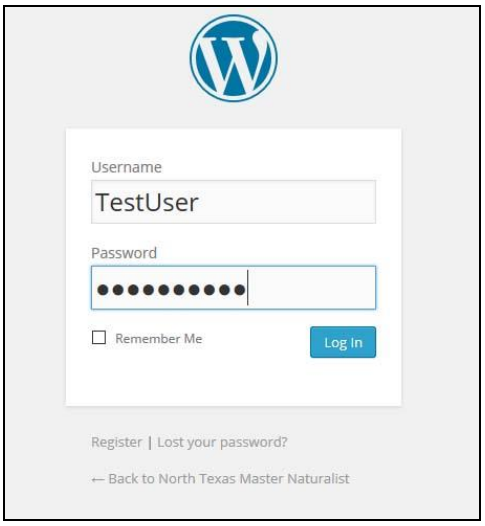
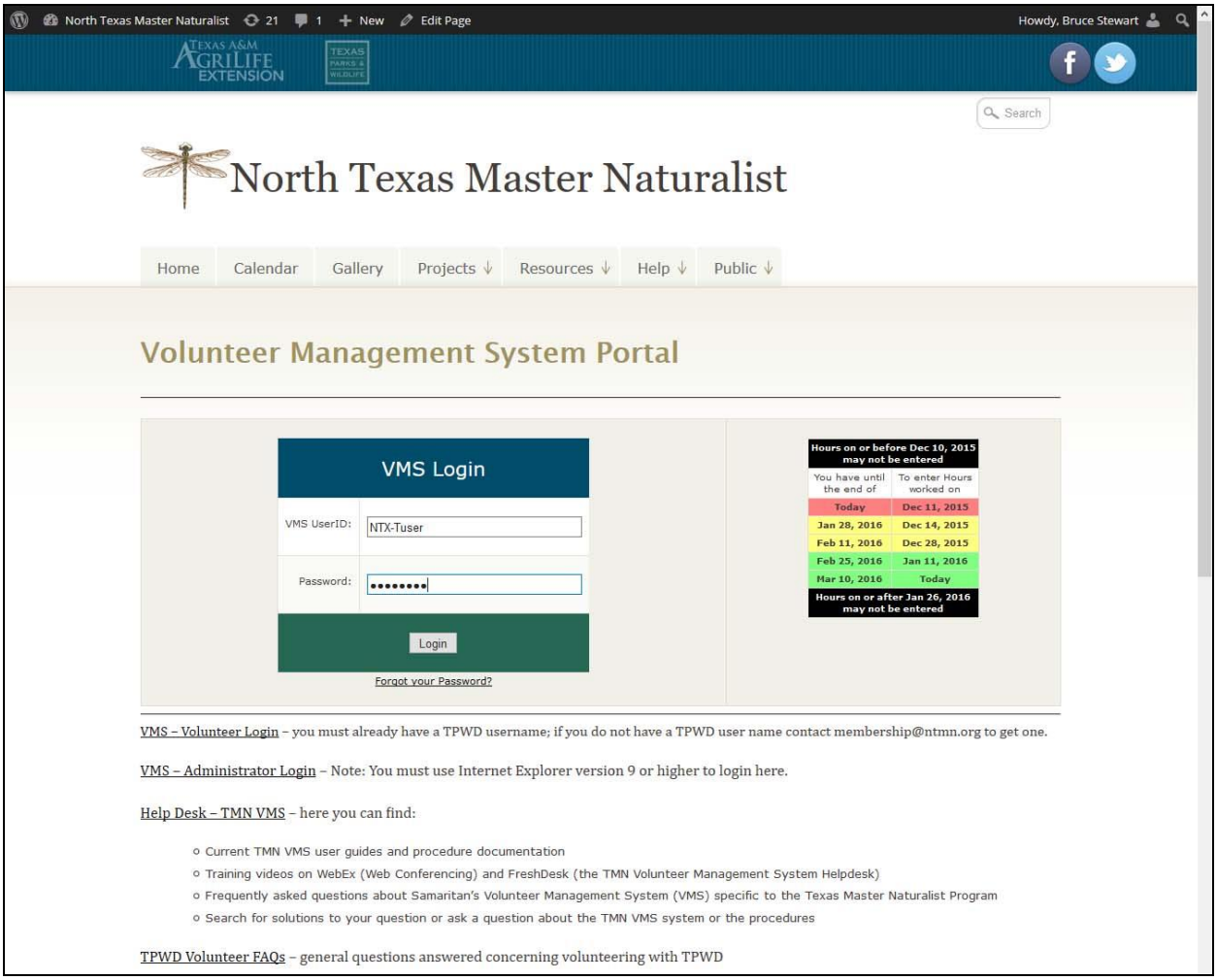
Logging Your Volunteer Hours into VMS

