

Courtesy Copy: VMS Admin Newsletter: 4th Quarter, 2022

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

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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 (272 recipients)

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TMN VMS Support Team Newsletter

Fields in Focus: Decimals in Hours Recorded

Often volunteers might get confused when putting in partial hours in the hours field of the survey. We recommend that they round up to the nearest quarter hour and only use .25, .50 or .75.

Update your Officer List

We will be updating the officer list to match the CMOP. We will make the changes for your chapter.

Be sure to keep your officer list current. For officers cycling out or over to a different position, note their old position in the history field.

Be sure to get your new officers trained in the VMS system. You can sign up for Admin 101, Admin 201, Admin Refresher and Read Only training [here](#).

The VMS fields are 1) VMS Admin for the general VMS user, 2) VMS LBE for the VMS admin with 45 day edit capability (usually 1 per chapter) and 3) VMS Read Only access.

Personal	Ethnic Background	User Defined	Language	Registration	Emergency Contact	Attachments
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Group

- General
- Background and Driver C
- Alternative Workforce
- Confidentiality Agreeemer
- Media Waiver
- Group Affiliation
- Certifications
- Contact
- TMN Recognition
- TMN Officers/Committe**
- Diversity Data
- Texas Waters Specialist C
- Safety
- Recognition
- Recognition - State Parks
- Sea Center Awards
- Master Naturalist
- Short Form

Officer List:

☐ President ☐ Secretary ☐ At Large Board Member

☐ Vice President ☐ Treasurer ☐ Advisor

Director List:

☐ Immediate Past President ☐ Advanced Training Director

☐ Membership Director ☐ Volunteer Service Projects Director

☐ New Class Director ☐ New Class Representative

☐ Communications Director ☐ State Chapter Representative

VMS List: ☒ VMS Admin ☒ VMS LBE ☐ VMS ReadOnly

Committee Member of:

Leadership/Service History:

End of Year Maintenance

Can you believe 2022 has come to an end? It's time to make sure that all of your volunteers have their 2022 hours in as soon as possible.

You also might want to take some archival reports of your opportunities and volunteers for your chapter historical records. Find a grid that has the information that you want to keep track of and go to Reports/Data Grid - to export to excel or a pdf.

2022 Logbook Entry Data Review

We will be starting our 2022 data review in January. The sooner they get their hours in, and the admins get the hours approved, we will get them counted in the yearly summaries.

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

Get the inside scoop on the Texas outdoors



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