

Courtesy Copy: VMS Admin Newsletter: 3rd Quarter, 2019

From: Texas Parks and Wildlife Department (tpwd@service.govdelivery.com)

To: michelle.haggerty@tpwd.texas.gov; cheryl.foster@yahoo.com; carly.montez@tpwd.texas.gov;
scott.haydon@tpwd.texas.gov

Date: Wednesday, October 2, 2019, 01:25 PM CDT

This is a courtesy copy of an email bulletin sent by Cheryl Foster.

This bulletin was sent to the following groups of people:

Subscribers of Texas Master Naturalist TMN VMS Administrators (251 recipients)

[View as a Webpage](#)



TMN VMS Support Team Newsletter

Annual Meeting - October 18-20th... See You There!



2019 Data Review

We're about half way through the 2019 Data Review. It is much less involved than the 2018 LBE review. We're looking at state park opportunities this year, along with the standard metrics.

Opportunity Drop Down Boxes...



My Placements

View opportunities I have applied for that have been approved.

Remind your users that they can clean up their opportunity drop down box to remove activities that they don't normally participate in.

First: choose the My Placements from the Dashboard

Second: choose the opportunity and then select the Remove Me button

Opportunity Details

AT: Natl Environmental Ed Web Classes

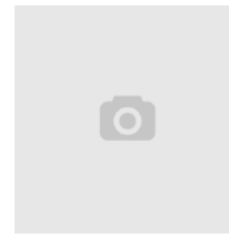
Description

Location

Contact Info

Sponsoring Program: Heart of Texas Master Naturalists

National Environmental Education Foundation (NEEF) online classes: [NEEF Classes on UDeMy.com](#)

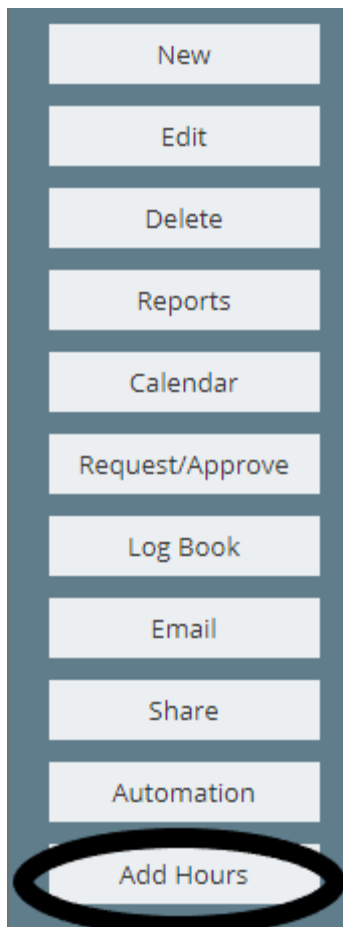


 [Print](#)

 [View map](#)

[Remove Me](#)

The Add Hours Menu Button



The Add Hours button was recently added to the menu options on eCoordinator. However, this button won't work for Master Naturalists because it creates logbook entries with the wrong hours field. So.. Just ignore this option.

Deceased Volunteers

When you have a volunteer that passes away, there are several steps to take to remove them from the system, without impacting the hours that they worked.

1. Mark them deceased on the first page of their profile (the TPWD Status field)
2. Mark them TMN-Inactive (you may want to do this at the end of the year so it won't impact your year-end reports measuring number of volunteers)
3. Remove their email addresses
4. Remove their opportunity Approvals
5. Make a note in the profile (User Defined/Certifications/Comments)

Field in Focus - Pledge/Class Finished Date

A reminder that we have a field where you can record the date that an intern completes their class training. This will help you ensure that the certification requirements are completed in time. The field is on the certifications window of the User Defined tab.

