Data Flow Diagram - Entering an Event into ECoordinator
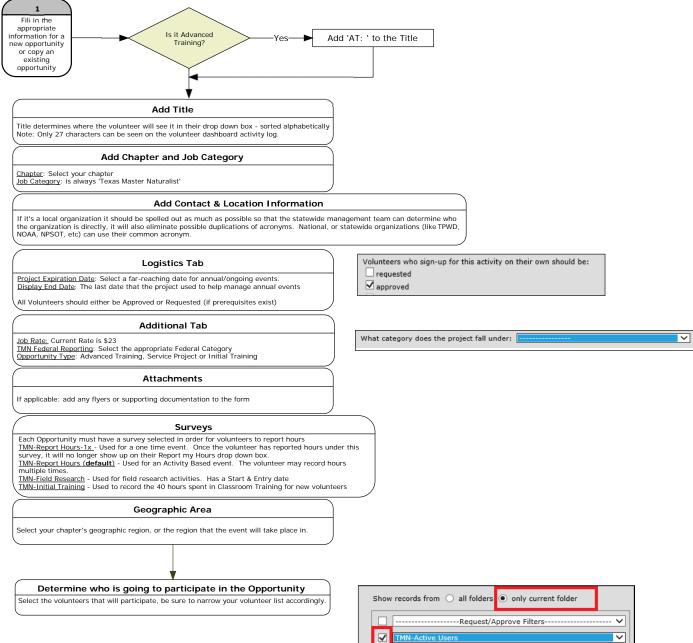
1
Fill in the appropriate information for a new opportunity or copy an existing opportunity

Is it Advanced Training? ──Yes──▶ Add 'AT: ' to the Title

Add Title

Title determines where the volunteer will see it in their drop down box - sorted alphabetically
Note: Only 27 characters can be seen on the volunteer dashboard activity log.

Add Chapter and Job Category

Chapter: Select your chapter
Job Category: is always 'Texas Master Naturalist'

Add Contact & Location Information

If it's a local organization it should be spelled out as much as possible so that the statewide management team can determine who the organization is directly, it will also eliminate possible duplications of acronyms. National, or statewide organizations (like TPWD, NOAA, NPSOT, etc) can use their common acronym.

Logistics Tab

Project Expiration Date: Select a far-reaching date for annual/ongoing events.
Display End Date: The last date that the project used to help manage annual events

All Volunteers should either be Approved or Requested (if prerequisites exist)

Volunteers who sign-up for this activity on their own should be:
☐ requested
☑ approved

Additional Tab

Job Rate: Current Rate is $23
TMN Federal Reporting: Select the appropriate Federal Category
Opportunity Type: Advanced Training, Service Project or Initial Training

What category does the project fall under: [-------------------- ▼]

Attachments

If applicable: add any flyers or supporting documentation to the form

Surveys

Each Opportunity must have a survey selected in order for volunteers to report hours
TMN-Report Hours-1x - Used for a one time event. Once the volunteer has reported hours under this survey, it will no longer show up on their Report my Hours drop down box.
TMN-Report Hours (**default**) - Used for an Activity Based event. The volunteer may record hours multiple times.
TMN-Field Research - Used for field research activities. Has a Start & Entry date
TMN-Initial Training - Used to record the 40 hours spent in Classroom Training for new volunteers

Geographic Area

Select your chapter's geographic region, or the region that the event will take place in.

Determine who is going to participate in the Opportunity
Select the volunteers that will participate, be sure to narrow your volunteer list accordingly.

Show records from ○ all folders ● only current folder

☐ -------------------Request/Approve Filters-------------------- ▼
☑ TMN-Active Users ▼