

# TMN/VMS Newsletter

T E X A S



FOR TEXAS MASTER NATURALISTS VMS ADMINISTRATORS

Volume 25

First Quarter, 2018

## 20th Anniversary Meeting

One of the most remarkable things about the Texas Master Naturalist Program has been its exponential and grassroots growth from Day 1. The founders of the TMN Program never dreamed of the program growing into the dynamic statewide outreach program touching the lives of almost 6 million people in Texas. Or having a league of over 11,000 trained naturalists ready at the call to serve and conserve our states natural resources. And there is still more to come.

The Texas Master Naturalist Program turns 20 next year! And we have big plans to celebrate throughout the year with video features, news articles, our annual report - all culminating with a grand celebration at our Annual Meeting in October!



Special points of interest:

- ◆ 20TH ANNIVERSARY
- ◆ 2017 DATA FOR YOUR CHAPTER
- ◆ 2018 OFFICERS
- ◆ CODING TRAINING CLASSES
- ◆ NAMED SEARCHES
- ◆ FIELD IN FOCUS: TMN STATUS

## 2018 Officers

Don't forget to update your officer list in VMS.

On the TMN Officers & Committees page of the User Defined Tab on the Volunteer Profile.

The screenshot shows the 'User Defined' tab in the VMS system. The 'Attachments' list on the left includes 'TMN Officers/Committees'. The 'Officer List' section has checkboxes for 'President' (checked), 'Secretary', 'At Large Board Member', 'Vice President', 'Treasurer', and 'Advisor'. There are also input fields for 'Committee Member of:' and 'Officer and/or Committee Duties:'.

## Reporting Your Chapter's 2017 Data

Do you want to report on your chapters hours for last year? It's easy to do. Go to your opportunities tab and select all of your opportunities. Then pull the logbooks for those opportunities and adjust the dates (use Relative Dates = last year). Start in the Opportunities tab rather than the Volunteer tab so you don't miss people that might have transferred out of your chapter. The summary of all hours is at the bottom of the first page.



### Management Team

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### Field in Focus: TMN Status

**In-Training to TMN-Active:** When the volunteer has finished their 40/40/8 training requirements.

**In-Training to TMN-Interested:** When the volunteer has not completed their training requirements by the deadline. Generally the end of the year following the start of the training or 18 months. Keep them in TMN-Interested so you can contact them for the next class.

**In-Training to TMN-Inactive:** When the volunteer has completed service hours but will not continue the program.

**Deleting an In-Training student:** When they trainee has not completed any service hours and there is little to no chance that they will continue the program at your chapter or any other chapter. Be sure to delete approvals and initial training hours submitted by the student. Don't delete them if they were a volunteer that was shared with TPWD

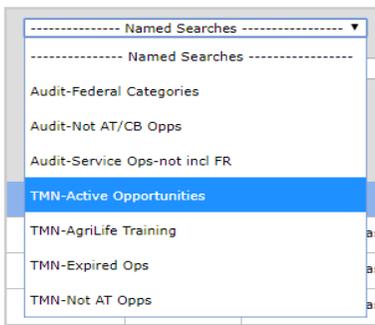
**Reminder:** Never change the status on the first page of the volunteer profile unless you are marking them Deceased. (The front page field is the TPWD status, it could impact their interactions with TPWD). The TMN Volunteer status can be found on the User-Defined tab, Certifications group.

### Named Search Filters

Use the Named Search filters to streamline your opportunity approval process.

When selecting opportunities to approve for a volunteer, use the TMN-Active Opportunities filter.

When selecting volunteers to approve for an opportunity, use the TMN-Hours Entry Eligible filter.



### Training Classes

Training class supporting activities should be recorded to your Chapter Administration opportunity with the sub-category 'Training Classes'. Those supporting activities could include everything from buying snacks for the class, to mentoring, to presenting a module of the training.

If you have active volunteers that would like to sit in on the classes for Advanced Training hours, you will need to setup a separate AT opportunity (i.e. AT: Training Class Presentations).

**Need Help? Find it here: [txmn.org/help](http://txmn.org/help)**

**Quick Login for hours: [txmn.org/hours](http://txmn.org/hours) -or- [tpwd.samaritan.com](http://tpwd.samaritan.com)**

**Quickly go to the search page: [txmn.org/apply](http://txmn.org/apply)**