

# Texas Master Naturalist® Volunteer Management System TMN VMS Opportunity Approver



Last Updated April 18, 2019

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## Approver Administrator: Logging In


The Approver Admin user ID is a full functioning VMS Admin user ID and is used to monitor and enter new opportunities to the Volunteer Management System (VMS). All administrators have this same capability. Volunteers do not use this method of opportunity entry but have a different procedure for suggesting new opportunities. This user ID should be provided to the person in your chapter who has the responsibility of approving new service and advanced training opportunities and approving volunteers to use those opportunities to report hours. You should change the password but not provide it to anyone else. Chapters may have multiple Opportunity Approvers. Each administrative user must have their own VMS admin user ID.

As an approver, once you have been provided the Approver Admin user ID and password (different from your volunteer user ID), you may log in and begin using the VMS to monitor opportunities, create new opportunities, and approve volunteers to opportunities for your chapter. To navigate to the Approver Admin, start your browser, and enter the following address (URL) into your browser's address bar: <https://tpwd.samaritan.com/coordinator>

The approver administrator login page should now be displayed as shown below:



If you already have a User ID and password, please enter here:

User ID:	<input type="text"/>
Password:	<input type="password"/>
<a href="#">Forgot your password?</a>  <input type="button" value="Login"/>	

If you need assistance, please contact: [volunteer@tpwd.texas.gov](mailto:volunteer@tpwd.texas.gov)

Build: Release - 8.3 [8302.813] RS

eCoordinator<sup>TM</sup> is a product and service of Samaritan Technologies.  
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Enter your Approver user ID (not case sensitive), press your TAB key, and enter your password (**it is case sensitive**) and click on the Log In button. If your log in was successful, you will see the administrator's grid page as shown below:

Account Tools Report All

WILDLIFE

TPWD - Master Naturalist : All Data

Volunteers Opportunities Chapters

New Edit Delete Reports Calendar Request/Approve Log Book Email Automation Add Hours

Newly shared records

Folder Manager

- All Data
- Inbox (19)
- CenTex (1)
- Transfers (1)

Clear Filters Grid Settings Saved Grids List Filters Filters

0 to 0 of 0 Volunteers

	Last Name ▼1	First Name	User ID	Master Naturalist Cer	Age
Find		Lora			

Please take notice that on the upper left of this screen is the “Account” tab (click on the “Account” tab to see the “Logout” button. The Folder Manager view (lower left) will look different depending on your chapter. Click on the “Opportunities” tab. In the Folder Manager in the lower left with the green background, find and **click on your chapter's short name (this is your folder)**. The list of your chapter's opportunities will display as on the next page:

Account	Tools	Report All	Help	
---------	-------	------------	------	--

TEXAS PARKS & WILDLIFE

TPWD - Master Naturalist : CenTex

Volunteers

Opportunities

Chapters

New

Edit

Copy

Delete

Calendar

Reports

Request/Approve

Log Book

Email

Share

Unshare

Folder Manager

All Data

My Data

Inbox (1)

Master Naturalist

Statewide

Capital

CenTex

Hill

HOTMN

El Camino

Elm Fork

Guadalupe

Clear Filters

Grid Settings

..... Saved Grids .....

Search System

..... Named Searches .....

1 to 22 of 22 Opportunities

<input type="checkbox"/>	Opportunity Title ▼1	Opportunity/Organi	Opportunity Type	What category do	Filled Vol Positi	Surveys Used	Display End Date	Chapter N
Find								
<input type="checkbox"/>	Administrative Work	CenTex	Service Project	Chapter &		0 TMN Report Hours		Central Tei
<input type="checkbox"/>	Angler Education	CenTex	Service Project	Training &		0 TMN Report Hours	12/31/2015	Central Tei
<input type="checkbox"/>	Apply to the CenTex Cha	CenTex			0			Central Tei
<input type="checkbox"/>	AT: Advanced Stream Tea	Waco Wetlands:	Advanced Training	Advance Training		0 TMN Report Hours		Central Tei
<input type="checkbox"/>	AT: Basic Stream Team T	Waco Wetlands:	Advanced Training	Advance Training		0 TMN Report Hours		Central Tei
<input type="checkbox"/>	Birdhouse Workday	CenTex	Service Project	Chapter &		0 TMN Report Hours	03/25/2015	Central Tei
<input type="checkbox"/>	Chapter Meeting-CenTex	CenTex	Advanced Training	Advance Training		0 TMN Report Hours-1X		Central Tei
<input type="checkbox"/>	CoCoRaHS	CoCoRaHS	Service Project	Field Research		0 TMN Report Hours		Central Tei
<input type="checkbox"/>	Historical Data AT Hours	CenTex	Advanced Training	Advance Training		0 TMN Report Hours		Central Tei
<input type="checkbox"/>	Historical Data Service	CenTex	Service Project			0 TMN Report Hours		Central Tei
<input type="checkbox"/>	Initial MN Training	CenTex	Initial Training	Advance Training		0 TMN Initial Train		Central Tei
<input type="checkbox"/>	Miller Springs Workday	Miller Springs A	Service Project	Natural Resour		0 TMN Report Hours		Central Tei
<input type="checkbox"/>	Moth Count	CenTex	Service Project	Natural Resour		0 TMN Report Hours		Central Tei
<input type="checkbox"/>	Mother Neff State Park	TPWD	Service Project	Training &		0 TMN Report Hours		Central Tei
<input type="checkbox"/>	Mother Neff State Park	TPWD	Service Project	Natural Resour		0 TMN Report Hours	12/31/2015	Central Tei
<input type="checkbox"/>	New Opportunity	CenTex				0 TMN New Opportunity		Central Tei

This is likely a partial list of your chapter's opportunities; in the list above, some of the opportunities shown here are service projects and some are advanced training. The way we can differentiate between them is that advanced training sessions have the characters "AT: " in front of the title. When you add an opportunity, one of the first things requested by the system is the Opportunity Title. **If the opportunity is an Advanced Training, the TMN standard is to precede the name with the characters "AT: ".** By doing this, as the list of opportunities increases, it will be easier for your member's to search for AT versus service opportunities. As a chapter opportunity approver, there are several items to be monitored from this view.

- Watch for and review "New Opportunities" submitted by members for approval
- Determine if this opportunity is covered by an existing chapter opportunity
- Add approved new opportunities to this chapter's VMS folder
- Edit opportunities for completeness, correct Federal Reporting "Category", and survey
- Approve your volunteers for opportunities (use the filters, usually only needed once)
- Establish a schedule where volunteers are UNAPPROVED for opportunities that have passed outside the 45 day bubble (performing this task on a regular basis will shorten the drop-down list for volunteers leaving only those opportunities that are still reportable)
- Unapprove inactive members from opportunities (shared responsibility with Hours Administrator)
- CAUTION: **never delete** an opportunity after hours have been posted against it without first recording all hours recorded against it and deleting those log book entries (you will want to be sure to repost the hours to some other opportunity); failure to do this will result in the hours being lost.

## Watch for “New Opportunities”

Monitoring for “New Opportunities” is one of your most important and repetitive tasks. Most chapters capture new opportunity requests outside the VMS, often from their website using forms. One such example is shown below:

**Advanced Training / Volunteer Service Approval Request Form**

Please fill out the following form to request approval for Advanced Training or Volunteer Service.

**Choose Approval Form \***

Select One ▼

**Submitted By \***

First

Last

**Email \***

*Please provide your email address.*

**Today's Date \***

**Project Title**

**Comments \***

The form can be setup with elements specific to the needs of the chapter, inserted into the chapter web site and then be emailed to the approver(s) once the requestor “submits” the form.

## Considerations for Consolidating Chapter Opportunities

Some chapters, in order to reduce the number of opportunities in the system and possibly reduce confusion in reporting hours, might elect to consolidate advanced training opportunities and/or service projects.

