



## **Tennessee Naturalist Program Database Student Training Manual**

Welcome to the Tennessee Naturalist Program Database! The following manual is designed to assist you with navigating through the various aspects of the Student portion of the database. Students will be able to do the following:

- Adjust and/or update personal contact information.
- View a snapshot of all activity on student dashboard.
- Enter and edit all Required Education and Volunteer hours accumulated as well as all Continuing Education and Volunteer hours accumulated for the Tennessee Naturalist Program.
- Download all student activity into a spreadsheet for reporting.

The Tennessee Naturalist Program is grateful to our database developers, Chris Cate and Ryan Gilreath, for their exemplary work and outstanding customer service.

The Tennessee Naturalist Program Database is the sole property of the Tennessee Naturalist Program.

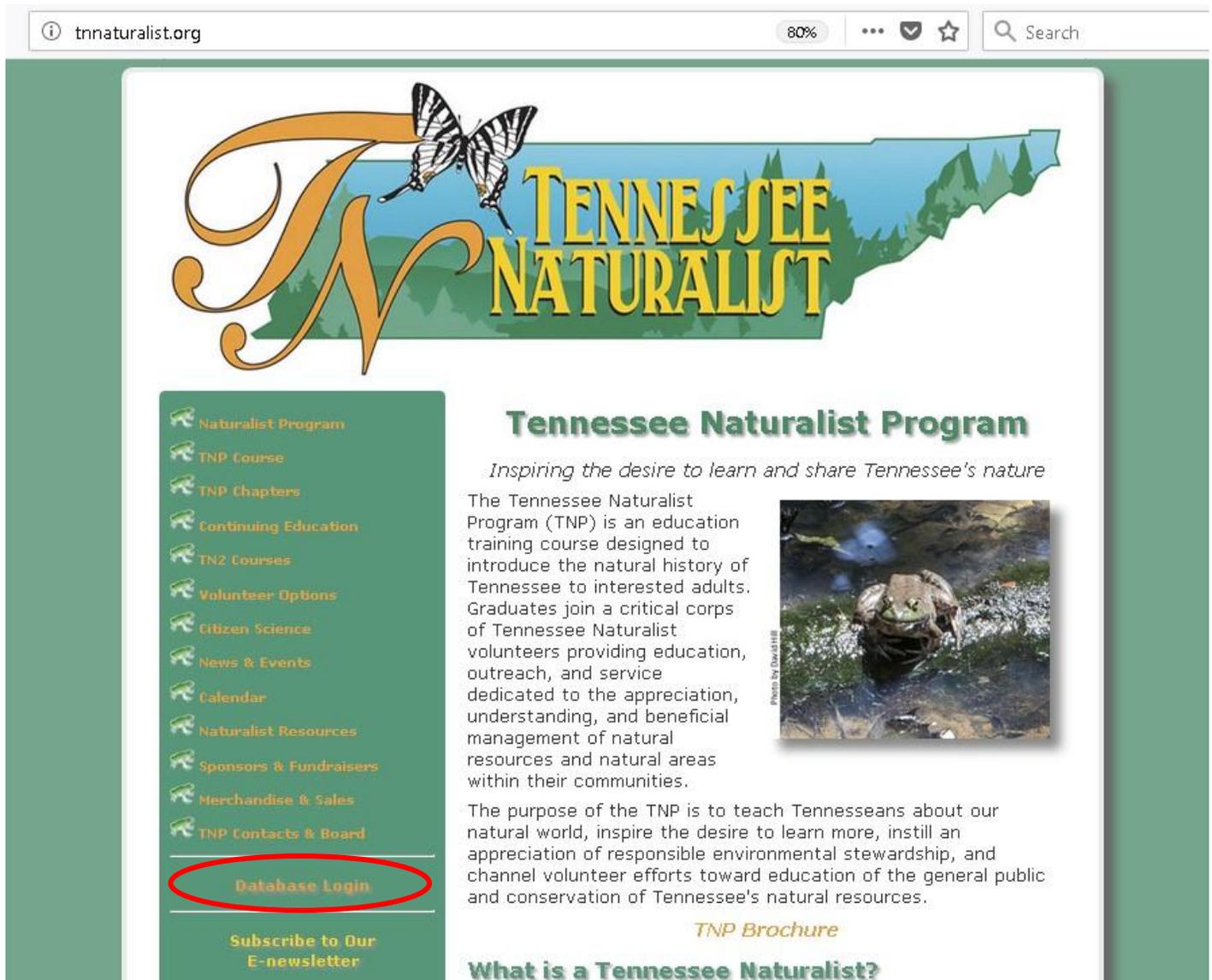
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## Logging In

There are two options to get to the login page for the TNP Database.

1. Follow the link through the TNP website at [tnnaturalist.org](http://tnnaturalist.org)



tnnaturalist.org 80% Search

# TENNESSEE NATURALIST

- Naturalist Program
- TNP Course
- TNP Chapters
- Continuing Education
- TN2 Courses
- Volunteer Options
- Citizen Science
- News & Events
- Calendar
- Naturalist Resources
- Sponsors & Fundraisers
- Merchandise & Sales
- TNP Contacts & Board
- Database Login**

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## Tennessee Naturalist Program

*Inspiring the desire to learn and share Tennessee's nature*

The Tennessee Naturalist Program (TNP) is an education training course designed to introduce the natural history of Tennessee to interested adults. Graduates join a critical corps of Tennessee Naturalist volunteers providing education, outreach, and service dedicated to the appreciation, understanding, and beneficial management of natural resources and natural areas within their communities.



Photo by David Hill

The purpose of the TNP is to teach Tennesseans about our natural world, inspire the desire to learn more, instill an appreciation of responsible environmental stewardship, and channel volunteer efforts toward education of the general public and conservation of Tennessee's natural resources.

[TNP Brochure](#)

### What is a Tennessee Naturalist?

2. Go directly to login page following this link <http://dbase.tnnaturalist.org/>



**Username**

**Password**

Remember Me

**Login**

[Password Reset](#)

Login Page:

Your username will be provided to you by your chapter coordinator at the start of your course. If you have not received this information by then, please contact your chapter coordinator.

Fill out the appropriate fields. This will give you access to your personalized Student Page.

