# TMN/VMS Newsletter

Managing the Volunteer Drop-Down Box

We know - it's easy to approve everyone for everything.... but will your volunteers be able to find their opportunity?

The average chapter (if there is such a thing) has almost 79 opportunities. If you approve every volunteer for every opportunity, as recommended, the drop-down box in eRecruiter will fill their screen.

Here are some tricks to help out your volunteers and get their hours recorded to the right opportunities.

If you do want to approve everyone for everything, they can then remove themselves from opportunities that they aren't interested in - by removing themselves through the 'My Placements' option on their desktop. But the opportunity must have the approved option checked in the Logistics tab. We've put a new grid together to show you the status of that field - 'TMN Standard-Opportunity Listings'.

My Placements
View opportunities I have applied for that have been approved.
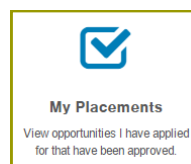
Another way to manage the drop down box is to un-approve volunteers for opportunities that are not current. Use the Logistics/Project Expiration Date to keep track of events that are no longer active.

Volunteers who sign-up for this activity on their own should be:
☐ requested
☑ approved
☐ approved into schedule slots if already placed with project

New Volunteer Status: TMN-Advisor

We have added a new TMN status called TMN-Advisor. This will separate them out from the other TMN-Not Eligible volunteers—the 'honorary', 'lifetime' or 'exempt' volunteers that your chapter may have that don't enter hours. The TMN-Not Eligible volunteer will generally not need a background check, and should not be approved for any opportunities, but you want them to be included in your roster for reporting and communications purposes.

We have added the TMN-Advisors to the Class & Staff named search as well as the Active/InTraining/Not Eligible/Advisors named search.

You can update your profiles now, or we can do it for you as part of the 2017 VMS review.

Master Naturalist

TMN-In Training
TMN-Active
TMN-Inactive
TMN-Not Eligible
TMN-Interested
TMN-Advisor

Master Naturalist Certification Status: TMN-Advisor

T E X A S   M A S T E R   N A T U R A L I S T S
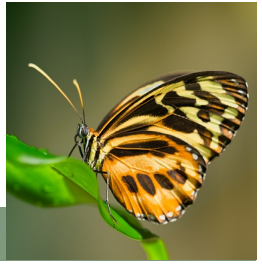
Management Team

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## Field in Focus: Background Check Fields

We now have Background check cards that you can email to your volunteers. TPWD will automatically process a yearly background check on all volunteers that have a valid drivers license, birthdate and an expired background check. Volunteers can update their personal information in the dashboard through the Edit Profile option.

CBC Admins (usually Admin2) should ensure that the following information is current:

⇒ User Defined Tab: Background Check group

- CBC expiration date
- Pass/Fail
- Authorized By

⇒ User Defined Tab: Certifications group

- Current Chapter

You will need to create your own chapter card based on the TMN Standard template. Be sure your Tools/Preferences is set to show the HTML Tables (from the main menu - below).

Save the template with your chapter name in the title and customize the fields for your chapter. And be sure to test it to be sure that it sends the card properly.

For detailed instructions refer to the Admin help guide.
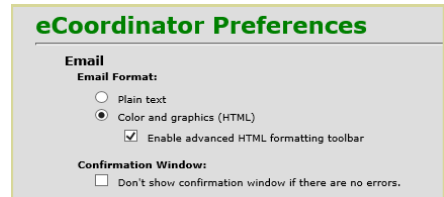
New Admin Sub-Category

We have added a new Sub-Category called 'State Program Office' for volunteers to categorize their hours for state wide projects like the Endowment Committee.

2017 VMS Data Reviews

We are finished with the Piney Woods region, and will be working on the gulf coast region next. We will be looking at officers, CBC data, milestones, some new reporting ratios and follow-ups from the last review.

What's in the Help Desk?
TXMN.ORG/HELP

There is a wealth of information in the VMS Help Desk. Some Highlights:
- The Admin Guide—updated on a regular basis
- Our Monthly Newsletters
- Grid Definitions
- Federal Category Definitions
- Documentation that you can use for your volunteer VMS training
- Hours Keepers contact information (password protected)
- Training schedules and sign ups
- Mail Merge instructions for printing your CBC cards

Need Help? Find it here: txmn.org/help

Quick Login for hours: txmn.org/hours -or- tpwd.samaritan.com