**What is meant by “consolidation of opportunities”?** *Consolidation of opportunities is the process of merging two or more separate opportunities of the same “opportunity type” into one for the sake of minimizing the number of opportunities and possibly reducing the number of opportunities to choose from in the volunteer’s drop-down list as they report hours.*

Care must be exercised in selecting opportunities to be combined into one. The State Program Office has developed the following guidelines for chapters to use when considering the consolidation of opportunities:

- An Advanced Training opportunity and a Service Project opportunity may NOT both be merged into the same opportunity as their “opportunity type” (service versus advanced training) are different.
- Consolidating Advanced Training Opportunities
  - Opportunities with the same “sponsoring organizations” may be merged, if it otherwise makes sense to do so
  - For example, three AT opportunities sponsored by TPWD could be consolidated into one, but an AT opportunity by Texas Forest Service and one by TPWD could not be consolidated
- Consolidating Service Projects
  - Service projects with the same sponsoring organization and
  - Service projects with the same [TMN Federal Reporting Category](#) may be consolidated (the TMN Federal Reporting Category chart is included in the Appendix of this manual)
- When the volunteer reports their hours, they should include a brief description of their activities in the “service performed” section of the survey
- As with any opportunity, opportunity approvers will need to be watchful for opportunities offered by sponsors where the opportunity does not fall within the accepted guidelines for your chapter’s opportunities
  - The topic pertains to a different ecosystem, there are a few exceptions – Turtle Watch
  - The content is not consistent with the Master Naturalist Curriculum content (a child care training session offered by AgriLife)

If the chapter administration has questions regarding the consolidation of opportunities not answered by this document, they should feel free to contact Michelle Haggerty at the State Program Office.

## Entering a New Opportunity in Your Chapter's Folder

To create a new opportunity, ensure you are in your chapter's folder (the name will be in **red in the Folder Manager**). Scan the list of opportunities to ensure the proposed new opportunity does not already exist (perhaps another chapter administrator has already entered it or one similar to it). If that is not the case, click the "New" button in the menu in the left menu pane to begin entering the new opportunity.

The screenshot shows a web browser window with the URL <https://ec.volunteernow.com/coordinator/index.php>. The page title is "New Project Profile". At the top, there is a horizontal menu with tabs: "Main Info", "Chapter", "Job Category", "Contact Info", "Location Info", "Logistics", "Additional", "Approvers", "History", "Attachments", "Surveys", and "Geographic Area". Below the tabs, a note states "\* indicates required fields". The form contains two main input areas: a text field labeled "\*OpportunityTitle" and a rich text editor labeled "Description". The rich text editor has a toolbar with icons for link, image, undo, redo, bold, underline, italic, and source code. At the bottom of the form, there is a green bar with navigation buttons: "Prev", "Next", "Apply", "Finish", and "Cancel".

The New Opportunity Profile page appears. On the resulting data grid, use the Main Info tab to complete the required "Opportunity Title" and the "Description" as on the next page.




## Project Profile: TMN Central Texas Nature Fest October 18, 2014

Main Info	Chapter	Job Category	Contact Info	Location Info	Logistics
Additional	Approvers	History	Attachments	Surveys	Geographic Area

\* indicates required fields

\*OpportunityTitle

Description



Central Texas Nature Fest on October 18th is our main chapter function for the year consisting of four elements (Earth, Fire, Water, Air)

Prev

Next

Apply

Finish

Cancel

Enter the name of the opportunity. **If this is an Advanced Training Opportunity, start the Opportunity Title with 'AT: '**

Enter the description of the opportunity. ***Every description should include enough information about the opportunity that the volunteer can recognize it (this wording will appear on the survey used by volunteers to enter their hours).*** Do not use ampersands ('&') in the description, they will not translate on the online system. Use the word 'and' instead of the ampersand.

Click "Next" or click on the "Chapter" tab.

https://ec.volunteernow.com/coordinator/index.php

### Project Profile: Miller Springs Nature Area Workday

Main Info	Chapter	Job Category	Contact Info	Location Info	Logistics
Additional	Approvers	History	Attachments	Surveys	Geographic Area

\* indicates required fields

Under which chapter does this project fall?\*

#### Central Texas Master Naturalist

Chapter List

- ☒ Central Texas Master Naturalist
- ☐ Cradle of Texas TMN Chapter
- ☐ Galveston Bay Area TMN Chapter
- ☐ Gideon Lindeum TMN Chapter
- ☐ Hays County TMN Chapter
- ☐ Heart of Texas Master Naturalists
- ☐ Hill Country Master Naturalist
- ☐ Indian Trail TMN Chapter
- ☐ Kris test
- ☐ Lindheimer TMN Chapter
- ☐ Mid Coast Master Naturalists
- ☐ Rio Grande Valley TMN Chapter
- ☐ Rolling Plains TMN Chapter

1 to 13 of 20 Records Page 1 of 2

Find results for...  Find Show All

Prev Next Apply Finish Cancel

Select your Chapter's name from the list by clicking in the circle to the left of the name.  
**Note:** This ties your chapter's projects to your chapter; only select one chapter name. Please make sure you select the correct chapter name or else the hours your members report will not be allocated properly (and they may not receive Master Naturalist credit for them).

Click "Next" or click on the "Job Category" tab.

https://ec.volunteernow.com/coordinator/index.php

### Project Profile: Miller Springs Nature Area Workday

Main Info	Chapter	Job Category	Contact Info	Location Info	Logistics
Additional	Approvers	History	Attachments	Surveys	Geographic Area

Which type of activity will the volunteer perform? (Internal Use)

☒ Texas Master Naturalist

Prev Next Apply Finish Cancel

Select the "Texas Master Naturalist" as the job category the opportunity is promoting.

Click "Next" or click on the "Contact Info" tab.

https://ec.volunteernow.com/coordinator/index.php

## Project Profile: Miller Springs Nature Area Workday

Main Info	Chapter	Job Category	Contact Info	Location Info	Logistics
Additional	Approvers	History	Attachments	Surveys	Geographic Area

\* indicates required fields

☐ Same as chapter

*Address 1:	1605 N Main St	Opportunity/Organization Contact:	CenTexMN
Address 2:		Primary Phone:	(254) 760-4739
*City:	Belton	Secondary Phone:	
State:	Texas	Email Address:	centraltxmn@gmail.com
County:	Bell	Alternate Contact Name:	Mary Ann Everett
Zip:	76513	Alternate Contact Phone:	(254) 721-0631
Country:	United States	Web Site (if applicable):	txmn.org/centraltexas

Prev Next Apply Finish Cancel

Fill in the Service Project Contact information for this project opportunity. **This may be the chapter short name (for a list of chapter short names, please refer to the Appendix of this manual) or it may be the sponsoring agency (i.e. Aransas National Wildlife Refuge, or TPWD, or Cibolo Nature Center, etc).** The alternate contact person would be the name of the chapter project coordinator if the primary contact is an organization.

If the service project contact information is the same as the TMN Chapter/program contact information then put a check mark in the “Same as chapter” box and the contact information will be copied from the Program fields. Otherwise fill out the fields. If published, **these fields will be displayed on the website as part of the opportunity—so only include information you want public for the project coordinators.**

Click “Next” or click on the “Location Info” tab.

### Project Profile: Miller Springs Nature Area Workday

Main Info	Chapter	Job Category	Contact Info	Location Info	Logistics
Additional	Approvers	History	Attachments	Surveys	Geographic Area

Please enter the location where service will occur

☐ Same as Chapter

Address 1:   
Address 2:   
City:   
State:   
County:   
Zip:   
Country:   
Phone:

Description of location:

Just North (immediately on the East side of the road after crossing) of the Belton Dam Spillway; pull into the the Nature Area parking lot)

Show Map

Prev Next Apply Finish Cancel

Enter the address, city and a description of the location. This is where you can specify directions to the location and landmarks for the service project (GPS coordinates, etc).

If the location information is the same as the program/Chapter contact information (your chapter's main office or contact) then put a check mark in the "Same as chapter" box and the location information will be copied from the Program fields. This will be the case if your service project opportunity is Chapter Business, Administration and/or planning.

