TPWD
Samaritan Volunteer Management System
Volunteer

User   Guide

for

Texas   Master   Naturalists

Vs 2.07 Last Updated October 29, 2015

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Read This Page First

Background: Samaritan is a web-based volunteer management software (VMS) system in use by volunteer groups sponsored by TPWD.   TPWD is interested in getting more out of their software investment by using the software with the Texas Master Naturalist program.   The VMS software is expected to help TPWD improve Master Naturalist federal grant reporting, and it is expected that the software will assist chapters with state reporting, recognition, and management of member and activity lists.

Things you need to know before you start:

- you may already be registered as a TPWD volunteer and, as a result, you already have a volunteer user ID and password, check with you chapter representative
- you have been pre-approved for most opportunities, so, all you have to do, in most cases, is take part in the opportunity, and then, enter your hours from the volunteer dashboard (no sign-up)
- if you are not pre-approved for a chapter event and wish to be, see your chapter VMS contact
- hours must be entered into the VMS **within 45 days** of the activity date
- we can no longer lump hours for multiple days together, even for the same opportunity; there is one exception to this and that is an Field Based Research (CoCoRaHS, Project Feeder Watch, etc.); Field Based Research opportunity hours may be combined over multiple days into one entry.
  - Your chapter probably has a minimum amount of time that may be recorded for an opportunity in one day (eg. 0.5 hours, 0.25 hours, 0.1 hours, etc); you are encouraged to find out what that minimum daily reporting time is for your chapter
- in order for you to receive Master Naturalist credit for your hours, the opportunity for which you report hours must be in your chapter's list of approved opportunities (hours for some opportunities, such as Angler Ed and Nature Tracker's, etc, can be credited toward Master Naturalists or toward the event depending on your choice, but hours for the same event cannot be counted both places)

Register as a TPWD Volunteer for VMS
(VMS: Samaritan Volunteer Management System)

If you are not already registered, you must register as a TPWD volunteer in order to obtain a VMS user ID and password. In order to register as a volunteer, you must first go through the opportunity sign-up process. The steps below will guide you through this process. You may also give permission for your chapter VMS contact to register for you. **If you already have a TPWD volunteer user ID, you should skip this section and resume on page 8.**

For volunteers who are not already registered with TPWD: In your browser, navigate to the Texas Parks and Wildlife volunteer website at tpwd.texas.gov/volunteer (the current image on the page may be different).
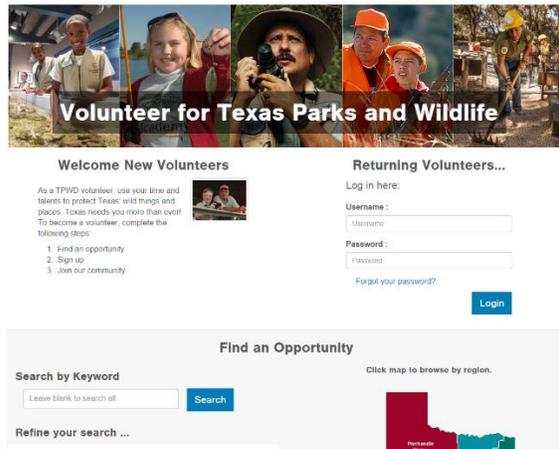
IMPORTANT STEP: Scroll down to the bottom of the page shown above and click on "Texas Master Naturalist" as shown below.
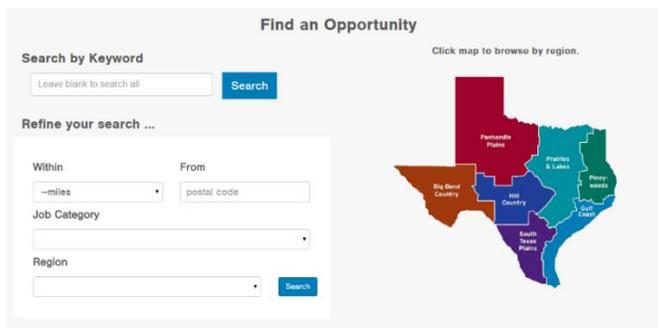
Click in the 'Search by Keyword' box and enter "Apply" without the quote marks.
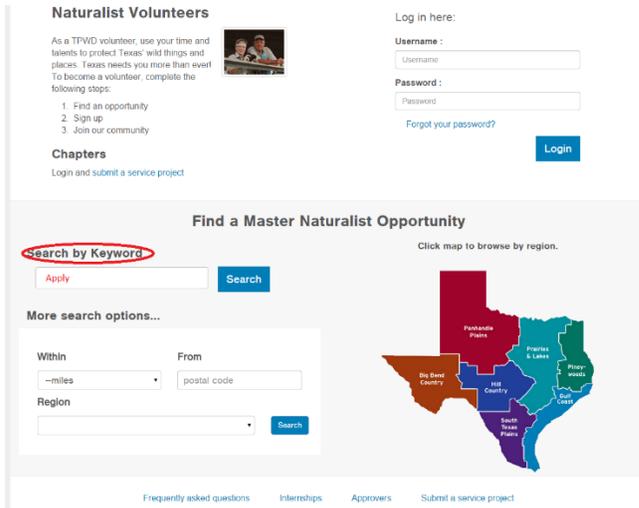
This should display a list of Texas Master Naturalist opportunities with the keyword "**Apply**" in the title or the description.