1 Login to the NTMN Member website.



2. On the home page select the **Report Hours** button in the right column.

3. On the Volunteer Management System Portal, use the VMS Login to enter VMS.

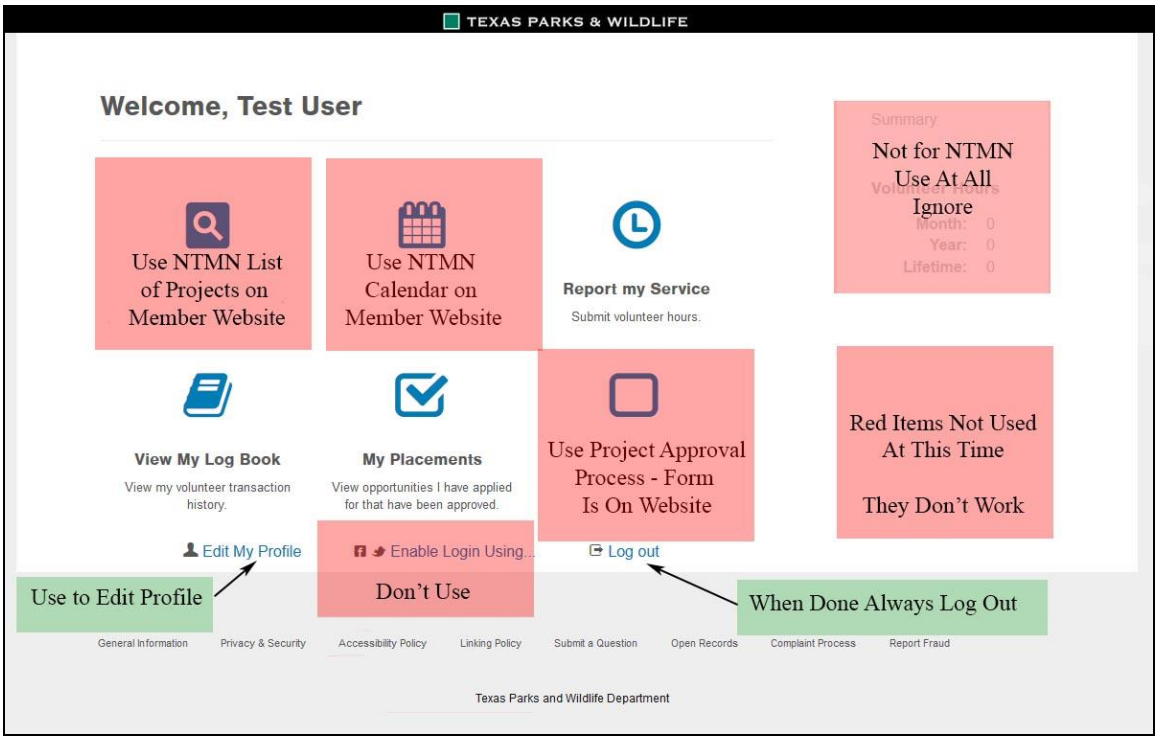


Please note: The Red/Yellow/Green table to the right of the login shows the dates of service that may be entered into VMS today. The red line indicates 45 days ago, the yellow are about to expire, and the green dates are fairly recent.

