

TMN/VMS Newsletter

T E X A S



FOR TEXAS MASTER NATURALISTS VMS ADMINISTRATORS

Volume 22

Second Quarter, 2017

Missing Opportunities?

If you have a volunteer that has events on their drop-down box that you can't see, there are two possible explanations.

- ◇ They've probably signed up with events on the TPWD side of VMS. Your volunteers cannot get Master Naturalist credit for that work.

To fix this, you will need to have a corresponding opportunity on the TMN side of VMS and your volunteer will need to create their hours there.

Be sure that they don't put hours in both systems.

-or-

- ◇ They are still approved for an opportunity that has been deleted. If that's the case, put in a help desk request and we can restore the opportunity and remove the approval.

Special points of interest:

- ◆ MISSING OPPS
- ◆ 2 NEW CHAPTERS
- ◆ CBC STATUS
- ◆ NEWSLETTER CHANGE
- ◆ 2017 ANNUAL MEETING
- ◆ IMPACT DATA
- ◆ 2017 VMS REVIEW
- ◆ FIELD IN FOCUS: NOTES

We have Two New Chapters!

Prairie Oaks in the Stephenville area and Lower Trinity Basin in Liberty, TX

Criminal Background Checks (CBCs)

CBCs have gotten a little backed up at TPWD. We monitor the list of expired and expiring CBCs on a monthly basis and contact TPWD as soon as we see the volume increasing.

VMS Newsletter Changes

We've passed the roll-out and implementation phase of the VMS software deployment. We have an established training program and a busy help-desk system. As the chapters have gotten up to speed on the software and our procedures, we no longer need a monthly newsletter. So we're changing to a quarterly publication. If you have anything you would like for us to cover—shoot us an email.



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Field in Focus: Service Performed Field

We use the service performed field notes to verify and validate that hours are applied to the appropriate category and opportunity. The field is not required because sometimes the opportunity name is unique enough to not require additional identifying information.

When we pull our data for submission for our federal grants, we need to be aware of wording that could raise eyebrows or question the appropriateness of the hours.

We also need to watch which words we use in the service performed field, especially for the end of the year parties, galas, celebrations and Holiday/Christmas events. These events in reality are volunteer recognition events/meetings and we need to call them as such. Volunteer recognition events are service hour opportunities, (parties, galas, celebrations are not).

2017 VMS Data Reviews

We are currently working on the Panhandle region.

We will be looking at officers, CBC data, milestones, some new reporting ratios and follow-ups from the last review.

The 18th Annual Master Naturalist Meeting

Omni Corpus Christi, TX, October 20th through 22nd, 2017.

There will be plenty of opportunities for Chapter input—
Videos/Photos, Projects and Silent Auctions items.

We will be offering VMS Admin 201 and a VMS Reporting class along with a VMS Roundtable and our help desk.

Impact Data Change on Surveys

We will be removing the Grand Total field from the Impact Data section. We can extrapolate the grand total when we export the impact data for reports as needed.

Thank you for putting your data in!

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

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

Quickly go to the search page: txmn.org/apply