

# TMN/VMS Newsletter

T E X A S



FOR TEXAS MASTER NATURALISTS VMS ADMINISTRATORS

Volume 2

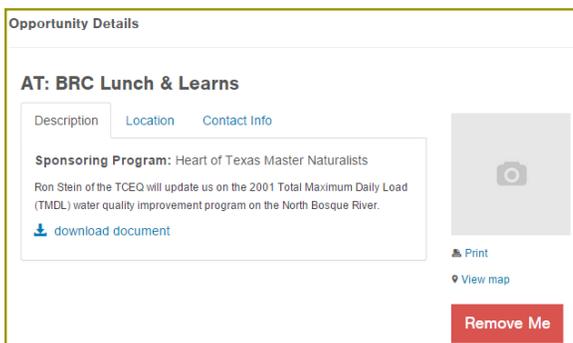
September, 2015

## Managing the Volunteer Drop-Down Box

We know - it would be easy to approve everyone for everything.... but will your volunteers be able to find their opportunity?

The average chapter (if there is such a thing) has almost 65 opportunities. If you approve every volunteer for every opportunity, as recommended, the drop-down box in eRecruiter will fill their screen.

Here are some tricks to help out your volunteers and get their hours recorded to the right opportunities.



If you do want to approve everyone for everything, they can then remove themselves from opportunities that they aren't interested in - by removing themselves through the 'My Placements' option on their



desktop. But the opportunity must have the approved option checked in the Logistics tab. We've put a new grid together to show you the status of that field - 'TMN Standard -Opportunity Listings'.

Another way to manage the drop down box is to un-approve volunteers for opportunities that are not current. Use the Logistics/Display End Date to keep track of events that are no longer active.

Volunteers who sign-up for this activity on their own should be:

- requested
- approved
- approved into schedule slots if already placed with project

### Special points of interest:

- ◆ SCHEDULE
- ◆ NEW ISSUES: THE DROP DOWN BOX
- ◆ FIELD IN FOCUS: CERTIFICATION DATES
- ◆ NEW SAMARITAN URL
- ◆ TIPS: SAYING GOODBYE

### Join us at the Annual Meeting

End User Training  
Friday 3:30pm

VMS Roundtable  
Friday 8:15pm

Admin 201  
Saturday 3pm

Demo Table

## Scheduling

### Congratulations!

Three more chapters have completed all components of the VMS Rollout:

1. Chapter Setup
2. Project Setup
3. Volunteer Setup
4. Historical Hours
5. Training (Admin & Volunteers)

### Next Uploads

People Uploads: We just finished an upload for 10 chapters. We hope to have another people upload at the end of September.

Hours Uploads: The next Hours Upload will be sent the 2nd week of September.

### Completed Chapters

- ◆ TIERRA GRANDE
- ◆ BOIS D'ARC
- ◆ GIDEON LINCUM

## VMS/Samaritan Rollout

TEXAS MASTER NATURALISTS



### Rollout Coordinators

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### New Samaritan URL

Samaritan has changed the URL of the program when they put in the last upgrade.

**ec.volunteernow.com is now ec.samaritan.com.**

Users are being redirected to the new URL, but to speed up your connection, you may want to reset your portals, bookmarks and links.

### Sometimes you have to say goodbye...

#### How to handle a volunteer dismissal

- Add a note to their profile – User Defined/Certifications/Master Naturalist Certification Comments (These comments can be seen by all divisions at TPWD, so be tactful & polite—in 255 characters or less.)
- Mark the volunteer TMN-Inactive (don't change the password, ID or the TPWD status on the first page of the volunteer profile)
- Un-approve the volunteer from all opportunities

### How Did They Do It?

**They finished!** Clyde Camp from Blackland Prairie and representatives from the Galveston Bay Area chapter will be presenting an overview of their journey and process that they used to complete their conversion. The WebEx review will be on September 21st from 10am to noon (CST).

Contact Michelle Haggerty to join the call.

## Field in Focus - Certification Dates

There are two certification dates in the Volunteer Profile.

User Defined

Located in the User Defined Tab, they are in the Certifications and the TMN Recognition groups.

The date on the **Certifications** group can be seen by all users of the TX Parks & Wildlife Agency. By noting the last date certified or recertified, you can let the other agencies know that the volunteer is active in the Master Naturalist program. You can also put in other comments about the volunteer that may be helpful for the other agencies to know.

The **TMN Recognition** group certification dates are for Master Naturalist use only. These dates are particularly useful when the volunteer transfers from one chapter to another, or for your membership committees to determine volunteer activity and annual re-certifications.

The screenshot shows a web interface for a volunteer profile. On the left is a navigation menu with categories: Group, Insurance Status, Background Check, Alternative Workforce, Group Affiliation, Certifications, Contact, TMN Recognition, TMN Officers/Committees, and Recognition. The 'Certifications' group is selected. The main content area shows 'Master Naturalist' with a dropdown menu set to 'TMN-Active'. Below this, the 'Date last certified or re-certified' is set to 'Jun 18 2015'. To the right, there are two date pickers: 'Initial Certification Date' set to 'Nov 1 2011' and 'Re-Certification Date' set to 'Jun 18 2015'. A 'TMN Recognition' group is also visible in the menu, with its own date pickers for 'Initial Certification Date' and 'Re-Certification Date'.

Help on the Web:

<http://texasmasternaturalist.freshdesk.com/support/home>