### FIRST TIME LOGIN:

On the login page, select “Password Reset” under the blue Login bar. This will take you to the Password Reset Tool page:

### TN Naturalist Password Reset Tool

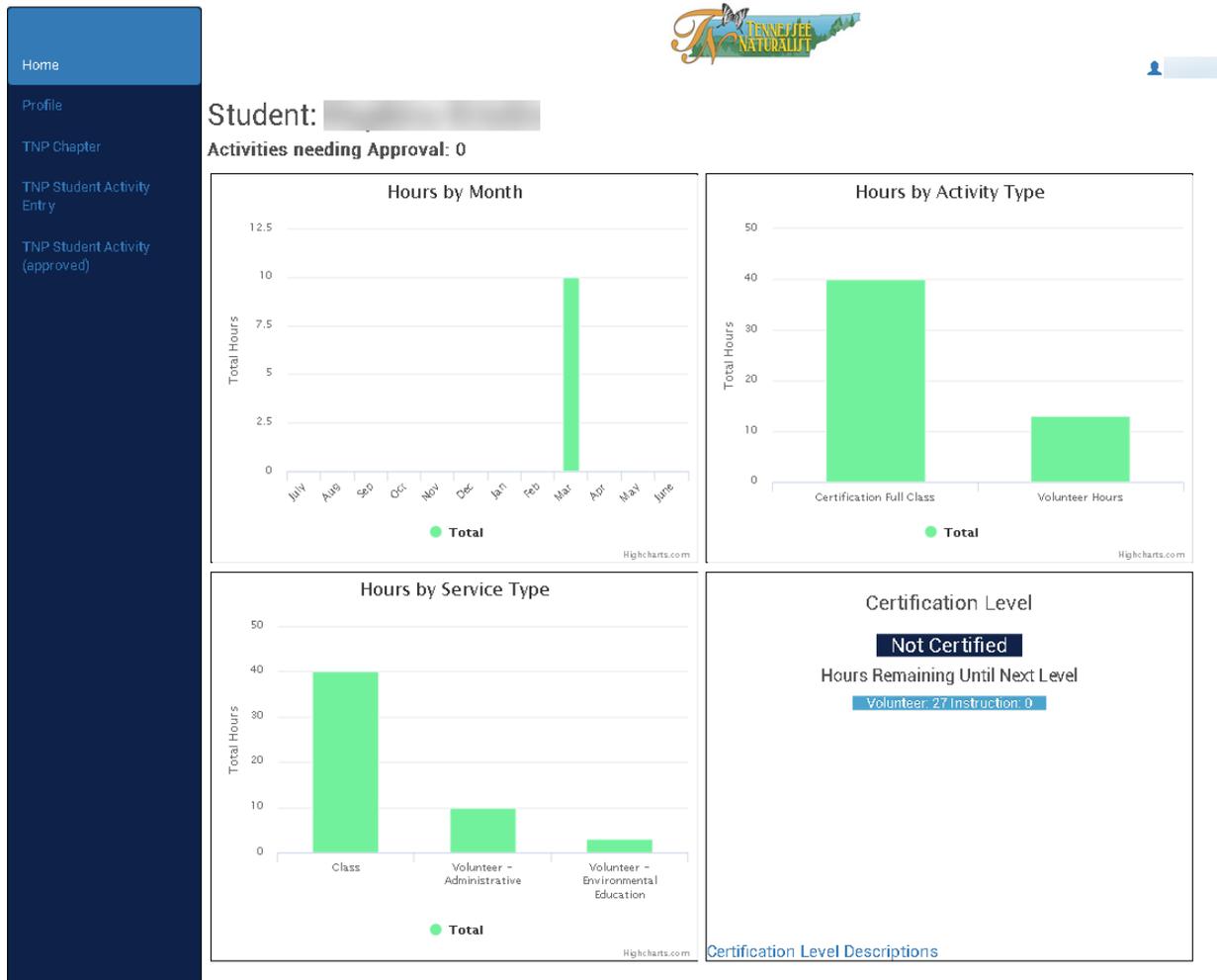
username

**SUBMIT**

Fill out the appropriate fields. An email will be sent to the address you provided when you registered for the program with instructions on how to reset your password.

## Home Page and Dashboard

After logging in, students will see their individual Home Page and Dashboard:



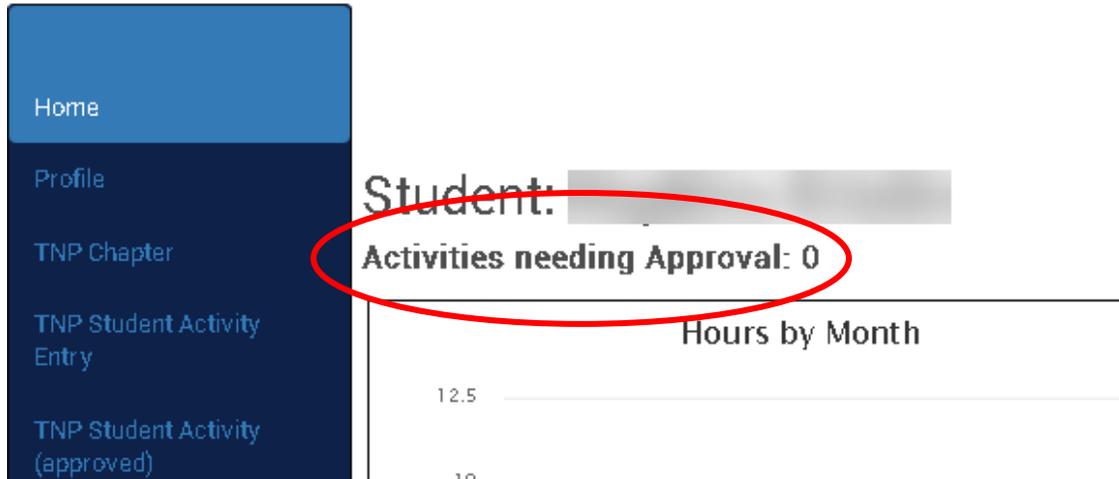
### Side Panel

Your side panel has a list of options available to you depending on what information you would like to access:

1. Home - this will return you to your Home Page and Dashboard.
2. Profile - this will give you access to your personal information with the option to edit and export.
3. Chapter - this has your Chapter information including Chapter Coordinator contact information with option to export.
4. Student Activity Entry - this is where you can view, edit or delete entries that have not yet been approved and where you can add new entries
5. Student Activity Approved - this is where you can view accomplished activities that have been approved. YOU CANNOT EDIT OR DELETE THESE ENTRIES.