Find the chapter to which you wish to apply, or select any one of the opportunities, and click on the blue "Click here for details or to sign-up" button at the bottom of that opportunity listing. It does not really matter which opportunity you select, you will not actually sign-up for it at this time; you are registering as a volunteer (this is a one-time requirement).

When you click on the "Click here for details…" button on the page shown on the previous page, the sign-up screen will display:

Opportunity Details

Not yet a TPWD volunteer?

Opportunity Search
FAQ
Log in

Apply to the CenTex Chapter

| Description | Location | Contact Info |

← Back to results

Sponsoring Program: Central Texas Master Naturalist

Used for new/potential volunteers who want to connect with the chapter

📷

🖨 Print

📍 View map

Sign Up

0

Click on the "Sign-Up" box and the login screen will display:

Volunteer Login

Not yet a TPWD volunteer?

Opportunity Search
FAQ
Log in

If you are already a Texas Master Naturalist volunteer, please log-in

User ID   Your username

Password   Your password

Log in

Forgot your password?

— or —

Apply to become a volunteer

Since you do not yet have a volunteer user ID with which to login, click on "Apply to become a volunteer" and the application forms will load. First there will be waivers to read and sign electronically. During the process, you will be asked for some demographic data, and finally, you will be prompted to enter your choice of a volunteer user ID and password. The user ID you select must be unique in the system, so it may take a few tries to get a user ID that has not already been used by someone. Then select a password that you can easy remember; it should be at least 8 characters in length and include one or more numerals. You can change the password in the future as you see the need.

Step 1 of 5 | Continue →

Waivers & Agreements

Background Check

In connection with the evaluation of my suitability for volunteer service, I give my consent for TPWD to obtain criminal history information related to my application for volunteer service. I understand that criminal history information includes any criminal conviction records for deferred adjudication, misdemeanor or felony offenses at age 17 or older. Any such information will be used solely for volunteer-related considerations and not for any other purpose.

I authorize, consent, and grant permission to any person or entity to release to TPWD or its agent(s) any and all information regarding my criminal history. I waive any and all claims I may have with respect to providing such information. I understand that TPWD and its agent(s) are not responsible for the accuracy or completeness of the information contained in such reports. I release TPWD and its agent(s) from any and all liability, claims, and lawsuits with respect to the information obtained from any or all the sources used by TPWD and its agent(s).