All activities **must be reported within 45 days**. If they are not reported in 45 days they will not be accepted; there won't be a grace period later on to enter any missing hours.

4. Enter your VMS ID and password. If you do not have an ID for VMS, please contact membership@NTMN.org and ask for your ID and Password.

5. Choose **Report My Service** in the center of the screen.



VMS Home Page

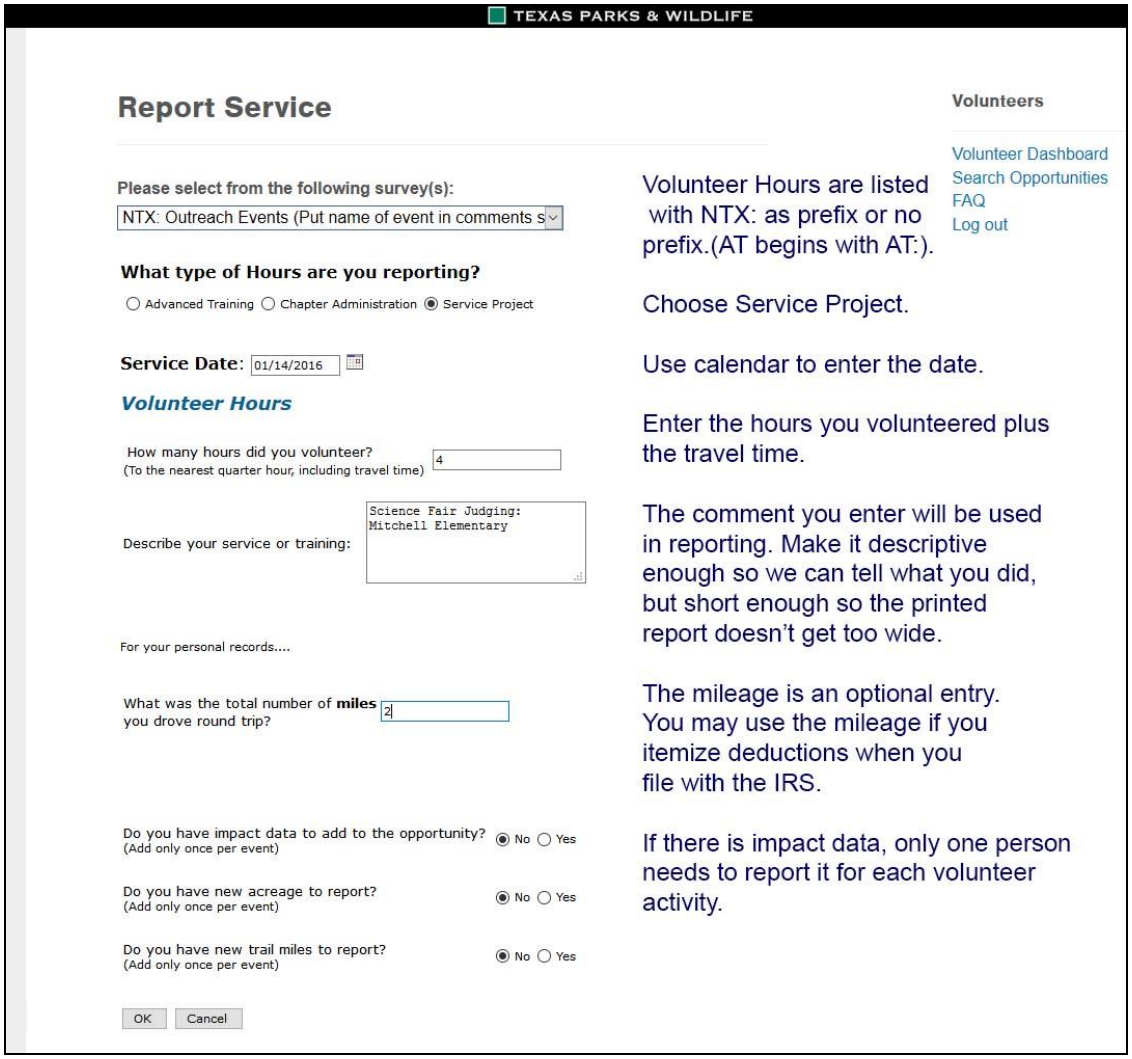
We only use part of the VMS Home Page. It is used by Texas Parks and Wildlife for volunteers from a wide range of activities, hunting and fishing programs, for example.