## Activities Needing Approval

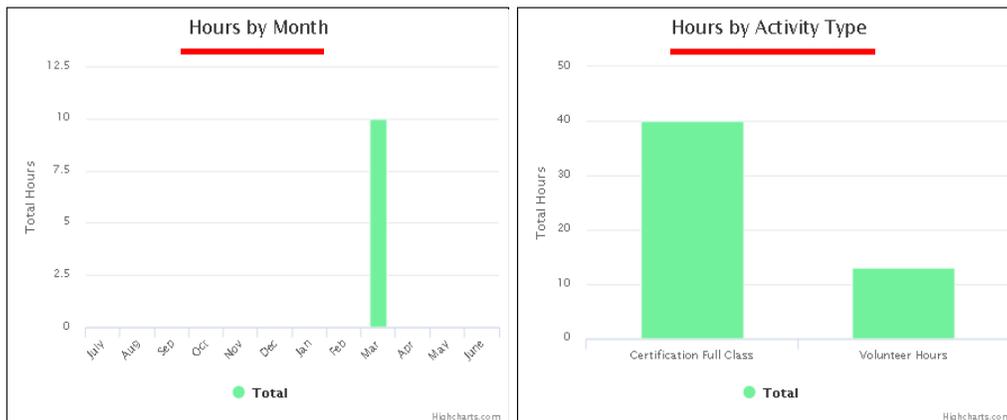
At the top under Student Name, students can view how many entered activities (Volunteer Hours/Education Hours) are waiting for Chapter Coordinator approval.



*Chapter Coordinators are encouraged to monitor and approve database entries regularly. Activities will not be posted and accepted by the database until approval is received. Please contact your coordinator if this is not occurring in a timely fashion.*

## Dashboard Features

Activities needing Approval: 0



1. Hours by month - this graphic shows total number of all accumulated hours by month for the current year.
2. Hours by Activity Type - this graphic shows total number of hours by Certification Class Hours, Volunteer Hours, and Continuing Education hours.



3. Hours by Service Type - this graphic shows total number of accumulated hours by Class (education), Volunteer - Environmental Education, Volunteer - Citizen Science, Volunteer - Stewardship, Volunteer - Administrative, and Volunteer - Other.
4. Certification Level - this box shows you several things concerning your level of participation and relevant description.
  - a) Certification Levels: Not Certified, Certified, Level 1, Level 2, Level 3, etc. Each level accomplished comes with an initial certificate or award service pin. These rewards are issued by the State Coordinator and mailed to the Chapter Coordinator on a quarterly basis.
  - b) Hours Remaining Until Next Level: describes how many volunteer hours and continuing education hours are needed until the next level is reached.
  - c) Certification Level Descriptions: this link will take you to a page that has a breakdown of each level's hour requirements.

dbase.tnnaturalist.org/descriptions

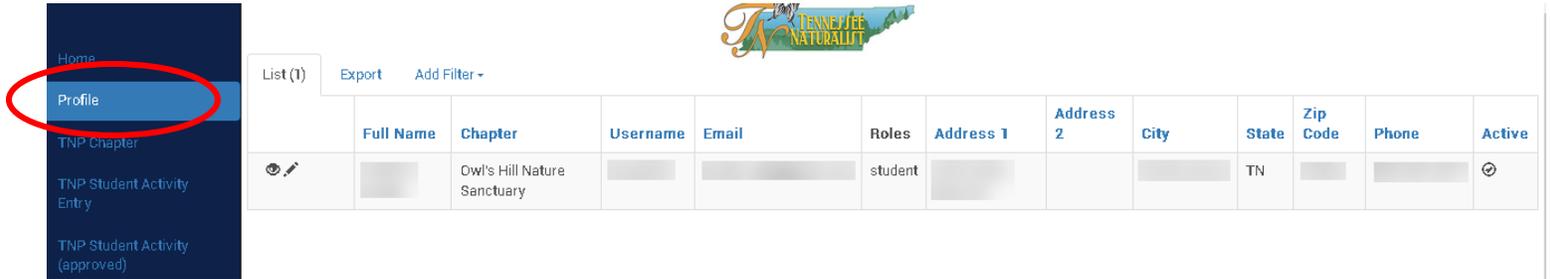
### Certification Level Descriptions

- Certified: 40 hours of instruction, 40 hours of volunteer service
- (Level 1) 50-hour pin: 40 volunteer hours, 10 continuing education hours
- (Level 2) 100-hour pin: 40 volunteer hours, 10 continuing education hours
- (Level 3) 150-hour pin: 40 volunteer hours, 10 continuing education hours
- (Level 4) 200-hour pin: 40 volunteer hours, 10 continuing education hours
- (Level 5) 300-hour pin: 80 volunteer hours, 20 continuing education hours
- (Level 6) 400-hour pin: 80 volunteer hours, 20 continuing education hours
- (Level 7) 500-hour pin: 80 volunteer hours, 20 continuing education hours

[Back to Dashboard](#)

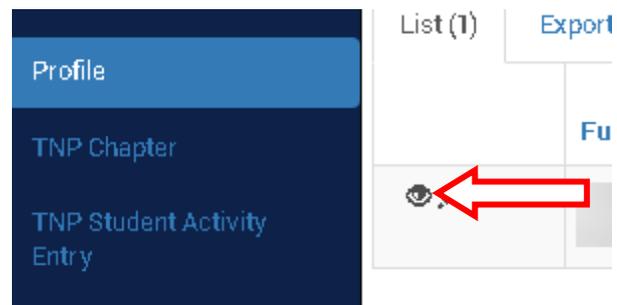
## Editing/Exporting User Profile

To edit or update your user profile data, select the “Profile” tab on the side panel.