I understand that this authorization is not an offer or acceptance of my volunteer service by TPWD and that any false or misleading information I have provided to TPWD may result in a refusal to accept or continue volunteer service. I also understand that this authorization is a continuing authorization and will remain valid until such time as I inform TPWD in writing that I revoke this authorization.

Certain volunteer positions require us to conduct a background check. Answering "no" to the questions below will not preclude you from serving in positions that do not require a background check.

*I accept these terms   ○ Yes   ○ No

Media Waiver

I agree to be be photographed or videotaped as a TPWD volunteer. I authorize my likeness to be edited, duplicated, re-used, and distributed in whole or in part for all informational and promotional purposes through any media worldwide.

I understand that Texas Parks and Wildlife Department, its employees, subcontractors, and agents, have no obligation to air or use my likeness. Without any compensation to me, I authorize the rights granted herein. I understand that my appearance in photographs or videotapes confers upon me no rights of use, ownership, or copyright.

I release Texas Parks and Wildlife Department, its employees, subcontractors, and agents, from all liability for any

There will be a number of pages displayed for you to complete, the first few are waivers that you must agree to, the remainder are requesting information about you for the system, some of which is needed for TPWD to run a background check. Several items are required and usually marked with an asterisk; if they are not completed, the process will prompt you that the item must be completed. When you have finished, click on "Submit" and your selected volunteer user ID and password should be active. It may take a few days to get you assigned to your local chapter, but your user ID is now active.

Important Note About User ID's: Your volunteer user ID and password must only be used by/for you for the purpose of posting and reviewing your hours. You are encouraged to periodically change your volunteer user ID password (good passwords are at least 8 characters in length and contain one or more numerals). If you feel your user ID or password has been compromised to someone not authorized to use it, you should immediately change your password. If the problem recurs, you should contact your chapter President or the Implementation Team at tmnvms@gmail.com .

SUBMITING TMN VOLUNTEER HOURS

1. After working the opportunity or attending training(s), you will want to record your hours. To do, so, log in to the VMS system as a "Registered Volunteer", as shown below. For **some** opportunities, you must sign up, but most chapter opportunities are pre-approved and require no sign-up; for all opportunities **your chapter Hours Keeper must approve you for the opportunity before you can report hours** for it. Remember, you only have 45 days from the date of the event to log your hours on VMS.

    As a TMN Chapter member you will log in to the website (using your TPWD user ID) at the VMS Web Portal on the State TMN site: and select the 'Registered Volunteers Login'; this will bring you to the page shown below:

2. Enter your TPWD user ID and password (remember, the password does not display and is case-sensitive), then click on the "Login" button.

4. After you have successfully logged in, select (click on) "Report my Service".

5. Then select the opportunity for which you need to report your TMN hours from the drop-down list. The name of the opportunity and the appropriate survey will be displayed. Completing the survey is how you report your hours (AT or service). If your opportunity does not appear, contact your membership chair or Hours Administrator.
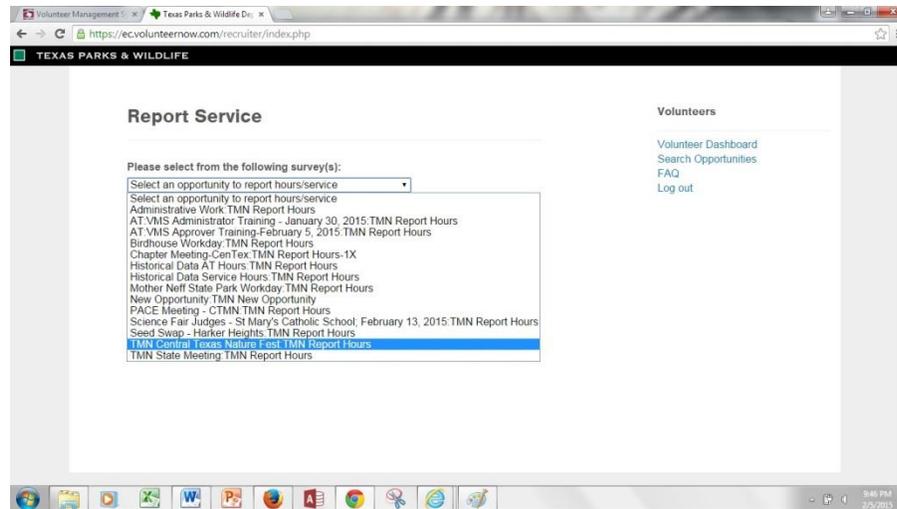
Report Service

