

Texas Waters Specialist

Volunteer Registration and Reporting Guide



Note: This guide is *not* intended for Texas Master Naturalists. If you are a TMN, contact your chapter's VMS coordinator for further instructions.

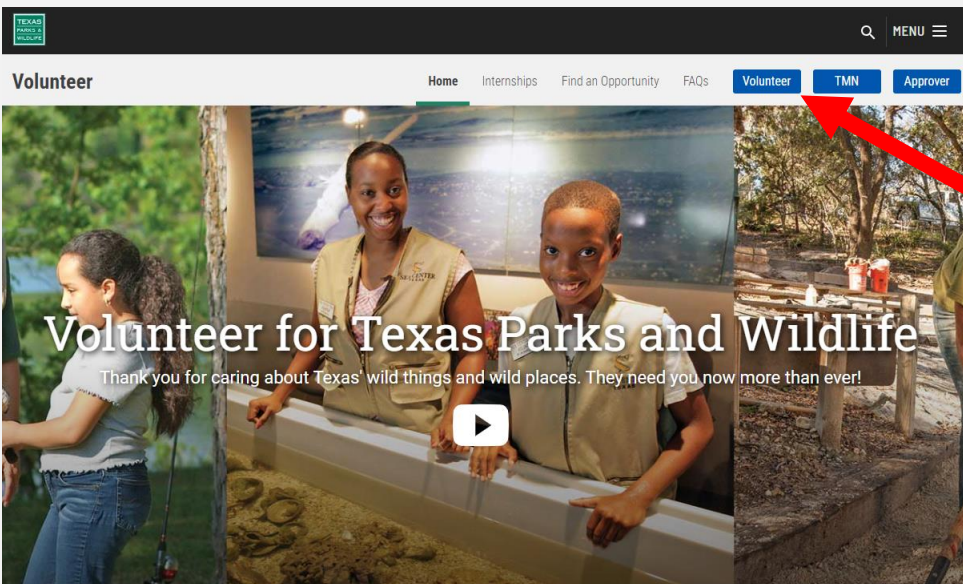




How to Apply Online to Start Working Towards Earning Your Texas Waters Specialist Certification

Thank you for your interest in applying to start earning your Texas Waters Specialist certification. This is a guide to the Texas Parks & Wildlife Department's online volunteer application system for individuals applying for the first time!