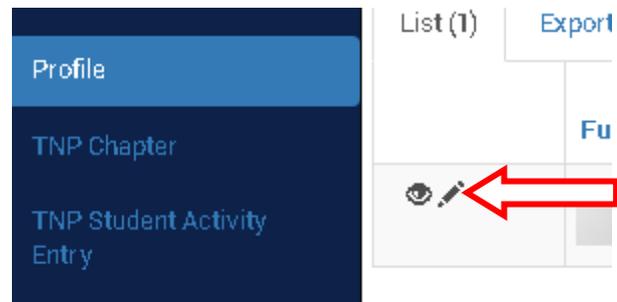


	Full Name	Chapter	Username	Email	Roles	Address 1	Address 2	City	State	Zip Code	Phone	Active
		Owl's Hill Nature Sanctuary			student				TN			

To see a full detailed description of your user profile data, click on the “eye” icon:



To edit your user profile data, **including changing your password**, click on the “pencil” icon:



Students are able to update the following user profile data:

1. Full Name
2. Email Address
3. Title
4. Gender
5. Address lines 1 & 2
6. City, State and Zip
7. Phone Number
8. Emergency Contact Information
9. Memo Field
10. **Password**

*Dashboard data is updated in real time as activity hours are approved.*

**Student Information Edit Page:**

*You can change your password by selecting the "Profile" tab on the side panel and clicking the "pencil" icon that appears next to the student entry in the List Table.*

**Fields marked with an asterisk\* are required. This page will not save with a blank asterisk field. The database will let you know if the information you have provided is not formatted correctly.**

You can navigate to the detailed personal information page from here by clicking on the "Details" tab:

To Export your personal data into an Excel Spreadsheet, click on the "Export" tab:

	Full Name	Chapter	Username	Email	Roles	Address 1	Address 2	City	State	Zip Code	Phone	Active
		Owl's Hill Nature Sanctuary			student				TN			

## Chapter Information

To access your chapter information, **including chapter coordinator contact information**, click the “Chapter” tab on the side panel:

Home  
Profile  
**TNP Chapter**  
TNP Student Activity Entry  
TNP Student Activity (approved)

List (1) Export Add Filter ▾

Chapter Name	Address 1	Address 2	City	State	Zip Code	Chapter Origin Date	Coordinator Name	Coordinator Email	Coordinator Phone	Cha Agr
Owl's Hill Nature Sanctuary	545 Beech Creek Road		Brentwood	TN	37027	2010-08-01				

This page is informational only. Students do not have the ability to edit this information. The information available to view by students on this page includes:

1. Chapter Name
2. Chapter Full Address
3. Chapter Origin Date
4. Chapter Coordinator Name
5. Chapter Coordinator Email and Phone Number
6. Chapter Agreement
7. Memos
8. Chapter Active/Inactive Status

To Export Chapter information into an Excel Spreadsheet, click on the “Export” tab:

Home  
Profile  
TNP Chapter  
TNP Student Activity Entry  
TNP Student Activity (approved)

List (1) **Export** Add Filter ▾

Chapter Name	Address 1	Address 2	City	State	Zip Code	Chapter Origin Date	Coordinator Name	Coordinator Email	Coordinator Phone	Cha Agr
Owl's Hill Nature Sanctuary	545 Beech Creek Road		Brentwood	TN	37027	2010-08-01				

## Student Activity - “Entry” and “Approved”

The “Student Activity Entry” tab on the side bar will be the primary tool used by students to enter all hours and to edit or delete any activities that have not yet been approved.

User	Chapter	Location Name	County (where activity occurred)	Program	Program Title (if no program title, type N/A)	Activity Date	Hours	Activity Type	Approved	Memo (describe what you did)	Instructor/Supervisor Name
	Owl's Hill Nature Sanctuary	Owl's Hill Nature Sanctuary	Williamson County	CE - Fire Ecology	Fire Ecology	2018-06-05	4.00	Continuing Education	⌵	Learned about the place of fire in ecosystems	

The “Student Activity Approved” tab on the side bar is where all past student activities that have been approved can be found. Students cannot edit or delete these activities.

User	Chapter	Location Name	County (where activity occurred)	Program	Program Title (if no program title, type N/A)	Activity Date	Hours	Activity Type	Approved	Memo (describe what you did)	Instructor/Supervisor Name
	Owl's Hill Nature Sanctuary	Owl's Hill Nature Sanctuary	Williamson County	OHNS - So You Want to Be a Naturalist	N/A	2015-08-22	4.00	Certification Full Class	⌵	Required Intro Class	
	Owl's Hill	Owl's Hill	Williamson	OHNS - The	N/A	2015-09-12	4.00	Certification	⌵	Required	

Both the “Student Activity Entry” and “Student Activity Approved” home pages feature a list table with a summary of all activities entered by the student. On this page, students can view:

1. Activity Type
2. Username
3. Chapter Name
4. Program Name
5. Location/Organization Name
6. Date of Activity
7. Hours of Activity
8. Approval Status
9. Memo with Activity Description
10. Instructor/Supervisor Name and Contact Information

*Each column on the “Student Activity Entry” and “Student Activity Approved” list pages can be alphabetized A-Z or Z-A by clicking on the blue column header.*

## Search Filter

To search for a specific entry, click “Add Filter” and select the information you want to do a search on:

The screenshot shows the 'Add Filter' dropdown menu open. The menu items are: User, Chapter, Location Name, County (where activity occurred), Program, Program Title (if no program title, type N/A), Activity Date, Hours, Activity Type, Approved, Memo (describe what you did), Instructor/Supervisor Name, and Instructor/Supervisor Contact. The 'Add Filter' button is circled in red. The background shows a table with columns: User, Chapter, Location Name, County, Program, Program Title, Activity Date, Hours, Activity Type, Approved, Memo, Instructor/Supervisor Name, and Instructor/Supervisor Contact. The table has three rows of data.

Select your search parameters from the dropdown, type in your search field, and click “Apply”:

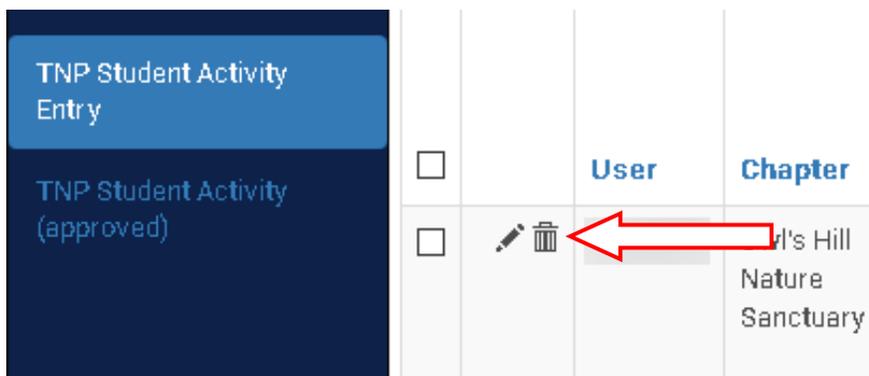
The screenshot shows the search filter interface. The 'Add Filter' dropdown is open, showing 'x Program' and 'contains' as the selected filter. A search field is empty. The 'Apply' button is circled in red. Red arrows point from the 'Search Parameters' label to the dropdown and from the 'Search Field' label to the input box. The background shows the same table as the previous screenshot.