Please select from the following survey(s):

[AT: Native Plant Society:TMN Report Hours ▼]

What type of Hours are you reporting?

○ Advanced Training ○ Chapter Administration ○ Service Project

Service Date: [11/09/2015] [📅]

Describe your service or training: [   ]

[OK] [Cancel]

Volunteers

Volunteer Dashboard
Search Opportunities
FAQ
Log out

6. Once you select the opportunity you would like to report, the associated "Survey", or service report time sheet, will appear as shown above.

- Be sure you select the opportunity type appropriate for the event attended (service, AT or Chapter Admin)
- Complete the fields requested as they pertain to your work on the opportunity for that date
- The date that appears automatically defaults to today's date; change the date to the actual date of your service/attendance by selecting the calendar icon next to the date box.
- If you worked/attended multiple days for the same opportunity, do NOT lump your hours for multiple days together; (except as noted: hours for Field Research opportunities such as CoCORaHS may be combined over multiple days, the time period as determined by your chapter) report the hours for each day, by day, (that is, if you worked a multi-day opportunity on January 10 for 3 hours and on January 12 for 2.25 hours, you would complete the survey twice (once for 3 hours on January 10 and once for January 12 for 2.25 hours). The Federal auditors have indicated they will disallow the hours that are lumped together over multiple days (except as noted).

Important Note: Do not report your travel time to and from Advanced Training sessions. Travel time may only be (and should be) reported with service hours.

7. You should include your travel time to and from a **volunteer service project** location along with the hours actually served in the box labeled "How many hours did you volunteer?" Even though the survey asks for the travel mileage as a separate, optional, value, include your travel time to and from service projects in the "How many hours did you volunteer?" (**travel time must not be included for AT**). Travel mileage as a separate value is there for your personal record as a volunteer so that those values may be queried and utilized by you personally in the event you wanted to document travel mileage for your tax purposes each year.

8. Unless you are the project coordinator, click on "No" for the three questions at the bottom of the survey. If you click yes, a new set of questions will pop up for you to respond to.

9. By clicking on "OK", your hours will be submitted to the program administrator or to the approver for final review and approval. The hours you submit may be edited only until the approver has approved or rejected them. Be careful to select the correct opportunity title from the list and to select the correct opportunity type on the survey (Service Hours or Advanced Training).

VIEWING YOUR SERVICE/AT HOURS

Once your hours have been submitted, you may view them at any time. Log in using your volunteer user ID. Once you are logged in, you will see the volunteer dashboard. Please note, the hours in the upper right hand corner of the dashboard **are NOT TMN** hours but are TPWD program hours.

Click on "View My Log Book" to view your TMN service and AT hours.

At the bottom of the survey, just above "Log Book Summary" is a left to right scroll bar with which you can view additional details about your hours entries. Once you have finished viewing your log book, click on "Log out" or return to the dashboard by clicking on "Volunteer Dashboard". You may edit or delete an entry so long as it has not yet been approved.

PROPOSING A NEW OPPORTUNITY (AT or Service)

Depending on your chapter's policy, you, as a chapter member may submit a new service or AT opportunity for approval. You may submit the opportunity before or after the date(s) the opportunity took place (again, that depends on chapter policy), however, it is to your benefit to submit the proposed opportunity **before** you attend so you know whether or not it will be approved by your committee. There is a TPWD restriction placed on entering hours or opportunities more than 45 days in the past. If it is after the fact and the opportunity is not approved by your chapter, the hours you spent at the opportunity would not count for TMN milestone, certification, nor recertification.