Click "Next" or click on the "Geographic Area" tab.

https://ec.volunteernow.com/coordinator/index.php

## Project Profile: Miller Springs Nature Area Workday

Main Info	Chapter	Job Category	Contact Info	Location Info	Logistics
Additional	Approvers	History	Attachments	Surveys	Geographic Area

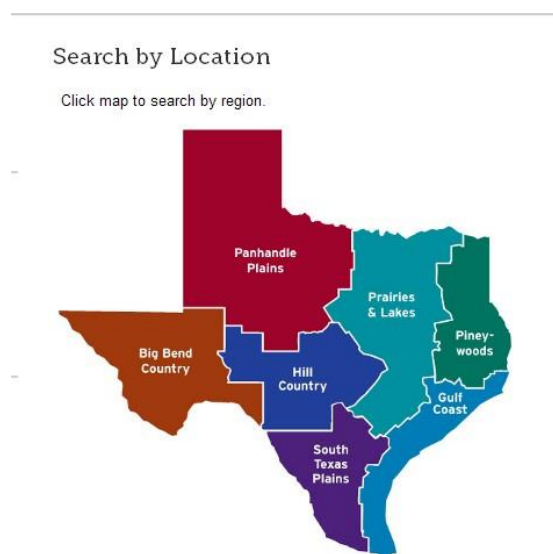
In which region does this opportunity occur?

☐ Panhandle Plains
 ☐ Gulf Coast
 ☐ Hill Country

☒ Prairies & Lakes
 ☐ South Texas Plains
 ☐ Big Bend Country

☐ Pineywoods

This tab directly affects the search results when a volunteer clicks on the regional map on eRecruiter. Check the region that best applies to your chapter – the geographic area can be found on the Chapter Short Name list in the Appendix of this manual; it will always be the same for your chapter.



Click “Next” or click on the “Logistics” tab.

Project Profile: Miller Springs Nature Area Workday

Any additional information about this project

Minimum age of volunteers: 18

Number of volunteers needed: 45

How many hours will volunteer serve per week?

Project Creation Date: 4 Nov 2014

Project Expiration Date: 4 Nov 2015

Display Begin Date:

Display End Date:

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

☐ requested

☐ approved

☐ approved into schedule slots if already placed with project

Prev Next Apply Finish Cancel

Enter “Any additional information about this opportunity”. This can be personal equipment and safety items the member needs to bring for the service project opportunity (chain saw, sunscreen, water, etc).

Enter the minimum age of volunteers or it can be **left blank**.

*Most Master Naturalist projects can leave the number of volunteers box blank or it can be used to limit the number of volunteers who can be approved to it.*

“How many hours will volunteer serve per week?” can be left blank.

Opportunity Creation Date is the date when the opportunity was set up in the eCoordinator system. This date should always be the date the opportunity was entered into eCoordinator or the date of the opportunity if it is in the past. If you move it to a future date the opportunity will not display in eRecruiter until that date.

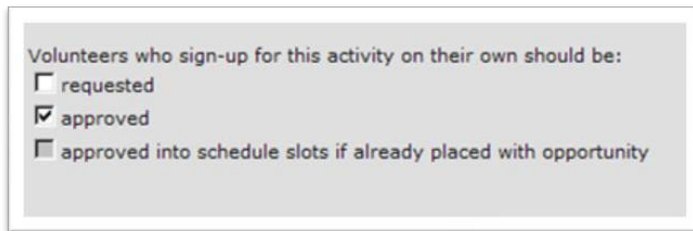
Opportunity Expiration Date is the date you want the opportunity to end (if it has an end date). The system currently automatically defaults the date to one year from the creation date. NOTE: Many opportunities are open-ended and will not need an expiration date. Expiration dates can be extended or adjusted at any time. Volunteers can log hours against an opportunity so long as the opportunity has not expired **or it occurred within 45 days of the current date**.

The expiration date can be (and often is) left blank.

Display Begin Date and Display End Date: these dates can be blank.

Mark the opportunity as **Approved**; this action precludes the volunteer from having to sign up for opportunities.

These check boxes instruct the system how to handle the volunteers when they are approved or requested for an opportunity:



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

- ☐ requested
- ☒ approved
- ☐ approved into schedule slots if already placed with opportunity

**Requested** is the system default. If you don't make any selections here, the system will "request" the volunteer to your opportunity when they sign up, which requires you to approve them for the opportunity before they will be allowed to report service for this opportunity. For projects involving direct contact with youth or projects that require specific skills or training, you may want to use this "Requested" function so that a chapter administrator may review the list of participants expecting to work on this project.

**Approved:** **Select this for all service project opportunities.** This option allows for volunteers to be automatically "registered" for the opportunity. You should select this option when you have an opportunity that doesn't require screening for volunteers but still required they be "approved" for the opportunity by the administrator. This option also streamlines and minimizes the work required of the volunteers.

**Approved into Scheduled Slots:** This option relates to opportunities that have been set up with schedule slots using the eCoordinator calendar. If you select this option the system will allow volunteers who have been previously approved for your opportunity to sign up for any schedule slots (shifts) within that same opportunity without approval.

Click “Next” or click on the “Additional” tab

- In the “Job Rate” item, ensure **\$23.00** is selected for **ALL Master Naturalist Service Project Opportunities** conducted after August 31, 2014.

https://ec.volunteernow.com/coordinator/index.php

### Project Profile: Miller Springs Nature Area Workday

Main Info	Chapter	Job Category	Contact Info	Location Info	Logistics
Additional	Approvers	History	Attachments	Surveys	Geographic Area

Group: **Job Rate** Job Rate for this service opportunity: \$22.00

Facility  
TMN Federal Reporting  
Agency Reports  
Availability  
Orientation/Training  
Opportunity Type  
Skills, Interest, or Equipment  
Service Project Activity  
Order Stats

Prev Next Apply Finish Cancel

- Select the “Facility” item and select the facility type that best describes the where the opportunity will be held or which type it will benefit (can be left blank)
- Select “TMN Federal Reporting” for all service project opportunities you will set up. Answer the questions that appear as they relate to the project.
  - Will Soil be disturbed: (Required) Select yes if the project involves planting, digging, installation of below-ground posts or supports, trail maintenance where soil will be displaced, etc.
  - Birds/Mammals: (Required): If the project directly impacts individual bird/mammals or populations of birds/mammals, or the habitats in which they live, select yes. Examples include field surveys of birds/mammals, hikes through wildlife habitat, installation of gardens that benefit birds or mammals. Select “No” for surveys of animals that are not birds or mammals, for any indoor projects, or for most plant-type projects.
  - **Federal Reporting Category**: Select the Federal Reporting Category that fully describes all activities of the project (Federal Reporting categories can be found in the Appendix of this manual). Volunteers will be asked to report on different activities performed for each project and each work date when they report their service.
  - Congressional District: (Optional) can be left blank
  - Legislative District: (Optional) can be left blank
  - Complete the information as needed on the “Availability” and “Orientation/Training” items.
  - **“Opportunity Type”**, select the type of opportunity this is (Advanced Training or Service Project or Initial Training - Trainees).
  - Enter the information as appropriate in the “Skills, Interest, or Equipment” item.
  - Describe the type of work that will be required in the “Service Project Activity” item.



Skip the “Approvers” tab.

You can skip the “History” tab. The system will track any changes made to the opportunity here.

Skip the “Attachments” tab. Attachments, if used can be event fliers (pdf or jpg) or images (jpg with a maximum 3 MB size)

The screenshot shows a web browser window with the URL <https://ec.volunteernow.com/coordinator/index.php>. The page title is "Project Profile: Miller Springs Nature Area Workday". Below the title is a navigation bar with tabs: Main Info, Chapter, Job Category, Contact Info, Location Info, Logistics, Additional, Approvers, History, Attachments, Surveys, and Geographic Area. The "Attachments" tab is selected. The main content area is divided into two sections: "Attachment list:" and "Image Thumbnail:". The "Attachment list:" section contains a table with columns "Uploaded" and "Attachment". The table lists four items: "Opportunity Document", "Opportunity PDF", "Opportunity Image", and "TPWD - Master Naturalist attachn". Below the table are buttons for "Download", "Upload", and "Delete". The "Image Thumbnail:" section contains a large empty box for the image thumbnail. To the right of the thumbnail box is a checkbox labeled "This attachment visible in eRecruiter:" which is checked. Below the checkbox is a "File:" label and a text input field. To the right of the input field are buttons for "Browse..." and "Attach from...". Below the input field is a green text label "3 MB maximum per attachment". Below the thumbnail box is a "Notes:" label and a text area. At the bottom of the main content area are buttons for "Modify Attachment List", "Save notes", and "Restore notes". At the very bottom of the page are navigation buttons: "Prev", "Next", "Apply", "Finish", and "Cancel".