## Delete and Export

To Export all Student Activity data or Filtered Activity data into an Excel Spreadsheet, click on the “Export” tab:

The screenshot shows the 'Export' button circled in red. The background shows the same table as the previous screenshots. The table has columns: User, Chapter, Location Name, County (where activity occurred), Program, Program Title (if no program title, type N/A), Activity Date, Hours, Activity Type, Approved, Memo (describe what you did), and Instructor/Supervisor Name. The table has three rows of data.

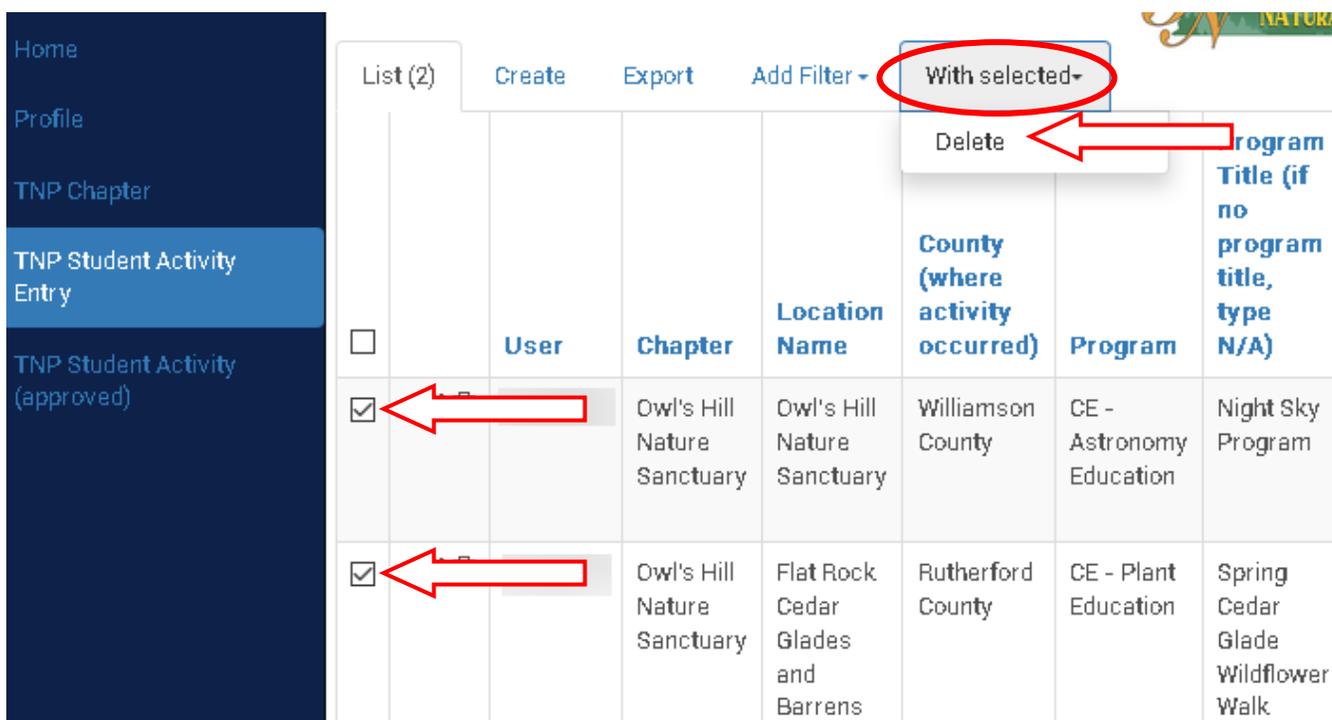
To delete one entry, click on the “trash can” icon next to the record you wish to delete:



The screenshot shows a table with two columns: 'User' and 'Chapter'. The first row has a checkbox and the text 'User' and 'Chapter'. The second row has a checkbox, a trash can icon, and the text 'Owl's Hill Nature Sanctuary'. A red arrow points to the trash can icon.

You will be asked if you are sure you want to delete this record.

To delete multiple entries at once, mark each entry you wish to delete by checking the box to the left of the entry. Click the “With Selected” tab and choose “delete” from the dropdown:



The screenshot shows a table with columns: 'User', 'Chapter', 'Location Name', 'County (where activity occurred)', 'Program', and 'Program Title (if no program title, type N/A)'. Two rows are checked. A dropdown menu is open over the 'With selected' tab, showing 'Delete' as an option. Red arrows point to the checkboxes and the 'Delete' option.

	User	Chapter	Location Name	County (where activity occurred)	Program	Program Title (if no program title, type N/A)
<input type="checkbox"/>						
<input checked="" type="checkbox"/>		Owl's Hill Nature Sanctuary	Owl's Hill Nature Sanctuary	Williamson County	CE - Astronomy Education	Night Sky Program
<input checked="" type="checkbox"/>		Owl's Hill Nature Sanctuary	Flat Rock Cedar Glades and Barrens	Rutherford County	CE - Plant Education	Spring Cedar Glade Wildflower Walk

## Entering New Hours

To enter new Volunteer or Education hours, Select “Student Activity Entry” from the side panel and click on the “Create” tab:

The screenshot shows the TNP Student Activity Entry interface. On the left is a dark blue sidebar with navigation options: Home, Profile, TNP Chapter, TNP Student Activity Entry (highlighted with a red circle), and TNP Student Activity (approved). The main content area has a top navigation bar with 'List (2)', 'Create' (circled in red), 'Export', 'Add Filter -', and 'With selected-'. Below this is a table with columns: Program Title (if no program title, type N/A), Activity Date, Hours, Activity Type, Approved, Memo (describe what you did), and Instructor/Supervisor Name. A single entry is visible in the table.