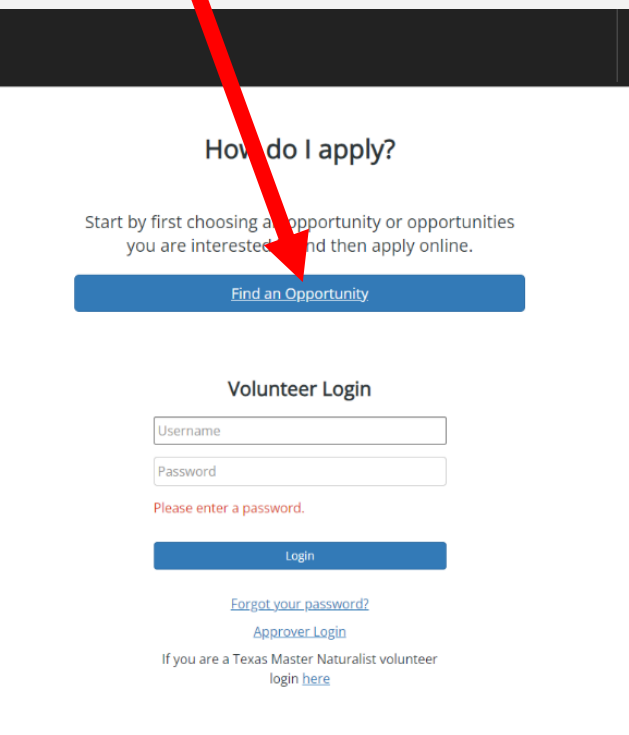
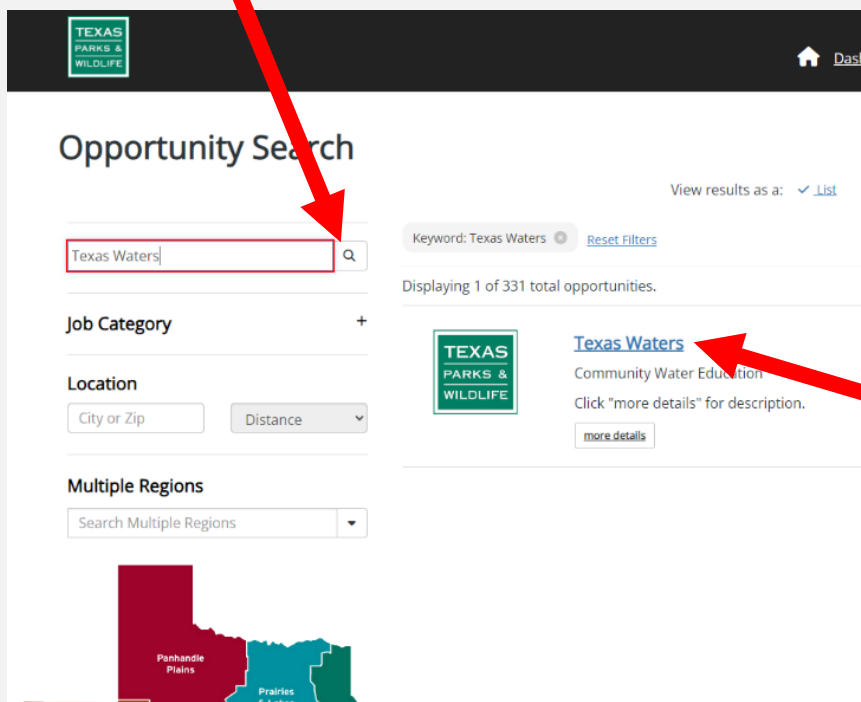
Start by going to [TPWD's Volunteer Homepage](http://www.tpwd.texas.gov/volunteer) (www.tpwd.texas.gov/volunteer).



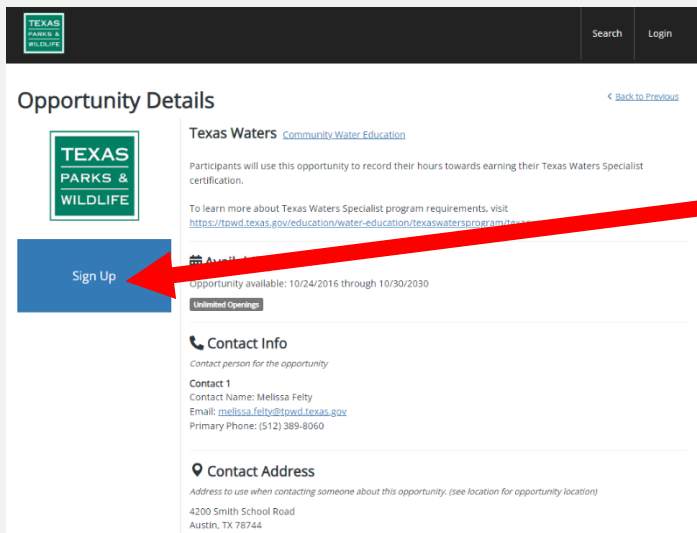
1. Once on the TPWD Volunteer Homepage, Select the "Volunteer" button.