You can upload an image or a document using this tab. The maximum size image per attachment is 3MB. The only file type that can be uploaded for Opportunity Images is a jpeg (JPG) file or a bitmap (BMP) file.

- Click on the type of attachment (Opportunity Document, Opportunity PDF, Opportunity Image – shows in the search page, or TPWD – Master Naturalist attachment)
- Click Browse to locate and select the image on your computer.
- Click the Upload button.
- Repeat the steps to load another type of document for download by the user
- When finished, click on “Apply”

**Note:** You should be able to view the image in the Image Thumbnail. If it does not appear then the file may not be the appropriate size or type.

Click “Next” or click on the “Surveys” tab to assign a survey (or surveys) to the opportunity for the volunteer members and project coordinators to submit their hours and impacts. Most opportunities will use “TMN Report Hours”.

Project Profile: Butterfly Field Research

Main Info Chapter Job Category Contact Info Location Info Logistics Additional Approvers History

Attachments Surveys Geographic Area

Select the surveys that are used with this opportunity.

Available Surveys

- DO NOT USE-Historical Data Hours 4/13/2016
- DO NOT USE-TMN Admin Report Hours 09/26/201
- DO NOT USE-TMN Field Research Hours 4/23/16
- DO NOT USE-TMN Report Hours 10/27/2016
- DO NOT USE-TMN Report Hours 4/25/16
- DO NOT USE-TMN Report Hours Desc Test
- DO NOT USE-TMN Report Hours-1X-12/2018
- Historical Data Hours
- TMN Admin Report Hours
- TMN AT 1X Report Hours
- TMN AT Report Hours
- TMN Initial Training Hours
- TMN New Opportunity
- TMN Report Hours
- TMN Report Hours-1X
- TX Waters TEST

Surveys used by this opportunity

- TMN Field Research Hours

>> <<

Prev Next Apply Save and Schedule Finish Cancel

A list of available surveys will be listed on the left. For projects in which hours could be reported over multiple times, use the survey “TMN Report Hours”. For opportunities that may only be reported once, use “TMN Report Hours-1X”. For **ALL** service opportunities with a category of “**Field Research**”, please use the survey “TMN Field Research Hours”. This survey is the only survey that allows the lumping of multiple days under one log book entry and should only be used with Federal Reporting category “Field Research”.

Select a survey on the left and click the right arrow in the middle to move the survey to the right box. This will assign the survey to the opportunity. **All TMN service and AT opportunities should be assigned a survey.** This is how members will report their service time to the opportunity and the TMN program. This is also how project coordinators will report demographic impacts on the project as well.

Click “Finish”. This will save the opportunity information and return you to the Opportunity grid data.

## APPROVE VOLUNTEERS FOR OPPORTUNITIES

Once a new opportunity is created, volunteers must be “approved” to it in order for them to see it on the drop-down list. Select the Opportunities tab to approve volunteers for the opportunity.

1. Ensure your chapter is selected in the Folder Manager and click on the Opportunities tab.

Account Tools Report All

TEXAS PARKS & WILDLIFE

TPWD - Master Naturalist : CenTex

Volunteers Opportunities Chapters

New Edit Copy Delete Calendar Reports Request/Approve Log Book Email Automation

Folder Manager

- All Data
- Inbox
- CenTex
- Transfers

Clear Filters Grid Settings Saved Grids List Filters Filters

1 to 100 of 169 Opportunities Page 1 of 2

	OpportunityTitle	Description	Opportunity/Organization	Alternate Contact Nam	Alternate Contact Ph	Opportunity Type	What category
<input type="checkbox"/>	Administrative Work	Sub-category Chapter Administration - e	CenTex			Service Project	Chapter & P
<input type="checkbox"/>	AgriLife Activities and Events	Activities or events sponsored by Ag	DeniseGreen-Grisham			Service Project	Technical
<input type="checkbox"/>	Andy K. Wells Hike and Bike Trail Clea	Meet in the parking lot of Andy K. Wi	City of Killeen	Gail Hughling	(254) 702-0980	Service Project	Nature/Pu
<input type="checkbox"/>	Angler Education - MN Hours	Develop and present sessions on ar	TPWD	Yvonne Eele	(254) 247-7256	Service Project	Training & E
<input type="checkbox"/>	Apply to the CenTex Chapter	Sign up for Master Naturalist Certifi	CenTexMN				
<input type="checkbox"/>	AT: (BIG) Blackland Income Growth C	BIG Conference sponsored by TA&a	TAMU Extension	Harvey Price	(541) 923-7127	Advanced Training	Advance
<input type="checkbox"/>	AT: 2018 Upper Trinity Symposium	The Denton County Greenbelt Plan,	North Central Texas Council	Jason Pierce		Advanced Training	Advance
<input type="checkbox"/>	AT: Advanced Stream Team Training	This is the Advanced course for Stre	Meadow Center - Texas State	Richard McCarthy		Advanced Training	Advance
<input type="checkbox"/>	AT: Angler Education Certification - M	TPWD Angler Education Certification	TPWD	Karen Marks		Advanced Training	Advance
<input type="checkbox"/>	AT: Annual Beekeeping Seminar	A day long series of talks and demo	Austin Area Beekeepers Association	Lance Wilson		Advanced Training	Advance
<input type="checkbox"/>	AT: Annual Meeting of the Texas Acad	http://www.texasacademyofscience.	Texas Academy of Science			Advanced Training	Advance
<input type="checkbox"/>	AT: Aquatic Wild	Training on natural water resources	Lake Waco Wetlands			Advanced Training	Advance

2. Select the opportunity for which you wish to approve volunteers by clicking in the box to the left of its name, then click on “Request/Approve” from the left menu.

Opportunity Approval

Administrative Work

Central Texas Master Naturalists

Volunteers:

<input type="checkbox"/>	Name
<input type="checkbox"/>	Abright, William
<input type="checkbox"/>	Allen, Cindy
<input type="checkbox"/>	Allison, Danae
<input type="checkbox"/>	Anaya, Juan

1 to 100 of 149 Volunteers Page 1 of 2

Request Un-Request

<input type="checkbox"/>	Name	Requested On
--------------------------	------	--------------

Number of Volunteers Referred: 0

Show records from ☐ all folders ☒ only current folder

☐ Request/Approve Filters

☐ Filters

☐ Intelli-Match Filters Refresh

☐ Only volunteers eligible for placement (?)

Find results for...

Find Show All

Approved Volunteers:

<input type="checkbox"/>	Name	Approved On
<input type="checkbox"/>	Abright, William	08 Jul 2016 04:36 pm
<input type="checkbox"/>	Allen, Cindy	08 Mar 2015 03:28 pm
<input type="checkbox"/>	Allison, Danae	30 Mar 2018 10:17 pm
<input type="checkbox"/>	Anaya, Juan	26 May 2018 12:25 pm

Approve Unapprove

Number of Volunteers Needed: N/A Approved: 75

Finish

To approve all hours entry eligible volunteers, use the Filters in the upper right corner: from the drop-down, select 'Hours Entry Eligible', then click on 'Refresh'; in the top blue bar, click in the check box next to Name; this selects all hours entry eligible volunteers. Lastly, click on 'Approve' in the lower right pane. Alternatively, if there are only a few volunteers to approve, you may find it less time consuming to identify the individual volunteers without selecting all volunteers. In this case, instead of checking next to the "Name" box in step 3 above, simply check the names of individuals you wish to approve for the opportunity.

