

Volunteer Management System Volunteer Training Outline for Texas Master Naturalists

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Volunteer Training Outline - Reference Document: VMS Volunteer Guide

- I. Some terminology
 - a. VMS: Texas Parks and Wildlife's Volunteer Management System
 - b. Opportunities: approved Master Naturalist service project or AT
 - c. VMS Web Portal (<http://txmn.org/tmn-vms-users/>)
 - d. Survey: on-line questionnaire to report your hours
- II. TPWD Volunteers
 - a. Registering as a new volunteer (the process overview: new volunteers)
 - b. Volunteer Registration website (tpwd.texas.gov/volunteer)
- III. TPWD Volunteer Login Website (VMS Web Portal: txmn.org/tmn-vms-users)
 - a. Your volunteer user ID and password (password is case sensitive and must contain a numeral)
 - b. Logging in as a volunteer / What to do if you can't log in (contact information)
 - c. Changing your volunteer password and edit your personal profile
 - d. The Volunteer Dashboard & Process Overview
 - i. What opportunities am I approved for
 - ii. Report My Service (through a survey set up for that opportunity)
 1. Record your hours on the survey within 45 days and wait for approval
 2. Report your hours by day (do not lump multiple days together)
 - iii. Review my log book (record of hours); date driven
 1. Where to find your TMN Hours vs TPWD hours
 2. TMN Hours, AT Hours, TPWD other program hours
 3. ensure hours are approved, check on milestones, check on certification/recertification
 - iv. Submitting hours for a not yet approved project
 1. New Opportunity – a common TMN “opportunity” used to submit a new project proposal for approval by your chapter committee
 2. Complete the survey in full – provide enough information so the committee can make a decision; provide your email address, name and phone number
 - v. Find & Sign-Up for Opportunities - By job category/keyword/”within”/region
 - vi. Statewide opportunity signup and hours reporting
 - vii. Log out
- IV. Who to contact for assistance:
 - a. Help Desk (from the VMS Web Portal), email to tmnvms@gmail.com
 - b. Chapter VMS Administrator
- V. Summary/Review and Questions