Program Title (if no program title, type N/A)	Activity Date	Hours	Activity Type	Approved	Memo (describe what you did)	Instructor/Supervisor Name
Fire Ecology	2018-06-05	4.00	Continuing Education	🗳️	Learned about the place of fire in ecosystems	

The following form should appear:

The screenshot shows the TNP Student Activity Entry form. The sidebar is the same as in the previous screenshot. The main content area has a top navigation bar with 'List' and 'Create' tabs. Below this are several input fields, some marked with a red asterisk to indicate they are required:

- Location Name \*
- County (where activity occurred) \*
- Program \*
- Program Title (if no program title, type N/A) \*
- Activity Date \*
- Hours \*
- Activity Type \*
- Memo (describe what you did) \*
- Instructor/Supervisor Name \*
- Instructor/Supervisor Contact

At the bottom of the form are four buttons: Save, Save and Add Another, Save and Continue Editing, and Cancel.

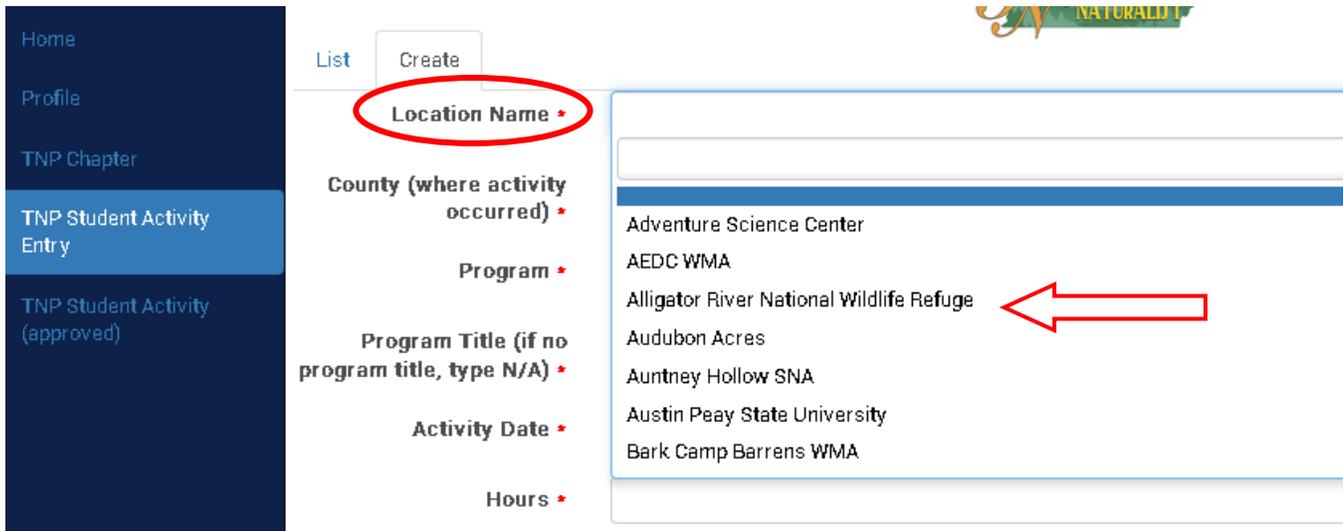
Fields marked with an asterisk\* are required. Students will enter the following data into this form:

1. Location/Organization Name
2. County (Where activity occurred)
3. Program Category
4. Program Title (If applicable)
5. Activity Date
6. Hours
7. Activity Type
8. Memo (Describe what you did)
9. Instructor/Supervisor Name
10. Instructor/Supervisor Contact

## Location Name/Organization - Dropdown

Select the Location Name of where the activity occurred **OR** the name of the organization hosting the activity if the activity occurs at a location without a physical address. For example, if a watershed association hosts a riverside clean-up along a part of a river not associated with a specific address.

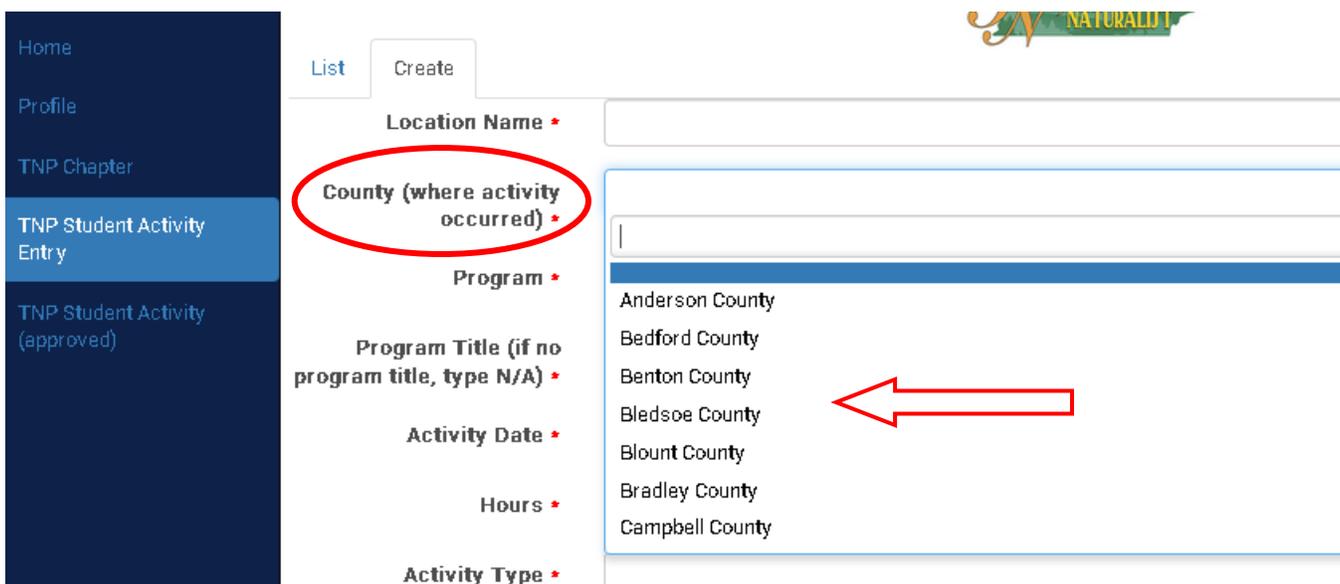
*All dropdown lists have a text box option that can be used to filter entries when you begin typing. This is particularly handy when dealing with a dropdown that has several options, i.e. Locations.*



The screenshot shows a web interface with a dark blue sidebar on the left containing navigation links: Home, Profile, TNP Chapter, TNP Student Activity Entry (highlighted), and TNP Student Activity (approved). The main content area has a 'List' button and a 'Create' button. Below the 'Create' button is a form with several fields: 'Location Name \*' (circled in red), 'County (where activity occurred) \*', 'Program \*', 'Program Title (if no program title, type N/A) \*', 'Activity Date \*', and 'Hours \*'. To the right of the 'Location Name' field is a dropdown menu with a search bar at the top and a list of options: Adventure Science Center, AEDC WMA, Alligator River National Wildlife Refuge (indicated by a red arrow), Audubon Acres, Auntney Hollow SNA, Austin Peay State University, and Bark Camp Barrens WMA. The 'NATURALL' logo is visible in the top right corner.