Your chapter may have a different procedure for permitting volunteers to submit new opportunities that does not entail the use of the "TMN-New Opportunity"; if so, please continue to use the procedure in place in your chapter.

There is a special opportunity that has been created for each TMN Chapter that members may use to submit new opportunities the name of which is "TMN-New Opportunity". It is specific to your chapter, and you should provide as much detail as possible about the opportunity so your approval committee can make a determination whether to approve or disapprove the opportunity. In some cases, they may request additional information from you; you should include your name, phone number and email address in the proposal.

To propose a new opportunity:
1. Login to the VMS using your volunteer user ID and password. As a TMN chapter member you should log in to the website (using your assigned TPWD volunteer user ID) at the VMS Web Portal at txmn.org/tmn-vms-users to navigate to the login page.

Volunteer Login

If you are already a TPWD volunteer, please log-in

or

Start here!

User ID   [Your username]
Password   [Your password]

Log in
Forgot your password?

Not yet a TPWD volunteer?

Opportunity Search
FAQ
Log in

2. Enter your assigned TPWD volunteer user ID and password (note, the password does not display), then click on the **Login** button (simply pressing "Enter" will NOT submit your password").
3. If you do not have a TPWD login, please refer to page 4 of this manual or see your Membership Chair for assistance. Continuing, Click on "Report My Service" (yes that is correct), then in the drop-down box, click the arrow and select "New Opportunity TMN New Opportunity"

TEXAS PARKS & WILDLIFE

Report Service

Volunteers

Volunteer Dashboard
Search Opportunities
FAQ
Log out

Please select from the following survey(s):

Select an opportunity to report hours/service
Select an opportunity to report hours/service
Administrative Work:TMN Report Hours
Chapter Meeting-CenTex:TMN Report Hours-1X
Chapter Meeting-HOTMN:TMN Report Hours-1X
Mother Neff State Park Workday:TMN Report Hours
New Opportunity:TMN New Opportunity
TMN Central Texas Nature Fest October 18, 2014:TMN Report Hours
TMN State Meeting:TMN Report Hours

5. Complete the survey providing as much detail as you can. This will better enable your approval committee to make a decision as to whether to approve, disapprove, or request more information from you. In the "Contact Information" box, enter your name, phone number, and email address for the convenience of the approver.

Submit New Opportunity

What type of opportunity was this?

Title of the Opportunity:

When did the opportunity take place? 11/18/2014

What are the times/shifts of the opportunity?

Who was the Sponsor?

Who was the Speaker/Coordinator?

Where did it take place?

Online Information can be found at:

Contact Information (Phone or email):

When you are finished, click on "Submit". The text you entered will be sent to the Opportunity Log Book for the approver to review.

Opportunities that are not in Your Drop-Down List

There will be opportunities both service and advanced training that you, as a volunteer, might wish to attend that are not in your drop-down list. You should check with your chapter VMS administrator to see if the opportunity has been approved for you chapter. If it has been approved, ask them to approve you to it. If it has not been approved, you may submit a request for a new opportunity using your chapter's procedure for doing so.

Attending Opportunities from Neighboring Chapters

There may be opportunities (service and/or AT) that are offered by neighboring Texas Master Naturalist chapters that you would like to attend. In order to be assured of receiving TMN credit for the activity, you should follow your chapter's procedures for submitting a new opportunity proposal to your home chapter. If your proposal is approved, you should then, approach the neighboring chapter about your attending.

After attending the event, you should be able to post your hours against the opportunity as though it were a local chapter activity.

Important Notes for Administrators:

- Once the neighboring opportunity has been approved, it must be entered into your chapter list, or, with collaboration with the neighbor chapter, it may be copied into your list; then approve your volunteers to it as you normally would.