2. Select the "Find an Opportunity" button.

3. Once on the "Opportunity Search" page, type "Texas Waters" into the search bar. Select the magnifying glass.



4. Select the opportunity titled "Texas Waters."



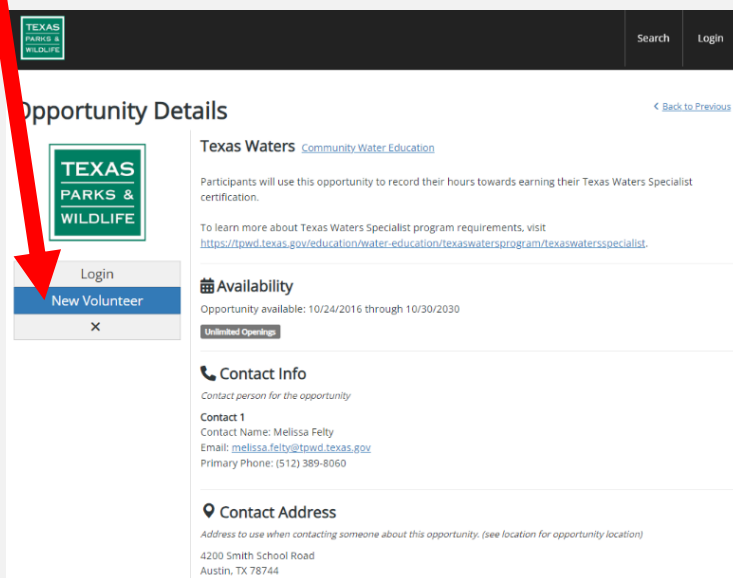
5. Selecting “Texas Waters” opportunity will bring you to the opportunity details. Here you can learn more about the Texas Waters program. Select “Sign Up.”

6. If you have a VMS Login, select “Login” and following instructions on following pages.

If new to VMS, select “New Volunteer” then proceed to Step 7.

7. Complete the Volunteer Application. Ensure to fill out all required fields with the applicable information.

8. Once the Volunteer Application is completed, provide a digital signature and select “Accept & Submit.”



Digital Signature

By clicking on the 'Accept & Submit' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not accepting me as a volunteer or for dismissing me after I begin volunteer services. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of TPWD and will not be returned. I authorize any of the persons or organizations referenced in this application to give me any and all information concerning my previous employment, education, volunteer service or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application. I RELEASE all such parties from all liability from any damages which may result from furnishing such information to you.

Accept & Submit

**You can log hours from any computer or mobile device with internet!
Steps to enter Advanced Training and Volunteer Service are on the following pages.**

**Still have questions or need assistance? Contact Conservation Education Manager at
ConservationEdu@tpwd.texas.gov**





How to Submit Advanced Training Hours Online

Thank you for your interest in becoming a Texas Waters Specialist! We are so grateful for the role you play in supporting our Texas Waters and Watersheds!

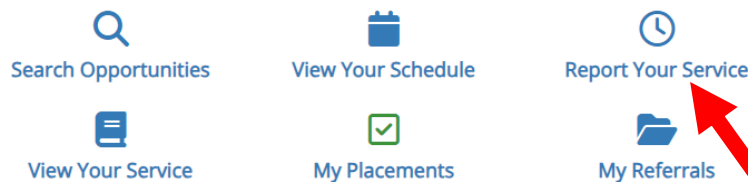
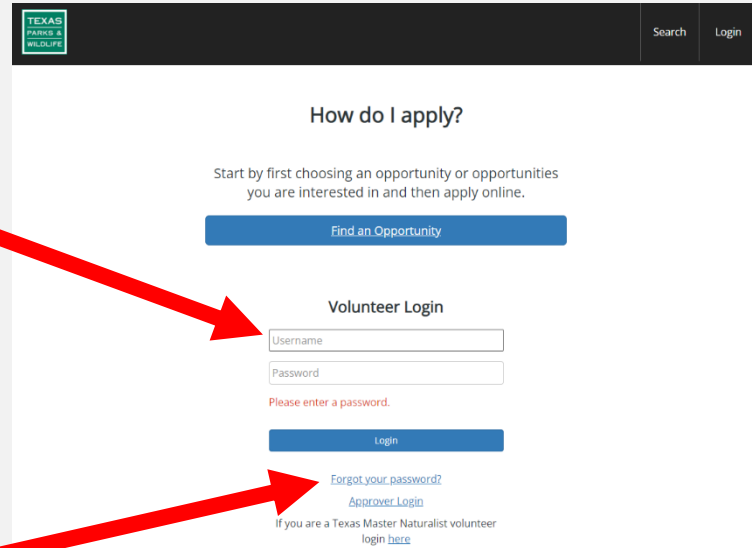
Make sure you log your training hours so that we can have accurate data to report to the Texas Legislature and so that we can fully demonstrate the amazing impact that you and your fellow volunteers are making statewide!