**Opportunity Approval**  
**Administrative Work**  
**Central Texas Master Naturalist**

Show records from ☐ all folders ☒ only current folder

☐ Request/Approve Filters  
☐ Named Searches  
☐ Intelli-Match    
☐ Only volunteers eligible for placement (?)

Find results for...

**Volunteers:**

<input type="checkbox"/>	Name
<input type="checkbox"/>	Cooney, Diane
<input checked="" type="checkbox"/>	Hughling, Dale
<input checked="" type="checkbox"/>	Hughling, Gail

**1 to 3 of 3 Volunteers**

**Requested Volunteers:**

<input type="checkbox"/>	Name	Requested On
--------------------------	------	--------------

**Approved Volunteers:**

<input type="checkbox"/>	Name	Approved On
<input checked="" type="checkbox"/>	Hughling, Dale	01 Sep 2014 03:21 pm

**Number of Volunteers Referred: 0** **Number of Volunteers Needed: N/A Approved: 1**

3. In the screen shot above, two volunteers have been selected for approval for the Administrative Opportunity. Click on 'Approve' and then 'Finish' to approve them for this opportunity; you will be returned to the 'Opportunity tab' grid.

**Note:** If you specified a "Number of Volunteers needed" on the "Logistics" tab of the opportunity, the number will appear at the bottom of the "Opportunity Approval" page. If the "Approved" total is equal to or greater than the "Number of Volunteers Needed", the opportunity will no longer be displayed on the web page.

## Create a New Opportunity from an Existing One

1. Log into your eCoordinator user ID and set your folder to your chapter
2. Make a copy the original opportunity (the one you want to use as a model)
  - a. Select the opportunity (click to the left of it)
  - b. Click “Copy” from the side bar menu
    - i. Click “OK” in the pop-up window
    - ii. This will create a “<name of the original opportunity> Copy #1” in your chapter folder (you may have to scroll to find it)
3. Modify the copy to rename and describe the new opportunity
  - a. Unselect the original (source) opportunity
  - b. Select the Copy #1 you just made
  - c. Click on “Edit” in the side bar menu
    - i. Change the “Title” and “Description” as needed – the Title must be different than an existing opportunity
    - ii. Verify and/or change information in the remaining Opportunity tabs as needed (the information from the original opportunity will carry over into the newly created opportunity except for the volunteer approvals)
    - iii. Pay attention to the “Additional” tab to ensure the “TMN Federal Reporting” category is set correctly and the “Opportunity Type” is correct
    - iv. Click on Finish

## Opportunity Edits (Grid: TMN-OppEdit)

Purpose: provides a quick overview of all the chapter's opportunities and the critical elements of each. For some of the checks, it will be easier to sort the list on the recommended element.

Element to Check	Sort	What to Look For	Corrective Action	Note
Opportunity Title	Title	Missing title, missing or incomplete description, misspelled words	Add a correct title or description (descriptions show on the survey)	
Apply to <chapter>		Every chapter must have this opportunity; Filled Vac # should = 0	If missing, submit a Help Desk ticket; if not = 0, unapprove volunteers	
Opportunity title starts w AT:	Title	Survey must start w "TMN Report AT..."; Opportunity Type and Category=Advance Training	If the title is correctly labeled, change the offending element to be "Advance Training"	Yes, it's "Advance", tried to get it changed
Opportunity title does not start with AT:	Title	Survey must not be "TMN Report AT..." Opportunity Type=Service Project or Initial Training; Category cannot be Advance Training	If the title is correctly labeled, change the offending element; ensure the category selected is appropriate for the service	"Apply to <chapter>" will not have type or category
Duplicate titles	Title	Do both opportunities have LBES? If one does not have LBES, see if it can be deleted	Expire one and unapprove volunteers If it can be deleted, unapprove all volunteers first, then delete it	
Opportunity Type		Must not be missing (except Apply to)	Add an appropriate type in the Additional tab	
Category (Federal)		Must not be missing (except Apply to and Initial Training); must be appropriate for Service opps	If missing or inappropriate, update the correct category	In the tab Additional
Filled Vac		1-must not be more than # of Hours Entry Elig Vols 2-Apply to chapter = 0 3-If =0, is this a new opp with no one approved 4-If # is very close to # Hours Entry Elig Vol, new vols may not be approved yet	1-if it is, need to find the Inactives who are still approved for this opportunity 2-no one should be approved to this 3-if so, vols need to be approved 4-Reapprove Hours Entry Elig vols (note there will be informational messages about those approved)	Can use the Filters in Approval

Element to Check	Sort	What to Look For	Corrective Action	Note
Expiration Date		If the date is in the past, Filled Vac must = 0	If opportunity is truly expired, unapprove vols	Use Menu Request/Approve
Expiration Date		If the date is in the future, is it appropriate	Check with opportunity leader	Use the tab Logistics
Approved on Sign-up		Value should be “yes” except on “Apply to chapter”; if necessary, change the checkbox to “Yes”	Check with opportunity leader as to why this might be a referral opportunity	Use the tab Logistics
Survey Used		Only the “Apply to chapter” opportunity should not have a survey	Select an appropriate survey on the “Survey” tab	Use the tab Survey
Chapter Name	Chapter Name	For all opportunities, this value should be your chapter name	Submit a Help Desk ticket to get this changed -	Approvals & LBEs
Opportunity Organization	Opp Org	This value should not necessarily be the chapter name, but should be the name of the organization sponsoring the event	If this is incorrectly marked, update it on the Contact Info tab in the Organization Contact element	Use tab Contact Info

## Appendix

[Federal Reporting Code Chart](#)

[Common Opportunities](#)

[Chapter Short Name List](#)

Data Flow – New Opportunity by Volunteers

Data Flow – New Opportunities eCoordinator

Data Flow – Approving Volunteers



## Texas Master Naturalist Activity Categories

Service/Activity	Code	Description	Examples
Direct Outreach (Training & Educating)	DO	Leading, organizing, developing, delivering instructing or staffing an educational activity where participants have a planned learning objective and generally stay for the full event (e.g., planned start and end times with a single agenda).	<input type="checkbox"/> Classroom instruction <input type="checkbox"/> Delivering Workshops <input type="checkbox"/> Developing & delivering training Presentations <input type="checkbox"/> Conducting/Leading Webinars <input type="checkbox"/> Delivering/an instructor for Chapter MN Members in Training/interns class <input type="checkbox"/> AT you prepare and present as a TMN Member to other TMN Members <input type="checkbox"/> Interpretive hikes
Advanced Training	AT	Advanced Training you attend as a participant	<input type="checkbox"/> AT sessions at TMN Statewide Annual Meeting <input type="checkbox"/> Rainwater Harvesting Steward Program Training <input type="checkbox"/> Project WILD Instructor / Facilitator Training
Indirect Outreach (Public Outreach)	PO	Leading, organizing, or staffing an educational activity where participants come and go and are able to inquire on a broad set of topics. <or> Writing an educational article or brochure.	<input type="checkbox"/> Being a docent for a nature center (excludes selling items) <input type="checkbox"/> Writing articles, brochures or newsletters <input type="checkbox"/> Answering a Wildlife Hotline (not on call)
Technical Guidance	TG	Providing free, detailed natural resource management advice or assistance for any natural resource related program or related business. For example: providing expertise in land management guidance, in consultation and/or written form, to Chapters, partners, land owners and/or land managers.	<input type="checkbox"/> Site visits for and writing ecosystem management plans <input type="checkbox"/> Land Management Assistance Program (LMAP) <input type="checkbox"/> Serving on a City / Community/Regional Habitat Conservation Plan Committee <input type="checkbox"/> Advising other organizations on natural resource management (outside of serving as a board or committee Member of an organization) <input type="checkbox"/>