The areas on the screen above marked with a red square are not used by master naturalists. Note that the NTMN equivalent is listed on each red box:

- Use the NTMN Project List on the Member web site.
- The member Calendar is on the NTMN Member website (the Public calendar does not list all opportunities available to members).
- Use the Project Approval Process to start a new NTMN project. The form is on the Member website.
- The choices at the top right of the screen are not used by master naturalists. These choices are used by people in other Texas Parks and Wildlife programs.

Use the items marked in green to edit your profile or log out.

6. Reporting Service is fairly straight forward.



The annotations on the screen above may be all that you need to enter your own volunteer hours.

If you think you need more detail, the following will cover the process more completely.

7. The first screen you will see lists all the NTMN service opportunities. The list is alphabetical and is organized as follows:

- Advanced Training opportunities are listed with AT: as the first characters.
  Example is **AT:NTX:Chapter Offered Training** - would be your entry if you were a student in a birding class.

- Service projects (VH) are listed alphabetically with no prefix.
  Example is **Beginning Birding Class** if you were one of the instructors.

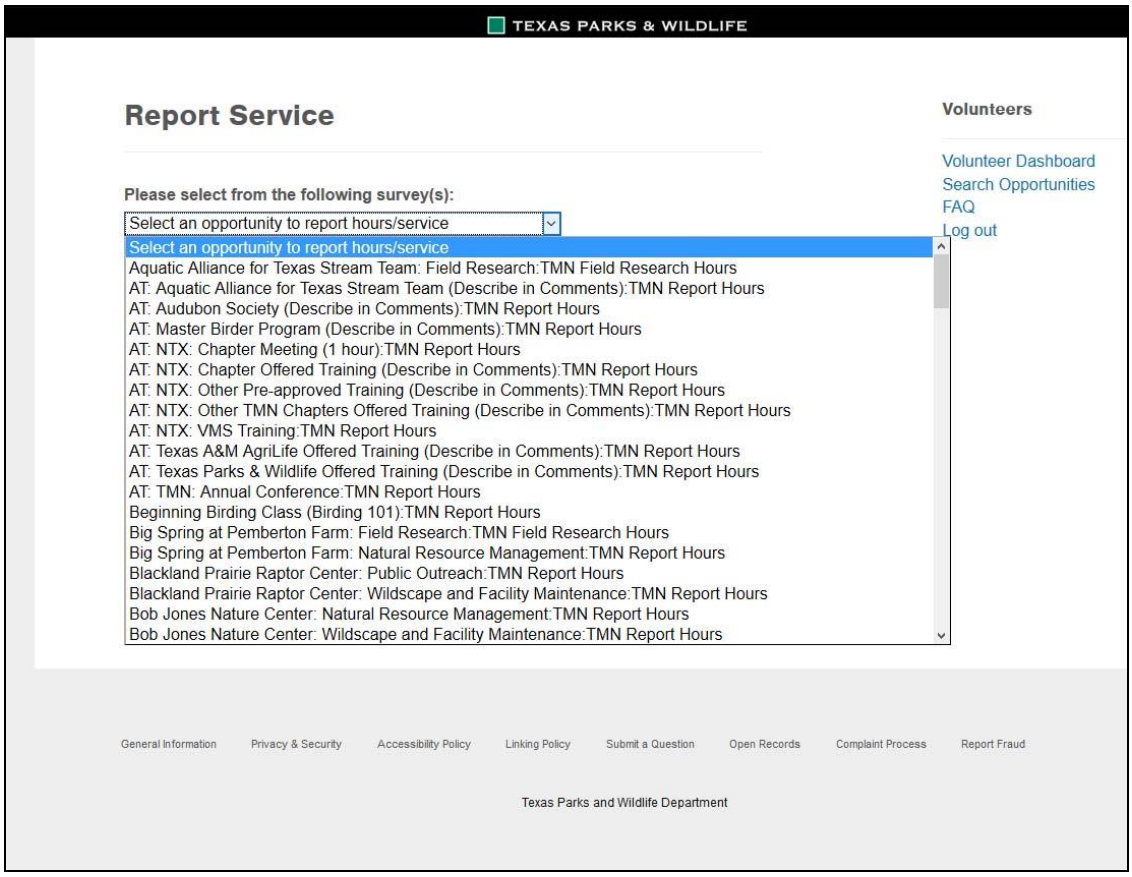
- Chapter administration is listed with an NTX: prefix. These hours include:

    - Administrative tasks such attending a board meeting.

    - Presentations made in the community

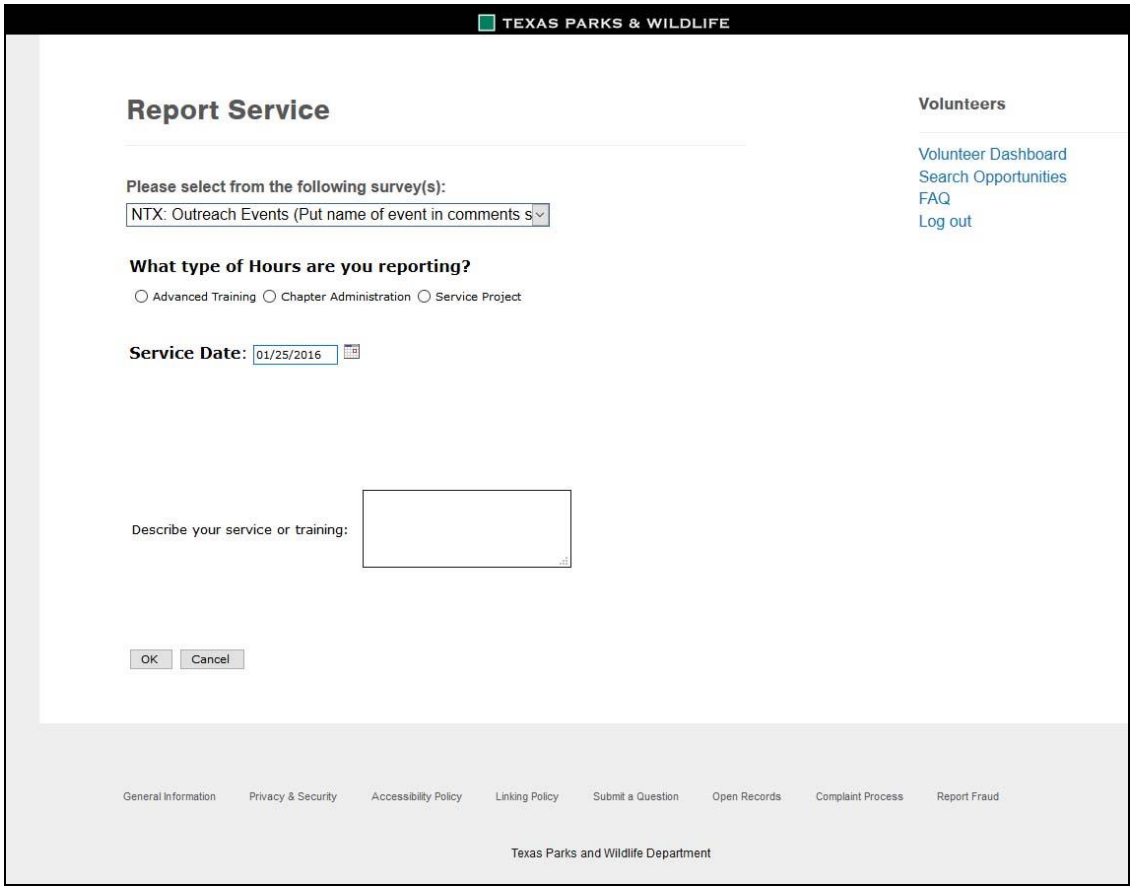
    - Wildscape and facility maintenance.