The screenshot shows a web application interface for Master Naturalist certification. On the left is a sidebar menu with the following items: Group, General, Background and Driver Cl, Alternative Workforce, Confidentiality Agreements, Media Waiver, Group Affiliation, **Certifications** (highlighted with a green box), Contact, TMN Recognition, TMN Officers/Committees, Diversity Data, Texas Waters Specialist C, Recognition, Sea Center Awards, Safety, Master Naturalist, Short Form, and Recognition - State Parks. The main content area is titled 'Master Naturalist' and contains several form fields: 'Master Naturalist Certification Status' (dropdown menu showing 'TMN-Active'), 'Classroom Training complete' (a date picker with month, day, and year dropdowns, highlighted with a green box), 'Initial Certification Date' (date picker showing May 5, 2018), 'Date last re-certified' (date picker showing May 5, 2018), 'Dues Paid through' (text input showing 2019), 'TMN Class Year' (text input showing 2018), 'Master Naturalist Certification' (text input showing Class 42), and 'Comments' (text area).

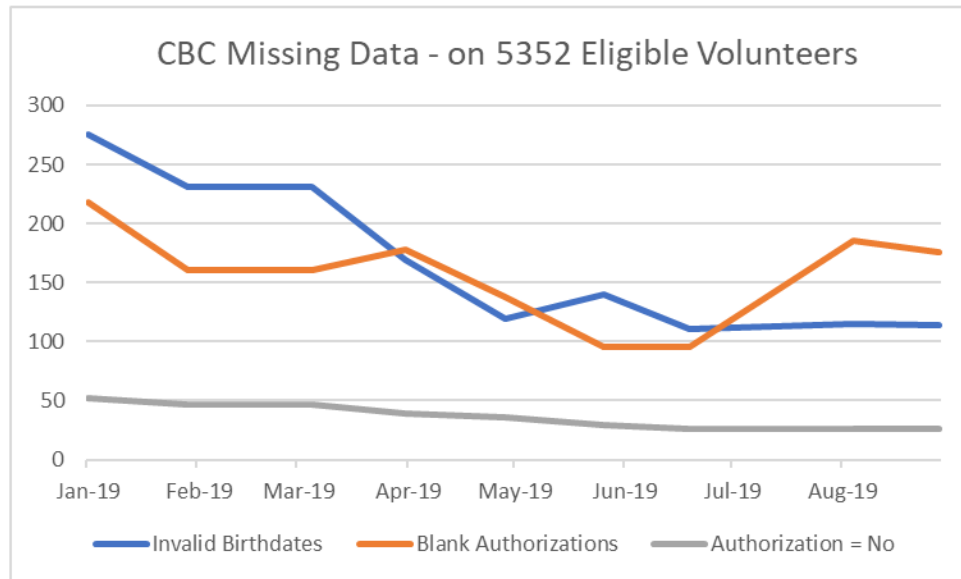
CBCs

CBCs are run on TMN-Active and TMN-InTraining volunteers that have valid birthdates and have authorized us to run the check about every 2 weeks.

The Name and Birthdate are put into a portal that checks them against 92 law enforcement databases in Texas or other statewide databases if they have a Drivers License from another state. If there are no records found, it presents a note that "No Records Matching Search Criteria" were found. If a record is presented, then it is passed on to TPWD HR for additional researching.

If your volunteer has reservations about giving us their birthdate, we can run the search without it, but the likelihood of a hit is greater. We can also call them on the phone and run it without putting their birthdate in the system - but we will have to do it each year.

(the bump in August was due to the new training classes started)



Quick Links

Get quickly to the help desk: [TXMN.org/help](https://txmn.org/help)

Check your public facing chapter page: [TXMN.org/apply](https://txmn.org/apply)

Login Page: [TXMN.org/hours](https://txmn.org/hours)

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

REPORT YOUR SERVICE

Get the inside scoop on the Texas outdoors



FREE EMAIL & TEXT UPDATES

SIGN UP

[Texas Master Naturalist Program](#) | [Annual Meeting](#) | [Follow Us on Facebook!](#)



Texas Parks and Wildlife Department

[update your account](#) | [contact us](#) | unsubscribe from all TPWD emails



You are receiving this message at Email Address because you have done business with and/or signed up to receive email updates from [Texas Parks and Wildlife Department](#). Did someone forward this email to you? [Subscribe now](#) -- it's free!