APPENDIX

Texas Master Naturalist Service Project Activity Categories

Service Activity	Code	Description	Examples
Training & Educating Others (Direct)	TR	Leading, organizing, 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).	• Classroom instruction • Workshops • Presentations • Webinars • Chapter MN trainees/interns class • AT you prepare and present as a TMN member
Advanced Training	AT	Advanced Training you attend as a participant	• AT sessions at TMN Statewide Annual Meeting • Rainwater Harvesting Steward Program Training • Project WILD Instructor/Facilitator Training
Public Outreach (Indirect)	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.	• Manning booth or visitor center • Writing articles or brochures/ newsletters • Wildlife Hotline
Technical Guidance	TG	Any work that provides natural resource or program related business, land management, and other expertise consultation and/or written management recommendations to cooperators, chapters, partners, land owners and/or land managers.	• Site visits for and writing ecosystem management plans • Land Management Assistance Program (LMAP) • City/Community/Regional Habitat Conservation Plan Committee
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.	• Invasive species or trash removal • Plant and/or /endangered species rescue (not rehab) o Eg: Turtle Patrol • Restoring or improving natural habitat • Wildlife houses, towers, chimneys • Developing an eco-system plan

			• 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: • Hiking trails • Interpretive gardens • Wildlife viewing blinds • Wildscapes/native plant gardens • Interpretive hikes
Field Research (Including Surveys and Citizen Science)	FR	Planning, leading or participating in data collection and/or analysis of natural resources where the results are intended to further scientific understanding.	• Field surveys • Banding and tagging • Species watch • Texas Nature Trackers Programs • CoCoRaHs • Stream Watch/Stream Team/ Water Quality Monitoring
Chapter & Program Support, Business and Administration	CB	Activities related to managing and running a master naturalist chapter and its committees.	• Board of Director or committee duties • Ch. Newsletter or website management • Management of chapter records • Hours reporting • Chapter reporting • Representing chapter at multi-chapter events • Other chapter administration • Assistance to State Program and State Program Office
Other	OT	Any activity approved by a chapter that is 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.*	• Wildlife rehabilitation (not animal rescue)

Revised 3-19-15 – reviewed 28-October-2015

Texas Master Naturalist Chapter Short Names

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 Spri	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, Ja	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, T	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