1. Go to TPWD Volunteer Homepage (www.tpwd.texas.gov/volunteer)

Log in using your previously created username and password.

Forgot your user ID? Do NOT create a new account. Contact your Volunteer Coordinator or Statewide Volunteer Program Manager.

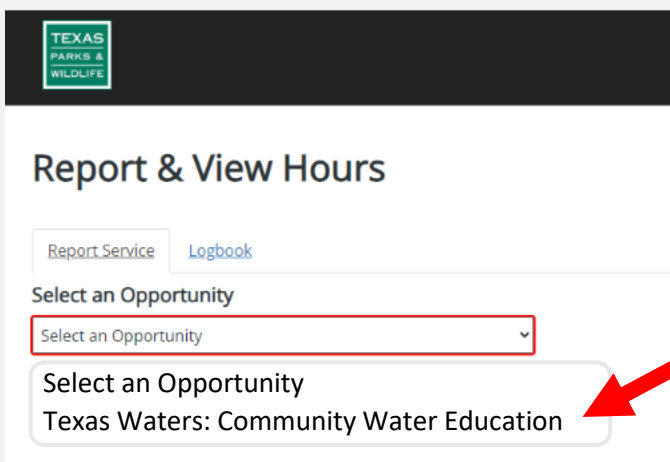
Forgot your Password? Use the reset link.



2. Once you Login, you will see your volunteer Dashboard.

Select "Report Your Service."

3. A dropdown menu labeled "Select an Opportunity" will appear. Hit the dropdown arrow and select "Texas Waters: Community Water Education."



Report & View Hours

Report Service [Logbook](#)

Select a Survey

Select a survey [change opportunity](#)

Select a survey

- Texas Waters Specialist Advanced Training
- Texas Waters Specialist Volunteer Community Service Hours

4. Once “Texas Waters: Community Water Education” is selected, you will be prompted to select a survey. Hit the dropdown arrow and select “Texas Waters Specialist Advanced Training.”

NOTE: Advanced Training is when you *receive* information. Service Hours should be used when *doing* volunteer service.

5. Fill out all the fields on the survey. Once you have completed the survey select “Submit.”

After submission, the Texas Waters coordinator will review and approve applicable hours towards your Texas Waters Specialist certification.

You can track your logbook on the Volunteer Dashboard.

Report Service [Logbook](#)

Select a Survey

Texas Waters Specialist Advanced Training [change opportunity](#)

Texas Waters

Texas Waters Specialist Advanced Training

Training Start Date: 09/17/2024

Training End Date: 09/17/2024

Total number of Advanced Training Hours:

Count these hours towards your Texas Waters Specialist certification?:

Advanced Training description:

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How to Submit Volunteer Community Service Hours Online

Thank you for your interest in becoming a Texas Waters Specialist! We are so grateful for the role you play in supporting our Texas Waters and Watersheds!