    - And other activities not tied directly to a project.



8. Select one activity from the list.

It says survey(s) – we are not certain why the word survey is used.



9. **What type of Hours are you reporting?**

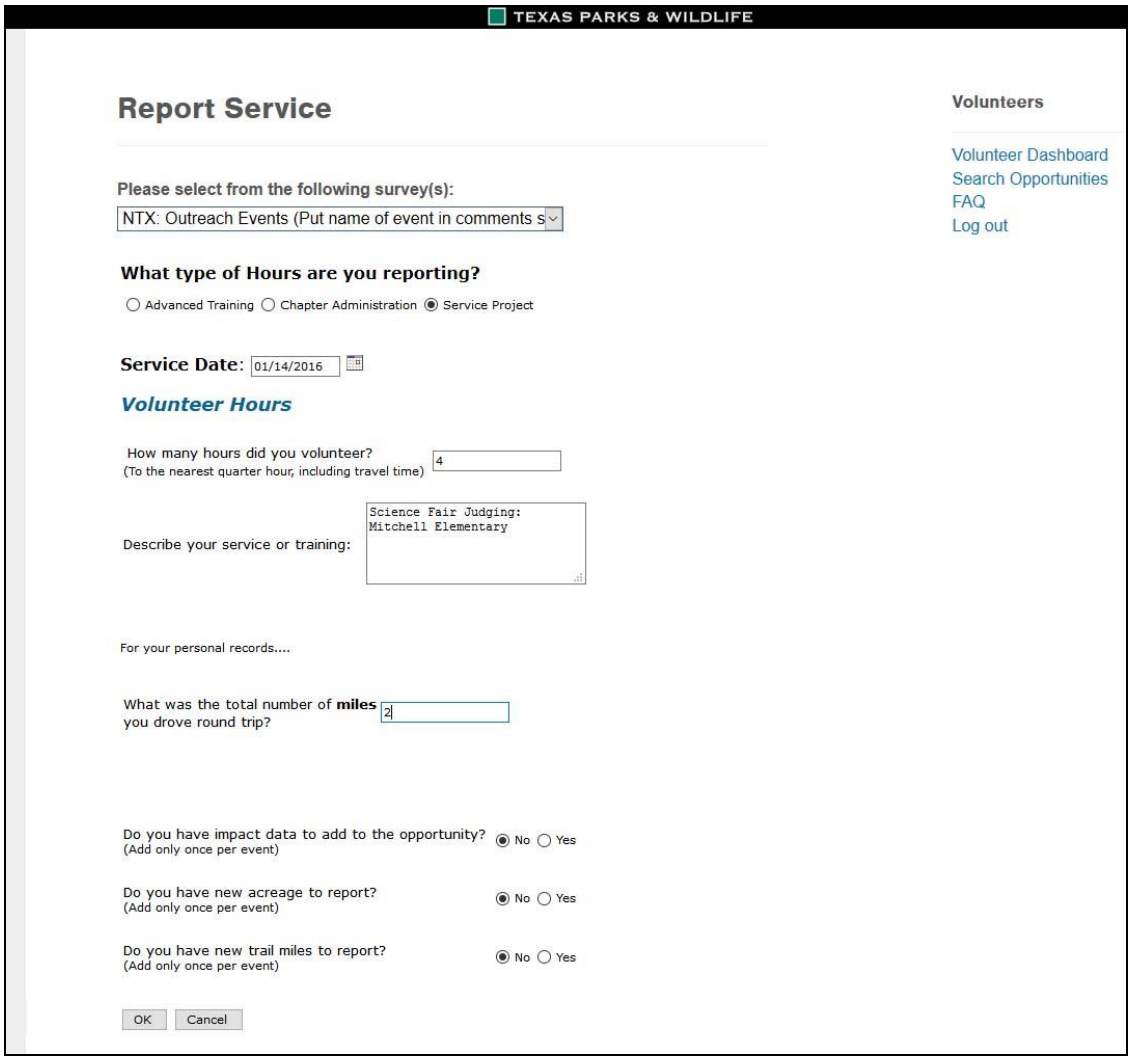
Select the type of hours you are reporting. In this case it is **Service Project**.