Natural Resource Management (including Natural Resource Stewardship and Conservation)	RM	Activities that improve the health of a public natural area or resource. Natural resource management, restoration, rescue and rehabilitation.	<input type="checkbox"/> Removing foreign debris that improves the health of a public natural area or resource <input type="checkbox"/> Invasive species removal <input type="checkbox"/> Plant and/or /endangered Species of Greatest Conservation Need (SGCN) species rescue (not rehab) ○ E.g.: Turtle Patrol <input type="checkbox"/> Restoring or improving natural habitat <input type="checkbox"/> Wildlife houses, towers, chimneys <input type="checkbox"/> Tree planting
Nature/Public Access	NPA	Field-based activities that improve and manage the public's access to natural areas or resources. Creating and/or maintaining nature trails, Wildscapes and/or interpretive areas	Developing new or maintaining and/or improving existing: <ul style="list-style-type: none"> <li><input type="checkbox"/> Hiking trails</li> <li><input type="checkbox"/> Interpretive native species gardens (NOT vegetable gardens)</li> <li><input type="checkbox"/> Wildlife viewing blinds</li> <li><input type="checkbox"/> Wildscapes/native plant gardens</li> <li><input type="checkbox"/> Cleanup activities in habitat</li> </ul>

Field Research (Including Surveys and n Science)	FR	Planning, leading or participating in data collection and/or analysis of natural resources where the results are intended to further scientific understanding.	<ul style="list-style-type: none"> <li>• Field surveys</li> <li>• Banding and tagging</li> <li>• Species watch</li> <li>• Texas Nature Trackers Programs</li> <li>• CoCoRaHs</li> <li>• Stream Watch/Stream Team/ Water Quality Monitoring</li> <li>• Nestbox monitoring</li> <li>• Citizen Science</li> </ul>
Chapter & Program Support, Business and Administration	CB	Activities related to managing and running a Texas Master Naturalist Chapter and its committees.	<ul style="list-style-type: none"> <li>• TMN Chapter Board of Director or committee duties—including New Class Director</li> <li>• TMN Chapter Newsletter, website or social media management</li> <li>• Management of TMN Chapter records and reporting</li> <li>• Representing TMN Chapter at multi-Chapter events</li> <li>• Other TMN Chapter administration</li> <li>• Assistance to TMN State Program and State Program Office</li> </ul>
Other	OT	Any activity approved by a Chapter not defined above. In general a Chapter should only have a small percentage of hours in this activity (< 5%). When this activity code is used, a Chapter should investigate the reason.	<input type="checkbox"/> Wildlife rehabilitation (not SGCN animal rescue)

## Standard Common Opportunities

- Are those opportunities that are common to almost all Texas Master Naturalist chapters
- Are set up for the chapter by the Implementation Team prior to initial VMS training
- Should not be modified by the chapter for support reasons

### Definitions:

**Category:** classification of an opportunity for [TMN Federal Reporting](#) and is established at opportunity creation time (located on the Opportunity tab under the Additional tab “TMN Federal Reporting”, label “What category does this project fall under?” The drop-down list corresponds to the “Activity Chart” in the TMN Admin Guide Appendix (with a more comprehensive explanation and examples):

- Training/Educating Others (Direct): Classroom instruction, webinars, MN trainee class, workshops
- Advanced Training: a participant in training rather than presenting or planning the session
- Public Outreach (Indirect): manning a booth or visitor center, writing articles,
- Technical Guidance: serve on a community committee, writing ecosystem management plan
- Natural Resource Management: invasive removal, plant rescue, restoring habitat
- Nature/Public Access: develop/maintain hiking trails, interpretive gardens, wildscapes
- Field Research (includes surveys): field surveys, banding and tagging, species watch
- Chapter and Program Business/Administration: see below
- Other

**Sub-category:** applied at hours reporting time by the volunteer on a survey when the “Administrative Work” opportunity is reported on as type “Chapter Administration” rather than “Service Project” or “Advanced Training”; the sub-categories are:

- President duties (any form of chapter administration performed in the capacity of chapter President)
- Board/Committee (duties relating to conducting, attending as a respective member, planning, researching, or other duties related to a Board or chapter committee meeting)
- Treasurer duties (any necessary duties of the office of chapter treasurer)
- Hours Management (any necessary duties of the person(s) maintaining the official chapter record of volunteer hours )
- Training classes (preparation and presentation of training related to chapter administration with the exception of VMS rollout related topics)
- Samaritan (VMS) Rollout (any activities relating to the preparation of and presentation of VMS training to the chapter personnel – does NOT include time spent being the recipient of the training)
- Hospitality (coordinating greeters, refreshments, etc for chapter events)
- Fundraising (any of the activities related to the raising of funds for the chapter or its programs)
- Communications (any of the activities related to web page development/maintenance, newsletter article authoring or publishing, writing news releases, training brochure, scrapbook, photo cataloging)
- Programs (any activity relating to organizing and scheduling chapter programs for members)
- Project Management (activities related to setting up, managing, coordinating, reporting, or other aspects of managing a service project)

- **AT: Chapter Meeting <chapter name>**

May be published/All members should be approved for; Opportunity Type is Advanced Training

- Chapter meetings that have a training program should be recorded on the survey by volunteers receiving the training under **Advanced Training**
- Chapter meetings that involve planning and organization for a specific event need to be recorded against the opportunity for which the planning was done.
- Other Chapter meetings that do not have a training program should be recorded as opportunity title “**Administrative Work**”; volunteers record it as **Chapter Admin** on the survey, select the appropriate sub-category from the drop-down list
- Presenters at chapter meetings should record their preparation and presentation time as ‘**Community Presentations**’ selecting “**Service Project**” on the survey. (Your chapter may call this something else, like ‘Speakers Bureau’ or ‘Business Meeting’)

## Community Presentations (name can be chapter specific)

Not Published/Select or all members should be approved for, Opportunity Type is Service Project, TMN Federal Reporting is Training & Educating Others (Direct)

- Presenters at events (including Chapter Meetings) that have a training component should record their preparation and presentation time as ‘**Community Presentations**’ selecting on the survey **Service Project**
- Examples include presenting chapter business reports, promoting the chapter, presenting a native plant talk at a chapter public event, leading a nature walk where teaching occurs, preparing for and leading an initial training class topic

## AT: VMS Training: advanced training specific to the VMS

Not Published/All members should be approved for. Opportunity Type is Advanced Training, TMN Federal Reporting category is Advanced Training

- Training received by individuals on the VMS will go under the new ‘AT: VMS Training’ common opportunity. If it happens at a chapter meeting, it could go under the ‘Chapter Meeting- <chapter name>’ Opportunity whichever you choose. Volunteers would select **Advanced Training** on the survey.
- Data gathering and preparation for the implementation and roll out should be reported by the volunteer as the Opportunity ‘**Administrative Work**’, and on the survey select **Chapter Admin** and then **Samaritan Roll Out** on the drop-down

## Apply to <chapter name> Chapter

Published/No members should be approved for, Opportunity Type and Federal Reporting is blank

- You can think of this opportunity as sort of a recruiting tool.
- When a new person/non Master Naturalist wants to become a Master Naturalist, they first have to sign up for an opportunity before they can fill out a volunteer profile. So we give them this opportunity to sign up for. (they could also sign up for any other opportunity that is published)
- It also tells them which chapters are in what zip code or region when they are searching for opportunities and/or chapters.
- New users will show up in the Inbox and will be moved into the appropriate folder for your chapter to contact (see the VMS Admin Guide for instructions on moving volunteers).

## Administrative Work

Not Published/All members should be approved for, Opportunity Type is Service Project, Federal Reporting category is Chapter and Program Business Administration

Used to record hours spent in managing the chapter (Board meetings, web page, newsletter, aggregating data for reports, planning, budget preparation)

- Select a subcategory (defined earlier in this document) to further delineate hours spent on specific tasks used by chapter officers and members.
  - Additional sub-categories can be created if required.
  - Data gathering and preparation for the implementation and roll out (service hours) for the Samaritan VMS are reported on the survey as **Chapter Administration**, sub-category: **Samaritan VMS Rollout**.
  - Chapter meetings that do not have a training program may be recorded under '**Administrative Work**' as **Chapter Administration** and select the appropriate sub-category from the drop-down list

## Initial Training

Not Published/no current member should be approved for (all trainees should be approved)

- Used to record the classroom and initial training that new recruits attend. **These hours are not considered Advanced Training for recording and milestone purposes.**
- Use the notes section to indicate the class subject.

