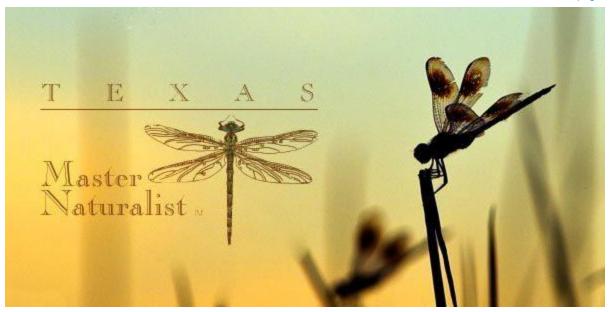# VMS Admin Newsletter: 1st Quarter, 2019
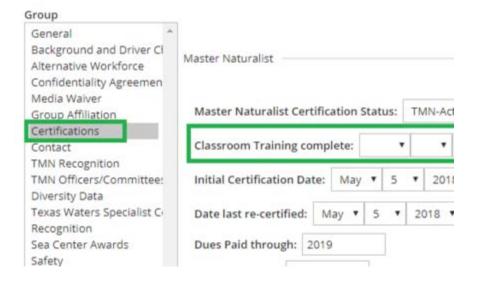
Texas Parks and Wildlife Department sent this bulletin at 03/26/2019 09:52 AM CDT

View as a Webpage

Field in Focus - Classroom Graduation Date

We have added a field to record the date that an intern completes their classroom training. That will help you ensure that the certification requirements are completed in time. The field is on the Certifications window of the User Defined tab.

Onboarding, Transfers & CBCs

We have been working on streamlining our onboarding and transfer processes.

One of the big changes is that the VMS Admin Team will now do the cross checking with the TPWD list. Rather than put out all of that contact information on the web we decided to protect it a little better. Once your class is put together, send us a help desk request and the VMS Admin Team will do the cross check and share profiles that are already in the system.

Secondly, we took out the CBC procedures from the process. If you mark your new class as TMN-In Training, then make sure they have a valid birth date and authorized us to run the CBC, we will process them. Because of the change we will be phasing out the Admin2/CBC admin login. You'll only need an Admin2 ID if your chapter is still running the CBCs through AgriLife.

Finally, the VMS Admin Team realized that it would probably be easier for us to do the transfer document because we can see all of the volunteer data from all of the chapters. Again, just put in a help desk request with noting the previous chapter, the volunteer name, birth date and current email.

Reminder on Deleting Data and Volunteer Status

When you delete opportunities be sure that there are no approvals or logbook entries on the event. If there are logbook entries, you can either recreate them on an existing opportunity or just put an expiration date on the opportunity so it doesn't show up in your grids.

Deleting volunteers is more complicated, although the basic rules apply - remove approvals and make sure there are no logbook entries in their account. If you determine that a volunteer will not be completing the training, we usually just mark them as TMN-Interested. That keeps them in the pool for your next training class. If they leave the class and it's clear that they won't be back or won't be moving to another chapter, then you can consider deleting them - if they don't have any hours recorded.

♥ The only time that we should change the (TPWD) Activity Status on the first page of the profile is when the volunteer dies.

The 45 Day Rule...

TPWD is now enforcing the 45 day rule for admins as well as volunteers. The chapter president can request a change/ addition via a help desk ticket after vetting by the chapter board. These requests should be a rare occurrence and only happen given extenuating circumstances (hospitalization, family emergencies, etc.). You may need to change your chapter policies to have your volunteers put in their hours well before the 45 day limit to enable you the time to review and fix the entries.

Reporting for Your Chapter

We have updated the reporting guide with some suggested reports that your chapter and board might be interested in. You can find the reporting guide in the help desk system. Also remember that we offer a reporting class.

Quick Links

Get quickly to the help desk: TXMN.org/help

Check your public facing chapter page: TXMN.org/apply

Login Page: TXMN.org/hours

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

REPORT YOUR SERVICE

Texas Parks and Wildlife Department

update your account | contact us | unsubscribe from all TPWD emails

Powered by

Privacy Policy | Cookie Statement | Help