Login as a registered TMN Volunteer

Once you have registered as a volunteer and received a TPWD userID, you should login as a TMN Volunteer to begin reporting your hours. There are essentially two 'areas' in the VMS: (1) Texas Master Naturalist and (2) all the other TPWD volunteer programs. If you wish to receive Master Naturalist hours for your service and advanced training, you must be sure you are using the Master Naturalist 'area'. You can ensure that is the case by clicking the 'Texas Master Naturalist' icon at the bottom of the login screen or by always logging in through the Master Naturalist state website VMS Web Portal at txmn.org/tmn-vms-users/ . We encourage chapters to place a link from your chapter's website to the Web Portal located on the State Program Master Naturalist website. An image of the VMS Web Portal appears below:
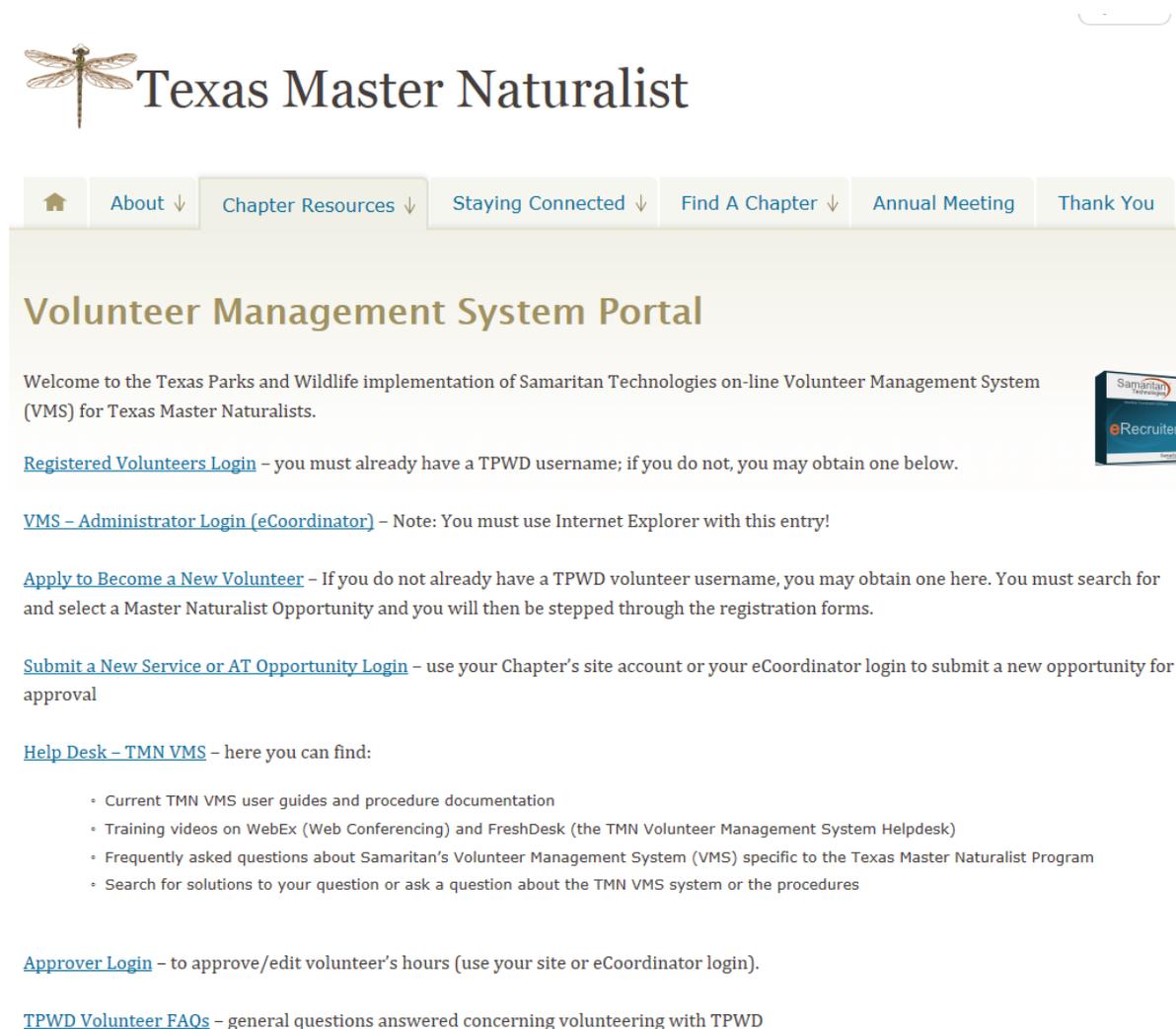
Texas Master Naturalist

| 🏠 | About ↓ | Chapter Resources ↓ | Staying Connected ↓ | Find A Chapter ↓ | Annual Meeting | Thank You |

Volunteer Management System Portal

Welcome to the Texas Parks and Wildlife implementation of Samaritan Technologies on-line Volunteer Management System (VMS) for Texas Master Naturalists.

Registered Volunteers Login – you must already have a TPWD username; if you do not, you may obtain one below.

VMS – Administrator Login (eCoordinator) – Note: You must use Internet Explorer with this entry!

Apply to Become a New Volunteer – If you do not already have a TPWD volunteer username, you may obtain one here. You must search for and select a Master Naturalist Opportunity and you will then be stepped through the registration forms.

Submit a New Service or AT Opportunity Login – use your Chapter's site account or your eCoordinator login to submit a new opportunity for approval

Help Desk – TMN VMS – here you can find:

- Current TMN VMS user guides and procedure documentation
- Training videos on WebEx (Web Conferencing) and FreshDesk (the TMN Volunteer Management System Helpdesk)
- Frequently asked questions about Samaritan's Volunteer Management System (VMS) specific to the Texas Master Naturalist Program
- Search for solutions to your question or ask a question about the TMN VMS system or the procedures

Approver Login – to approve/edit volunteer's hours (use your site or eCoordinator login).