## Historical Data (Service and AT)

Not Published/all members should be approved for until their data is uploaded; Opportunity Type is "Service Project" or "Advanced Training" depending on the opportunity

- Used to collect hours that were reported in the years before the Samaritan system was rolled out.
- Historical data should be put in by person, by year regardless of their current status.

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## Chapter Short Name List

Chapter Name - Location	Chapter Name - Location		Region	Short Name (15 char)
Alamo Area – San Antonio	Alamo Area – San Antonio	24	South Texas Plains	Alamo
Balcones-Canyonlands - Austin area	Balcones-Canyonlands - Austin area	34	Hill Country	Balcones
Big Country – Abilene	Big Country – Abilene	21	Panhandle Plains	Big Country
Blackland Prairie – Plano	Blackland Prairie – Plano	25	Prairies & Lakes	Blackland
Bluestem – Grayson County	Bluestem – Grayson County	25	Prairies & Lakes	Bluestem
Bois d’Arc – Fannin County	Bois d’Arc – Fannin County	26	Prairies & Lakes	Bois dArc
Brazos Valley -Bryan/College Station	Brazos Valley -Bryan/College Station	36	Prairies & Lakes	Brazos
Brush Country	Brush Country	13	South Texas Plains	Brush
Central Texas – Bell County	Central Texas – Bell County	27	Prairies & Lakes	CenTex
Capital Area -Travis County	Capital Area -Travis County	27	Hill Country	Capital
Coastal Prairie -Rosenberg	Coastal Prairie -Rosenberg	26	Gulf Coast	Coastal
Cradle of Texas -Angleton	Cradle of Texas -Angleton	25	Gulf Coast	Cradle
Cross Timbers -Tarrant County	Cross Timbers -Tarrant County	29	Prairies & Lakes	CrossTimber
Cypress Basin -Jefferson	Cypress Basin -Jefferson	24	Pineywoods	Cypress
East Texas -Tyler	East Texas -Tyler	17	Pineywoods	East TX
El Camino Real – Milam County	El Camino Real – Milam County	29	Prairies & Lakes	El Camino
Elm Fork -Denton	Elm Fork -Denton	16	Prairies & Lakes	Elm Fork
Galveston Bay -Galveston	Galveston Bay -Galveston	24	Gulf Coast	Galveston
Gideon Lincecum -Brenham	Gideon Lincecum -Brenham	24	Prairies & Lakes	Lincecum
Good Water – Williamson County	Good Water – Williamson County	30	Hill Country	Good Water
Guadalupe County – Guadalupe County	Guadalupe County – Guadalupe County	35	Prairies & Lakes	Guadalupe
Gulf Coast -Houston	Gulf Coast -Houston	19	Gulf Coast	Gulf Coast
Hays County -San Marcos	Hays County -San Marcos	23	Hill Country	Hays
Heart of Texas -Waco	Heart of Texas -Waco	20	Prairies & Lakes	HOTMN
Heartwood -Conroe	Heartwood -Conroe	17	Prairies & Lakes	Heartwood
Highland Lakes -Burnet	Highland Lakes -Burnet	22	Hill Country	Highland
Hill Country – Kerrville	Hill Country – Kerrville	24	Hill Country	Hill
Indian Trail – Ellis County	Indian Trail – Ellis County	27	Prairies & Lakes	Indian Trail
Lindheimer -New Braunfels	Lindheimer -New Braunfels	25	Hill Country	Lindheimer
Llano Estacado-Midland-Odessa, Big Spring	Llano Estacado-Midland-Odessa, Big Spring and	62	Panhandle Plains	Llano Est
Longleaf Ridge Chapter-Jasper	Longleaf Ridge Chapter-Jasper	29	Pineywoods	Longleaf
Lost Pines-Bastrop	Lost Pines-Bastrop	18	Prairies & Lakes	Lost Pines
Mid-Coast – Aransas, Calhoun, Goliad, Jackson	Mid-Coast – Aransas, Calhoun, Goliad, Jackson,	100	Gulf Coast	Mid Coast
Chapter Name - Location	Chapter Name - Location		Region	Short Name (15 char)
North Texas -Dallas	North Texas -Dallas	19	Prairies & Lakes	North TX
Panhandle-Amarillo	Panhandle-Amarillo	18	Panhandle Plains	Panhandle
Piney Woods Lakes – Polk, San Jacinto, Trinity	Piney Woods Lakes – Polk, San Jacinto, Trinity a	65	Pineywoods	Piney Woods
Red River -Clarksville	Red River -Clarksville	22	Pineywoods	Red River
Rio Brazos -Cleburne	Rio Brazos -Cleburne	20	Prairies & Lakes	Rio Brazos
Rio Grande Valley -San Benito	Rio Grande Valley -San Benito	29	Gulf Coast	Rio Grande
Rolling Plains -Wichita Falls	Rolling Plains -Wichita Falls	29	Panhandle Plains	Rolling Plains
Sabine/Neches -Orange	Sabine/Neches -Orange	21	Gulf Coast	Sabine
South Plains – Lubbock	South Plains – Lubbock	22	Panhandle Plains	South Plains
South Texas – Corpus Christi	South Texas – Corpus Christi	28	Gulf Coast	South TX
South Texas Border	South Texas Border	18	South Texas Plains	STX Border
Tierra Grande -Alpine	Tierra Grande -Alpine	21	Big Bend Country	Tierra Grand
Trans_Pecos -El Paso	Trans_Pecos -El Paso	20	Big Bend Country	Trans Pecos
Western Edwards Plateau – Junction	Western Edwards Plateau – Junction	34		Edwards

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## Data Flow Diagram - New Opportunities put in by Volunteers

When a Volunteer attends, or finds an opportunity that they would like to use as Service Hours or Advanced Training they can submit a new opportunity request form for review

The new opportunity should be one that...

- has never been attended by anyone in your chapter
- has not already been put in by your chapter hours administrator
- probably has been put in, but you have not yet been approved for

### The Volunteer Submits the Opportunity

The Volunteer will start in "Report my Service" on eRecruiter

Select "New Opportunity: TMN New Opportunity" survey

Fill out as much information as you can.  
You can add attachments for more documentation

### Opportunities that you have been approved for

Please select from the following survey(s):

- Select an opportunity to report hours/service
- Select an opportunity to report hours/service
- AT: Beetles and Pesticides Seminar:TMN Report Hours-1X
- AT: Birding Year Round in Central TX:TMN Report Hours-1X
- AT: Entomology & Plant Pathology:TMN Report Hours-1X
- AT: Fruit Trees and Nuts in Texas:TMN Report Hours-1X
- AT: Lawn care in Texas:TMN Report Hours-1X
- AT: Tree Problems—Oak Wilt and Drought:TMN Report Hours-1X
- Chapter Meeting-HOTMN:TMN Report Hours-1X
- Children's Garden Fair:TMN Report Hours-1X
- Cultural Arts Festival:TMN Report Hours
- Frog Jump Run:TMN Report Hours-1X
- Gardeners Gathering:TMN Report Hours-1X
- New Opportunity: TMN New Opportunity
- Project Feedernatch:TMN Report hours

### The Administrator Reviews and Creates the new opportunity

Find the Logbook Entry for "New Opportunity" and 'Edit' to see submission

Review all information and save any attachments for later

Is it possible that the opportunity exists in another chapter?

Yes

If an opportunity exists in another chapter, you should be able to copy or add it to your chapter folder from the 'All Data' folder.