## County - Dropdown

Select the Tennessee County of **where the activity took place regardless of Organization's physical address.**



The screenshot shows the same web interface as above, but with the 'County (where activity occurred) \*' field circled in red. The dropdown menu below it lists Tennessee counties: Anderson County, Bedford County, Benton County (indicated by a red arrow), Bledsoe County, Blount County, Bradley County, and Campbell County. The 'NATURALL' logo is visible in the top right corner.

## Program - Dropdown

Select the Program category from the dropdown.

Home  
Profile  
TNP Chapter  
TNP Student Activity Entry  
TNP Student Activity (approved)

List Create

Location Name \*

County (where activity occurred) \*

**Program \***

Program Title (if no program title, type N/A) \*

Activity Date \*

Hours \*

Activity Type \*

Memo (describe what you did) \*

- CE - Animal Education
- CE - Astronomy Education
- CE - Climate & Weather Education
- CE - Ecology/Natural Systems Education
- CE - Environmental Issues
- CE - Fire Ecology
- CE - Foraging Education

Program categories are a combination of specific Chapter Course Names and broader categories of Continuing Education and Volunteer Opportunities.

Each program has a prefix associated with it:

1. CE - Continuing Education category (see appendix A)
2. VO - Volunteer Opportunity category (see appendix A)
3. BAYS - Bay's Mountain chapter courses
4. CEDARS - Cedars of Lebanon chapter courses
5. CHAT - Chattanooga chapter courses
6. CMSP - Cumberland Mt. chapter courses
7. IJAMS - Ijam's chapter courses
8. MBOT - Memphis Botanic Garden chapter courses
9. OHNS - Owl's Hill chapter courses
10. SCSP - South Cumberland chapter courses

*Students are expected to keep track of their own course attendance through "Create" Student Activity, to be approved by the chapter coordinator.*

*If you are doing a make-up class at a different chapter, select that chapter's class.*

## Program Title - Text Box

If the activity you are entering has a specific name or a specific sponsoring agency, i.e. TOS Spring Bird Count, insert that information here. If not, type in N/A.

TNP Chapter  
TNP Student Activity Entry  
TNP Student Activity (approved)

County (where activity occurred) \*

**Program \***

Program Title (if no program title, type N/A) \*

Activity Date \*

Summer Night Hike

### Activity Date - Calendar Pop-up

Choose the correct Month, Year, and Day of the date of the activity from the provided calendar.

The screenshot shows a form with several fields: County (where activity occurred), Program, Program Title (if no program title, type N/A), Activity Date, Hours, Activity Type, Memo (describe what you did), Instructor/Supervisor Name, and Instructor/Supervisor Contact. The 'Activity Date' field is circled in red. A calendar pop-up is open, showing the month of June 2018. The date 9 is highlighted with a red arrow pointing to it from the right.

### Hours - Text Box

Insert the amount of time spent on the activity in decimal format (i.e. one and half hours = 1.5)

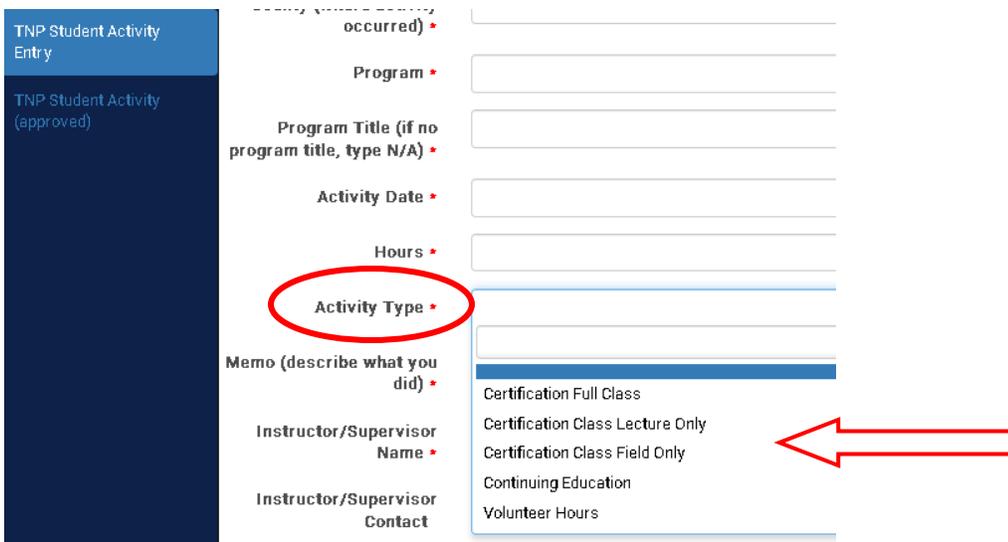
The screenshot shows a form with several fields: County (where activity occurred), Program, Program Title (if no program title, type N/A), Activity Date, Hours, and Activity Type. The 'Hours' field is circled in red and contains the number 4.