TPWD Volunteer FAQs – general questions answered concerning volunteering with TPWD

As a TMN Volunteer, you would select the item "Registered Volunteers Login"; this link takes you to the Master Naturalist volunteer login page shown on the next page:

It is important to know that the VMS will assign your volunteer hours to the TPWD program that created the opportunity. For example, many Master Naturalists are also Angler Ed volunteers and/or State Park volunteers, and if you want to receive Angler Ed credit for an Angler Ed event, you would sign up under the Angler Ed program opportunity **not** the Master Naturalist opportunity and report your hours to Angler Ed. If, however, you wanted to receive Master Naturalist hours for that same event, the following things would need to happen:

- Sign up for the Angler Ed (for example) event (so they know to expect you)
- If an Angler Ed opportunity does not exist for your chapter, one may be created by using your chapter's "New Opportunity" opportunity – see your chapter VMS contact
- Once the Master Naturalist event is created, register for the Master Naturalist opportunity using the VMS login screen pointing to Texas Master Naturalist
- On the sign-in sheet (if there is one) at the event, indicate that you want to receive Master Naturalist hours for the event.
- In the VMS, record your hours for the Angler Ed opportunity created by your chapter that appears in the drop-down list of your Master Naturalist approved opportunities.

Note: Angler Ed was used here as an example; this process would hold true for other TPWD activities as well.

Changing Your TMN Volunteer Password

You may wish to change your volunteer password for any number of reasons. To do so, log in to your TMN VMS volunteer user ID using your current password. Once logged in, you should notice at the bottom of your dashboard the item "Edit My Profile". Click on "Edit My Profile".

You will think you might have gone to the wrong place, as your application as a volunteer displays. Continue to click on the word "Continue" to your personal information as shown below:

When your personal information is displayed, you will see your user ID and boxes for password and password confirmation. Click in the Password box and enter your new password, press the TAB key and reenter your new password (the two will need to be exactly the same or the change will NOT take effect).

When you are satisfied with your password change, click on "Save" to save the changes, then click on either "Volunteer Dashboard" or "Logout". The next time you log in to your volunteer user ID, the new password will be required. If you forget your password, your chapter's VMS administrator can reset it for you or you can click on "Forgot your password".

Remove Yourself from an Approved Opportunity

You may remove yourself from an opportunity for which you are approved at any time by using the instructions below. Removing yourself from the opportunity has no effect on hours you have posted against the opportunity and does not prohibit you being approved for the opportunity in the future.

1. Log in using your volunteer user ID and password
2. From the volunteer dashboard, select "My Placements"
3. Scroll through the list of opportunities for which you are approved until you find the one you wish to remove and click on the line "Click here for details or to remove yourself"
4. On the resulting screen, click on the Red button containing the prompt "Remove Me".
5. A confirmation window will display with the prompt "Are you sure you want to unsign from this opportunity?" Click the OK button to confirm or click "Cancel" to cancel the action.
6. Return to the Volunteer Dashboard.

Log out when finished using the system:

Once you are finished using the system for this session, you should always logout of your session. To logout of your session, you need to be on the Volunteer Dashboard page and click on "Logout".

Welcome, your name is here

Summary

Volunteer Hours

Month: 0
Year: 0
Lifetime: 0

Find Opportunites
Look for ways to serve on a one-time or regular basis.

View My Schedule
See the shifts where I have signed up.

Report my Service
Submit volunteer hours.

View My Log Book
View my volunteer transaction history.

My Placements
View opportunities I have applied for that have been approved.

My Referrals
View opportunties I have applied for that are pending approval and placement.

👤 Edit My Profile   🔲 🔶 Enable Login Using...   ➡ Log out