Create a new Opportunity with the information provided on the logbook entry

Delete the original 'New Opportunity' Logbook Entry

Send the Requester an email using the New Opportunity Approved Email Template

**eCoordinator Log Book System**

Specific Date Range: Start Date: Jan 1 2014 End Date: Sep 4 2014 Applies to: Start Date

Details mode

New Show All Refresh Grid Settings TMN Standard-Administration

1 to 1 of 1 Rows

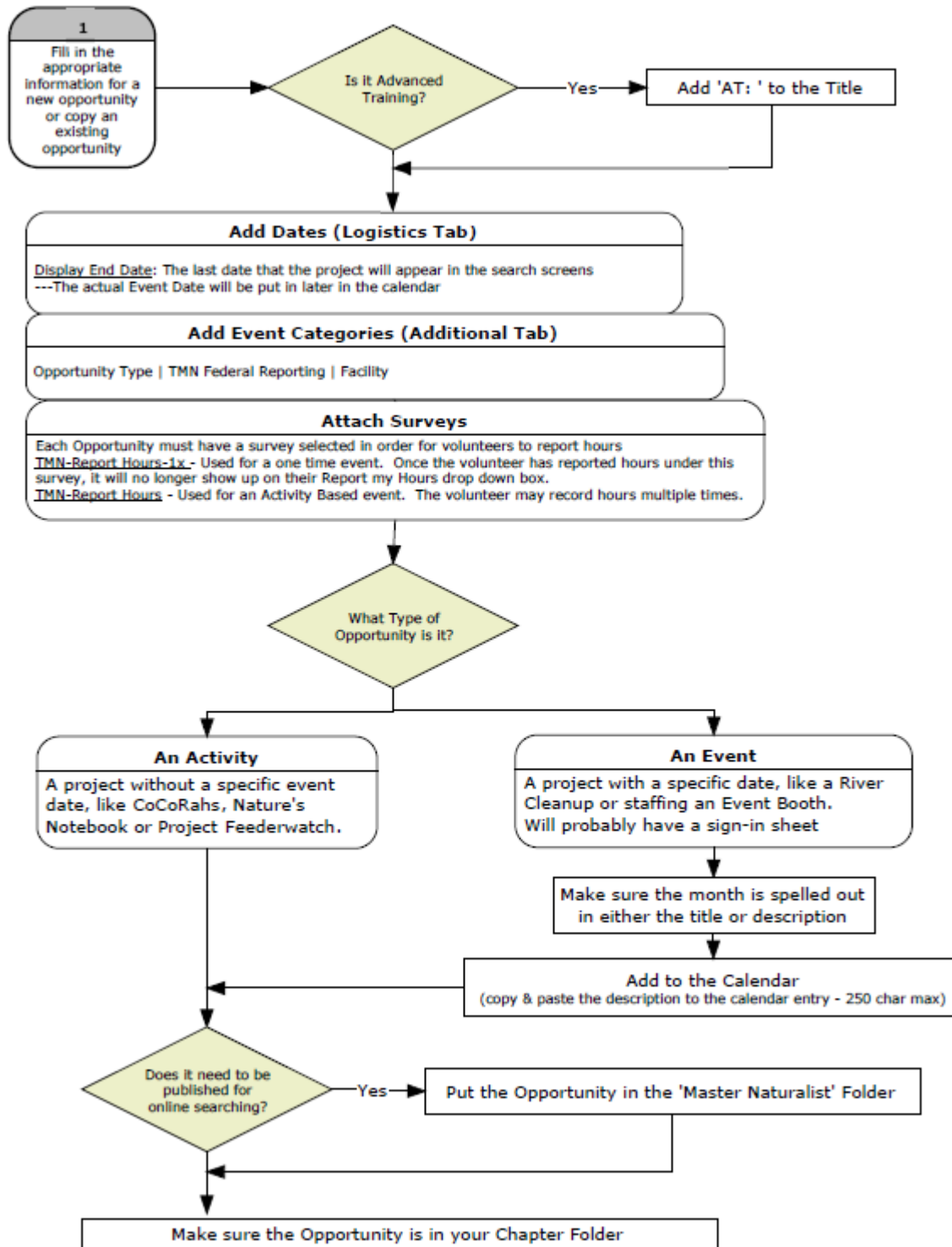
	Opportunity Title	Admin Activity	Start Date
Find			
✓	New Opportunity		09/04/2014

10/23/2014

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## Data Flow Diagram - Entering an Event into ECoordinator

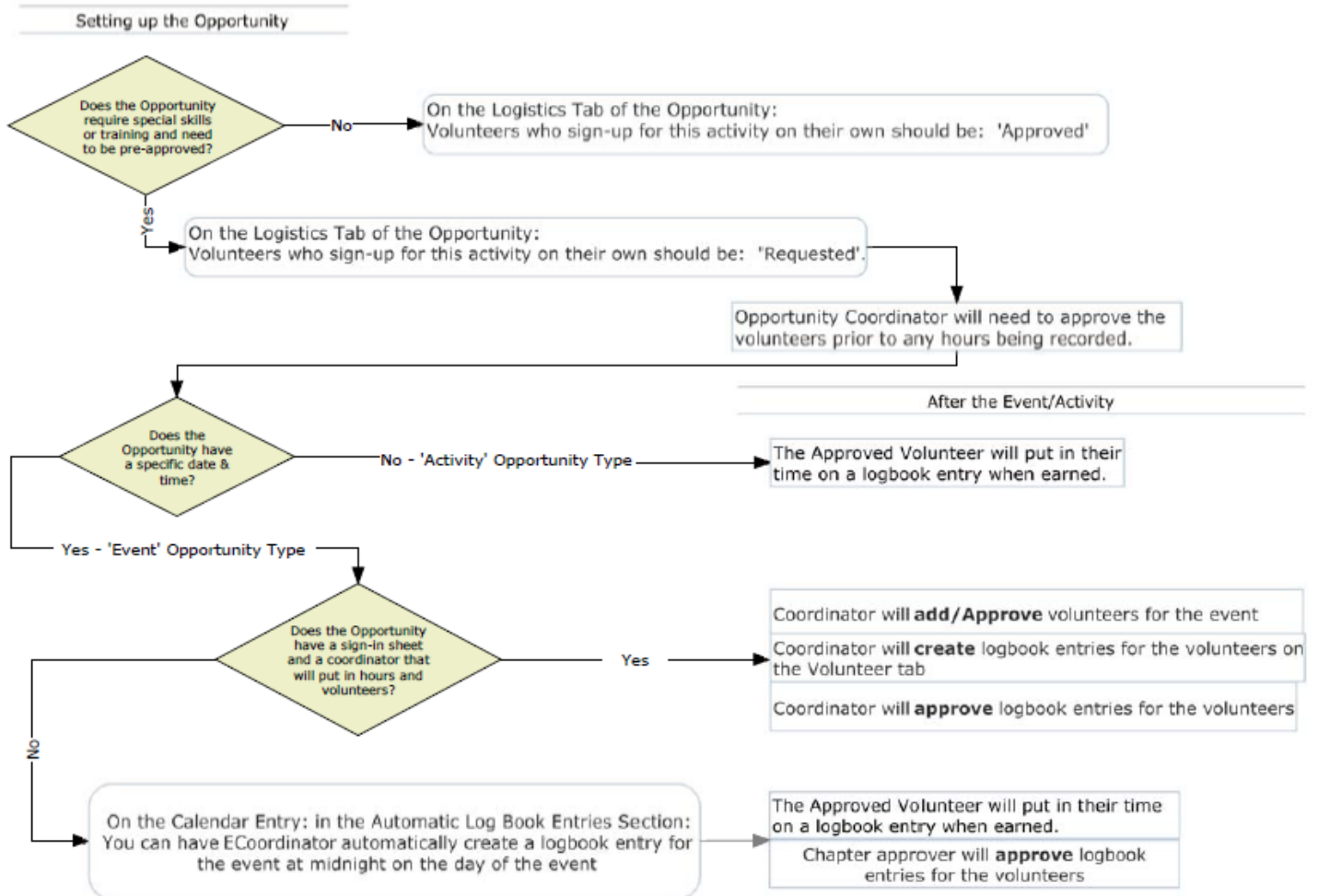


10/10/2014

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## Data Flow Diagram - Approving Volunteers for Opportunities & Log Entries



8/6/2014

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