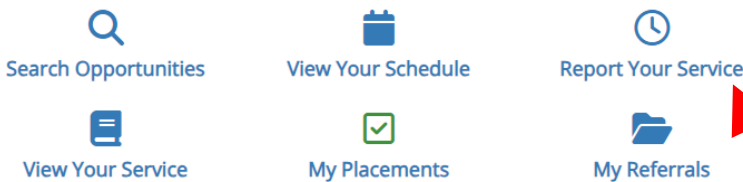
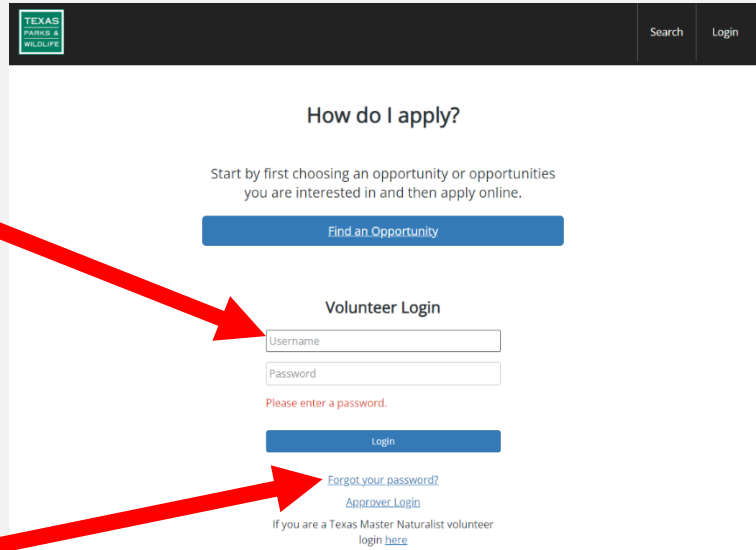
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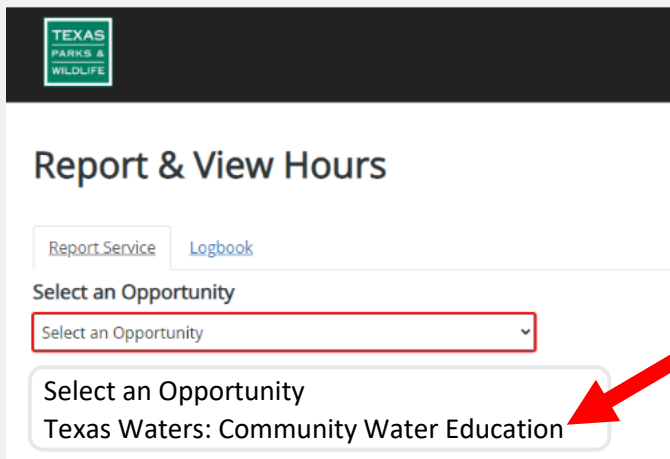
Forgot your Password? Use the reset link.



2. Once you Login, you will see your volunteer Dashboard.

Select "Report Your Service."

3. A dropdown menu labeled "Select an Opportunity" will appear. Hit the dropdown arrow and select "Texas Waters: Community Water Education."



Report & View Hours

[Report Service](#) [Logbook](#)

Select a Survey

Select a survey [change opportunity](#)

Select a survey

Texas Waters Specialist Advanced Training

Texas Waters Specialist Volunteer Community Service Hours

4. Once “Texas Waters: Community Water Education” is selected, you will be prompted to select a survey. Hit the dropdown arrow and select “Texas Waters Specialist Volunteer Community Service Hours.”

NOTE: Service Hours should be used when *doing* volunteer service. Advanced Training is when you *receive* information.

5. Fill out all the fields on the survey. Once you have completed the survey select “Submit.”

After submission, the Texas Waters coordinator will review and approve applicable hours towards your Texas Waters Specialist certification.

You can track your logbook on the Volunteer Dashboard.

Report & View Hours

Report Service Logbook

Select a Survey

Texas Waters Specialist Volunteer Community Service Hours [change opportunity](#)

Texas Waters

Texas Waters Specialist Volunteer Community Service Hours

Start Date: 09/17/2024

Start Time: 8:49 AM

End Date: 09/17/2024

End Time: 8:49 AM

Hours Spent:

Service Performed:

Cancel Submit

You can log hours from any computer or mobile device with internet!

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