Officers/Committee:**  
Diversity Data  
Texas Waters Specialist C  
Recognition  
Sea Center Awards  
Safety  
Master Naturalist  
Short Form  
Recognition - State Parks

Officer List:

☐ President

☐ Secretary

☐ At Large Board Member

☐ Vice President

☐ Treasurer

☐ Advisor

☐ Immediate Past President

☐ Advanced Training Director

☐ Membership Director

☐ Volunteer Service Projects Director

☐ New Class Director

☐ New Class Representative

☐ Communications Director

☐ State Chapter Representative

Director List:

☐ VMS List:

☐ VMS Admin

☐ VMS LBE

☐ VMS ReadOnly

Committee Member of:

Leadership/Service History:

### Remind Your Volunteers to Get Their Hours In



We have 45 days to get your hours. So all 2020 hours need to be in the system by February 15th to get counted in the year end reports for the state.

### Training for New Officers

We offer VMS training for Admins - 101 and Advanced. Also available is a reporting class and a read-only class. If your chapter has special needs let us know and we could put something together for you. We also offer Webex training for other leaders in your chapter.

Find scheduled training at [txmn.org/help](https://txmn.org/help) and look for the Administrative Training Schedule. If you need a class that's not pre-scheduled put in a help desk request and we can set something up for you.

You must complete a VMS training session before you get your login ID.

### PDFs for your Chapter Archives and Backup

If you would like to save your chapter information for archival purposes you can do it by creating PDF reports of your volunteer and opportunity lists. Start with the grid that you want to save - probably the Chapter Leadership or any of the volunteer rosters. You might also want to do a logbook report of the folks that certified or recertified that year. After you've opened the grid that you want, go to the Report/Volunteer Data Grid and then select the columns that you want to exclude and print to PDF. Some tweaking might be necessary to get it all on a page.

You can also export to Excel format for other reporting and analysis.

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## 2020 Data Review

We've started the 2020 Data Review. It will consist of the same statistics that we've gathered for the past few years, but no detailed analysis of logbook entries or opportunities.

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## Slack Communication Tool...

### Quick Links

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

Slack Channels: [TXMN.slack.com](https://TXMN.slack.com)

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

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

Admin Login Page: [TXMN.org/coordinator](https://TXMN.org/coordinator)

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

[REPORT YOUR SERVICE](#)

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