Courtesy Copy: VMS Admin Newsletter: 4th Quarter, 2021

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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 (215 recipients)

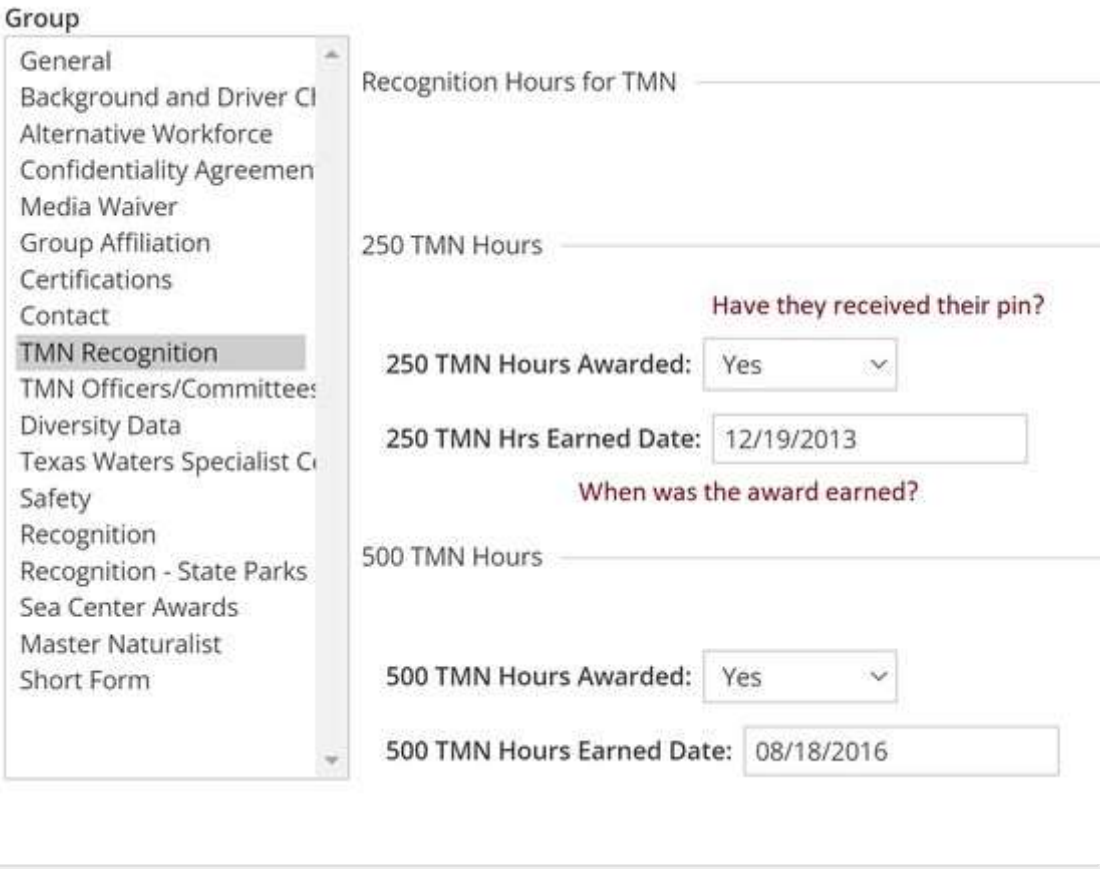
View as a Webpage

TMN VMS Support Team Newsletter

Field in Focus: Milestone Dates

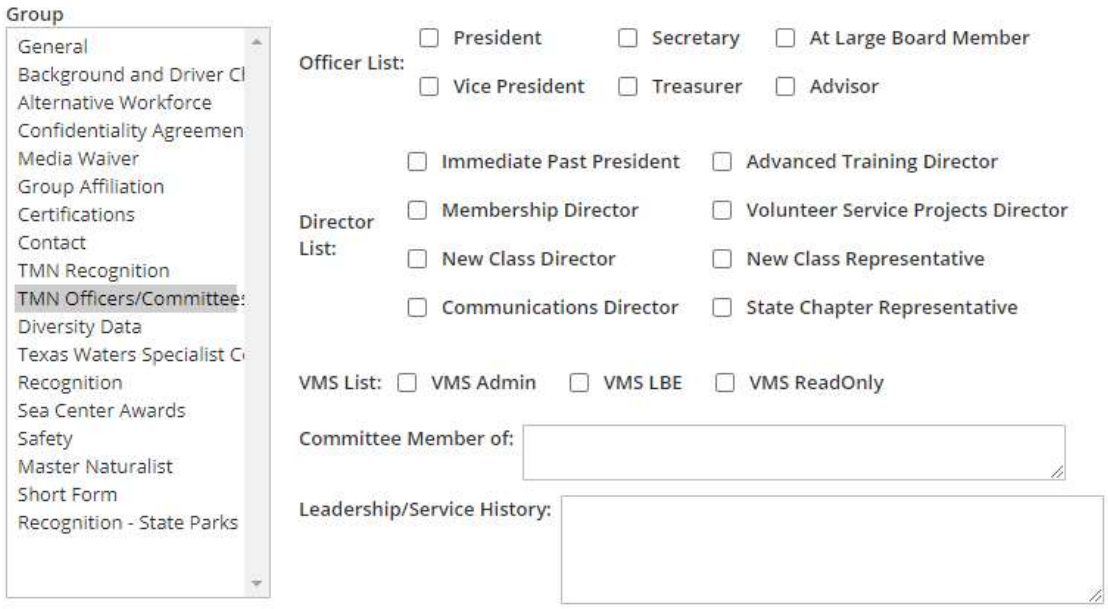
Be sure to keep your milestone data current