10. Choosing **Service Project** will present additional choices.

The most common mistake in entering hours into VMS is the activity chosen does not agree with the type of hours reported.

Make certain that if you are entering volunteer hours that you choose Service Project.

If you are reporting VH, you shouldn't choose Advanced Training as the type of hours. The system won't reject the mismatch on this screen, but it will not be accepted later when it is reviewed and you will have to fix it.



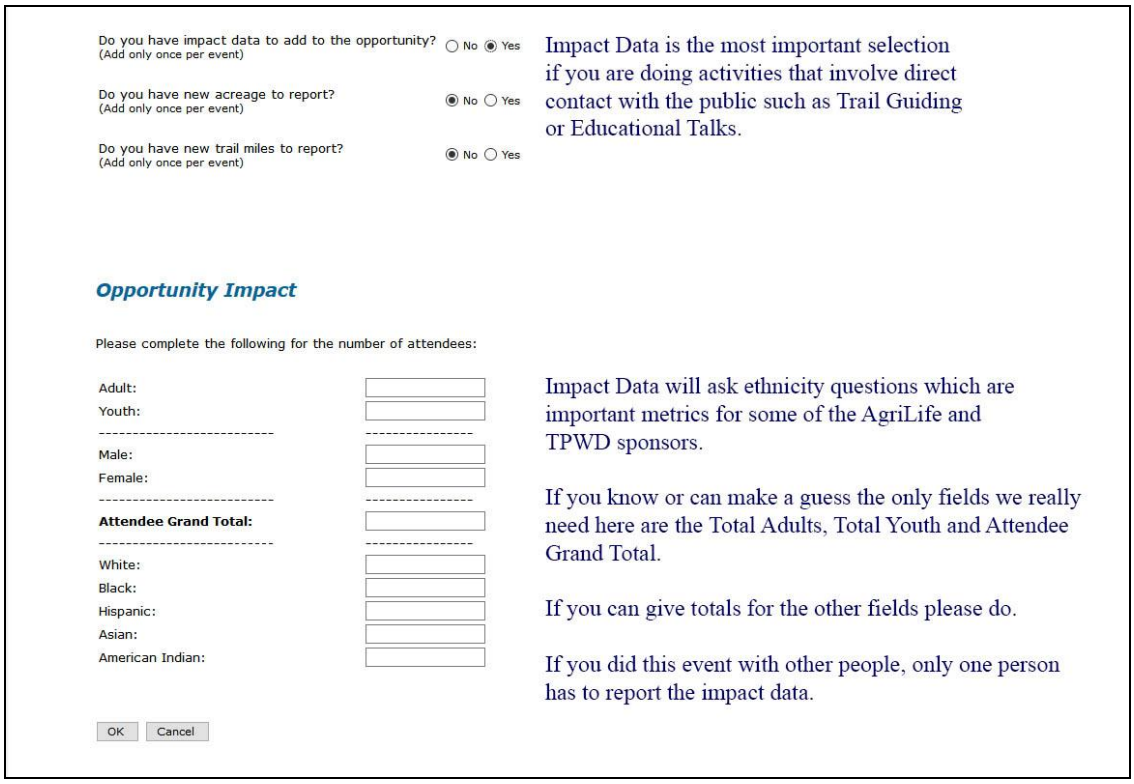
Use the calendar to enter the **Service Date**.

Enter the hours you volunteered and the travel time.

The mileage entry is optional. If you itemize your expenses on your taxes, you may have the VMS system report all the miles for the year so you may report to the IRS.

