

TMN/VMS Newsletter

T E X A S



FOR TEXAS MASTER NATURALISTS VMS ADMINISTRATORS

Volume 15

October, 2016

Texas Waters Specialization

Texas Parks and Wildlife has created a new specialization curriculum for Texas Water Conservation.

The requirements are 8 hours of approved Texas Water Advanced Training and 10 hours of approved water focused community service projects. The 8 hours of advanced training include 4 hours of attendance at a Texas Waters Day event and 4 hours of Texas Waters webinars. The community service projects could include Texas Stream Team activities and other work in the area of water and watersheds. We will be copying the AT opportunity to your chapter and changing the survey to add a checkbox for the volunteer to check if the activity relates to water-centric activities.

Johnnie Smith at TPWD will be managing the certification process and award the volunteers their pins and annual certifications.

You can find out more at:

tpwd.texas.gov/education/water-education/texaswatersprogram

Special points of interest:

- ◆ TEXAS WATERS SPECIALIZATION
- ◆ GET READY FOR NEXT YEAR
- ◆ ANNUAL MEETING OPPORTUNITY
- ◆ ZERO HOURS
- ◆ AUDITS COMPLETED
- ◆ BOOK CLUBS
- ◆ TRAINING CLASSES
- ◆ FIELD IN FOCUS: EXPIRATION DATE
- ◆ CHAPTER REPORTING
- ◆ RECERTIFICATION FIELDS

Volunteer Profile: Recertification Fields

We are in the process of fixing the Recertification Dates and consolidating the data into a single field.

Group	Certification for TMN
General	Initial Certification Date: Nov 1 2011
Insurance Status	Re-Certification Date: Apr 21 2016
Background and Driver Check	
Alternative Workforce	
Group Affiliation	
Certifications	
Contact	
TMN Recognition	

We will be moving the Initial Certification Date to the Certifications group in the User Defined Tab.

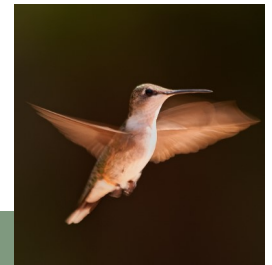
Get Ready for Next Year

- ◆ Make sure your new officers are put in the system.
- ◆ Make sure your milestones and re-certifications are recorded.
- ◆ Confirm your Admin User information.
- ◆ Encourage your volunteers to put in their December hours quickly so we can run the annual reports in January. You don't have to put together annual reports any more!

Account
Change User Info
Logout

Chapter Reporting

We all learned a lot at the Annual Meeting. In 2016, we were very focused on getting data into the system and state reporting. In 2017 we will work on getting data out of the system for the chapters. The implementation team will begin working on curriculum and webinars that will help you get reports and data out of VMS for your chapters and partners.



Management Team

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Field in Focus: Opportunity Expiration Date

The expiration date doesn't do everything you might think it does.... We can use it in eCoordinator with the TMN-Active Opportunity named search to help manage your list of opportunities.

What it doesn't do:	What it does:
<ul style="list-style-type: none">• It does not take it off the volunteers drop down box• It does not stop volunteers from adding hours to the opportunity	<ul style="list-style-type: none">• It stops you from adding new volunteers to the opportunity• It removes it from the volunteers 'placements' (not 'approvals')

VMS Entries for State Meeting Classes

You can have a single AT Opportunity for all the classes at the state meeting. It's your choice as to how they report it—by day or by class—just note the class name in the Service Performed field.

The opportunity can also be the same one you used last year.

Does your chapter sponsor a Book Club?

Hours can only count for discussion time, not reading time.

Zero Hours

When you're approving hours be sure that the volunteer actually puts hours in the form. There is no way to validate a zero hour entry.

Ongoing Training

Training is required for all new Admins, for Full Access and Read Only Access accounts.

New Admin training and refresher training is held throughout the month. Sign up through the help desk for any of these classes.

Audit/Reviews

The Audits are complete!

The results were really awesome considering all the work we did and the speed that we rolled out VMS.

Be sure to review your results and make suggested changes or contact your implementation team for clarification.

Need Help? Find it here: txmn.org/help

Quick Login for hours: txmn.org/hours -or- tpwd.samaritan.com

Quickly go to the search page: txmn.org/apply