There are 2 fields for recording milestones - the awarded status and the award date. The awarded status (Yes/No) can be used to record whether the volunteer has received their pin (some chapters only pass out pins at the end of the year). The date is used to indicate when they met the requirements for the milestone. This is the date that we use when recognizing volunteers at the annual meeting.



Update your Leadership for 2022

Be sure to update your leadership members in the VMS profile - User Defined Tab - TMN Officers & Committee group. For folks cycling out of a leadership position, note their old position in the history field.



Remind Your Volunteers to Get Their Hours In

We have 45 days to get your hours. So all 2021 hours need to be in the system by February 15th to get counted in the year end reports for the state.

Interim Training Class Policy

2022 is another 'covid year' when it comes to the operating procedures for our training classes

The policy is on our website here. You can see the Temporary Training Policy Changes (CY2022) here.

In a nutshell, they mirror the interim policy from 2021 but have a couple additions addressing the Hybrid Annual Meeting held in 2021 and our new #TMNTuesday advanced training webinars offered by the TMN state program office.

Training for New Officers

We offer VMS training for Admins - 101 and Advanced. Also available is a reporting class and a read-only class. If your chapter has special needs let us know and we could put something together for you. We also offer Webex training for other leaders in your chapter.

Find scheduled training at txmn.org/help and look for the Administrative Training Schedule. If you need a class that's not pre-scheduled put in a help desk request and we can set something up for you.

You must complete a VMS training session before you get your login ID.

PDFs for your Chapter Archives and Backup

If you would like to save your chapter information for archival purposes you can do it by creating PDF reports of your volunteer and opportunity lists. Start with the grid that you want to save - probably the Chapter Leadership or any of the volunteer rosters. You might also want to do a logbook report of the folks that certified or recertified that year. After you've opened the grid that you want, go to the

Report/Volunteer Data Grid and then select the the columns that you want to exclude and print to PDF. Some tweaking might be necessary to get it all on a page.

You can also export to Excel format for other reporting and analysis.

2021 Data Review

We've finished the 2021 Data Review. It consisted of the same statistics that we've gathered for the past few years, but the time frame will change a bit. The logbook statistics and analysis are for 2020. We will be pulling the 2021 logbook data in February/March in time to run the annual report and we'll present the data at the March All-Admin meeting.

The only opportunity logbook analysis that we are doing is a closer look at the "Other" category and board type work that we've done for other agencies.

CBC Update - All Current!

That jubilation you heard coming from the Master Naturalist office was the sound of all 5785 background checks being completed! For a brief period of time (about 2 days) - We had valid birthdates and authorizations for all Active and In-Training volunteers. Thank You for helping to get these done.

Now we get to work on the 2022 classes that are being put in the system... Get those birthdates and authorizations completed so we can have another party!

Quick Links

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

Slack Channels: TXMN.slack.com

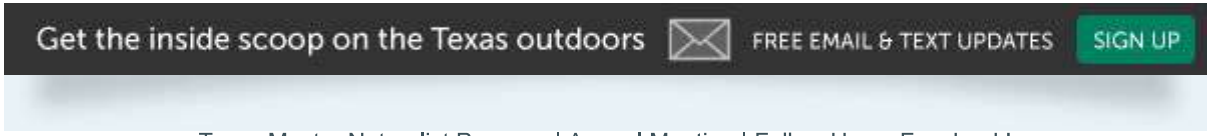
Check your public facing chapter page: TXMN.org/apply

Login Page: TXMN.org/hours

Admin Login Page: TXMN.org/coordinator

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

REPORT YOUR SERVICE



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