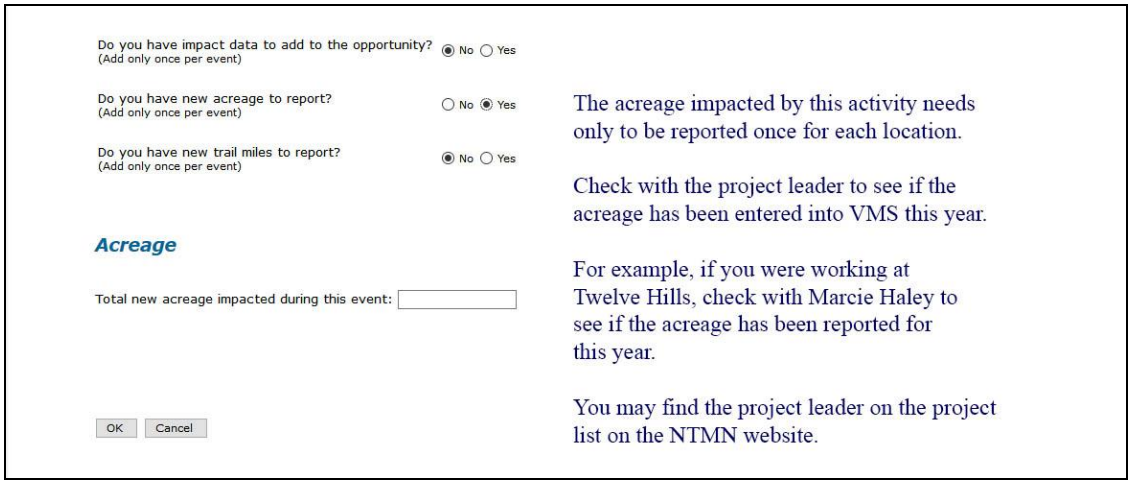
11. **Impact Data** is the most important selection if you are doing activities that involve Direct Contact with the public such as Trail Guiding or Educational Talks.

Enter the head count of your audience.



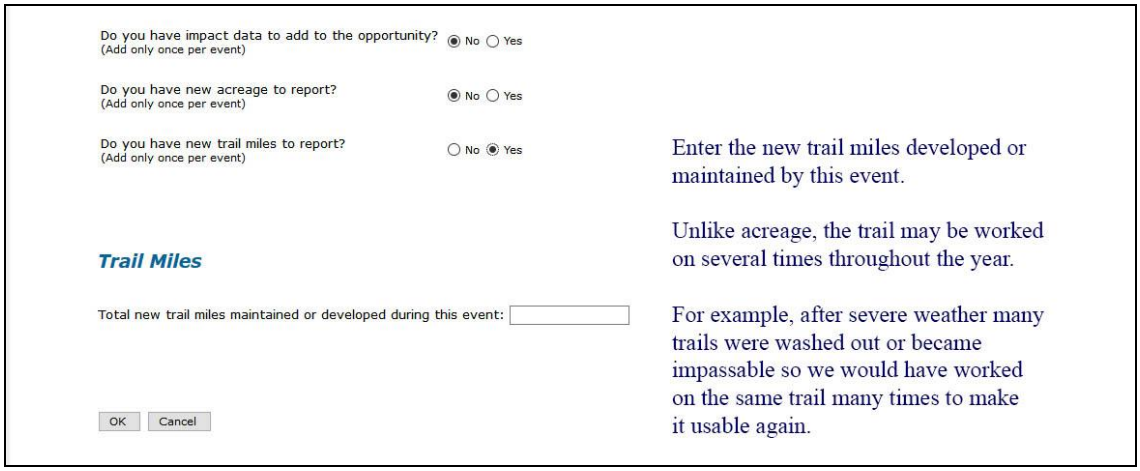
Impact Data will ask ethnicity questions which are important metrics for some of the sponsors. If you know or can make a guess the only fields we really need here are the Total Adults, Total Youth and Total Physically Handicapped.

12. **Do you have new acreage to report?**



13. **Total new trail miles maintained or developed during this event.**

The trail miles for a location may be worked on several times throughout the year and thus an entry would be required each time we returned to work on that trail.



14. **The entry is complete.**

Choose Make another entry if you want to log another activity.

If you have other things you want to do in VMS, choose Dashboard.

If you are done in VMS for this session, Log Out.