**NOTE: ALL CERTIFICATION CLASSES ARE 2 HOURS OF INSTRUCTION AND 2 HOURS OF FIELD FOR A TOTAL OF 4 HOURS REGARDLESS OF ACTUAL TIME SPENT.**

## Activity Type - Dropdown

Select what type of activity you are entering from the following options:

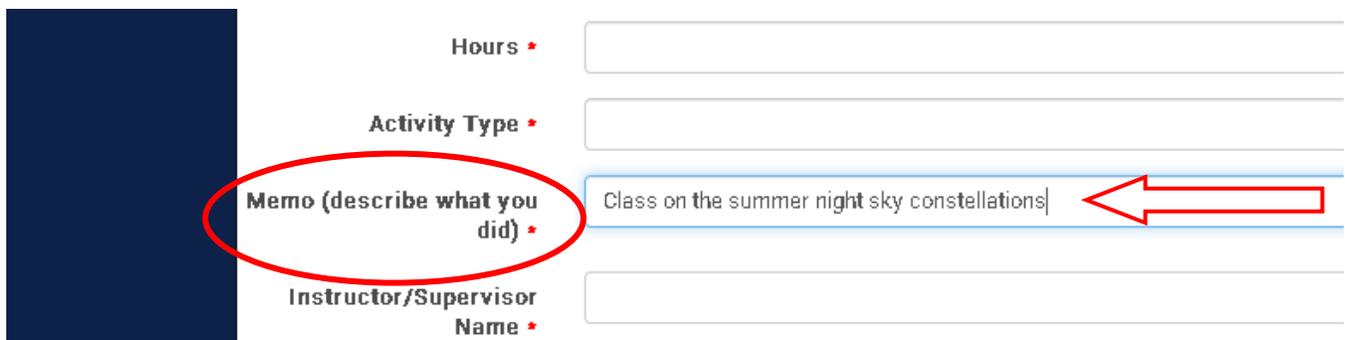
1. Certification Full Class - You attended both the classroom and field portion of one of the 10 required courses.
2. Certification Class Lecture Only - You attended only the classroom portion of one of the 10 required courses.
3. Certification Class Field Only - You attended only the field portion of one of the 10 required courses.
4. Continuing Education - You attended a continuing education opportunity outside of the required courses whereby you received instruction in an appropriate topic.
5. Volunteer Hours - You engaged in an approved volunteer activity.



The screenshot shows the 'TNP Student Activity Entry' form. The 'Activity Type' dropdown menu is open, displaying five options: 'Certification Full Class', 'Certification Class Lecture Only', 'Certification Class Field Only', 'Continuing Education', and 'Volunteer Hours'. A red circle highlights the 'Activity Type' label, and a red arrow points to the 'Certification Class Lecture Only' option.

## Memo (Describe what you did) - Text Box

Insert a **short** definition or description of what you ***exactly*** did for the activity.



The screenshot shows the 'TNP Student Activity Entry' form. The 'Memo (describe what you did)' text box is highlighted with a red circle and contains the text 'Class on the summer night sky constellations'. A red arrow points to the text in the memo box.

## Instructor/Supervisor Name and Contact Information - Text Box

Insert the name and contact information (email or phone) of the person who supervised the activity or taught the class.

The screenshot shows a form with a dark blue sidebar on the left. The sidebar contains the following items: Home, Profile, TNP Chapter, TNP Student Activity Entry (circled in red), and TNP Student Activity (approved). The main form area has four text input fields. The first field is labeled "Memo (describe what you did) \*". The second field is labeled "Instructor/Supervisor Name \*". The third field is labeled "Instructor/Supervisor Contact". The fourth field is empty. Red arrows point to the second and third fields. At the bottom of the form, there are four buttons: "Save" (blue), "Save and Add Another" (grey), "Save and Continue Editing" (grey), and "Cancel" (red). A red arrow points to the "Cancel" button.

Save, Save and Add Another activity, Save and Continue Editing, or Cancel the session.

## Editing Student Activity

Only activities that have not yet been approved may be edited. To edit an unapproved activity, select “Student Activity Entry” from the side panel. Click on the “pencil icon” next to the activity you wish to edit.

The screenshot shows the "TNP Student Activity Entry" page. The sidebar on the left has "TNP Student Activity Entry" circled in red. The main content area shows a table with columns: "User", "Chapter", "Location Name", and "Location". The table has two rows of data. The first row has a pencil icon next to it, which is circled in red. The second row has a trash icon next to it. The table also has a "Create" button and an "Export" button at the top.

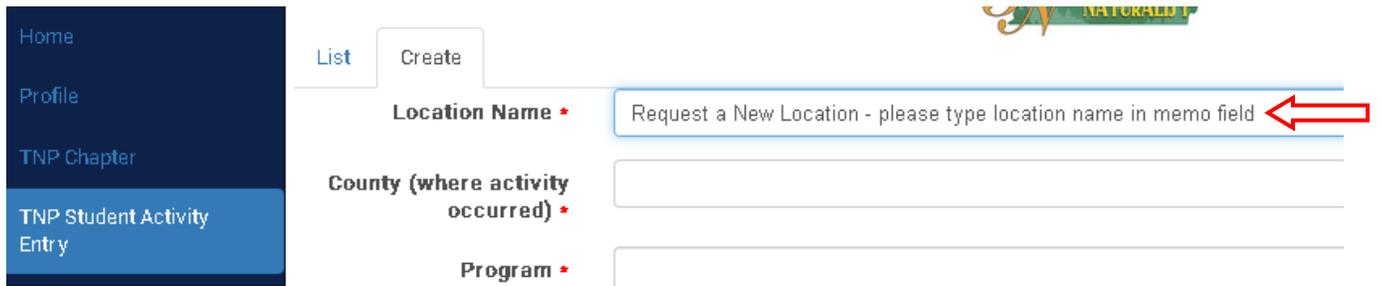
	User	Chapter	Location Name	Location
<input type="checkbox"/>		Hill Nature Sanctuary	Owl's Hill Nature Sanctuary	Wi Co
<input type="checkbox"/>		Owl's Hill	Flat Rock	RL

You will be directed to a page that resembles the “create” page. Edit the information you need to and select “Save”.

## Requesting Unavailable Data - "Location"

When creating a new activity under "Student Activity Entry", there may be occasions when the information you need for "Location" is not available in the supplied dropdown.

To request a new "Location", select "Request a New Location" under the "Location Name" dropdown:



The screenshot shows a web interface for creating a new activity. On the left is a navigation menu with options: Home, Profile, TNP Chapter, and TNP Student Activity Entry. The main area has a 'List' and 'Create' tab. Under the 'Create' tab, there are three fields: 'Location Name \*', 'County (where activity occurred) \*', and 'Program \*'. The 'Location Name' dropdown menu is open, showing the option 'Request a New Location - please type location name in memo field' which is highlighted with a red arrow. The 'County' and 'Program' fields are empty.

**WHEN REQUESTING A NEW LOCATION, INCLUDE NEW LOCATION NAME IN THE MEMO FIELD.**

***This will NOT automatically create a new record. Your Chapter Coordinator must create a new record based on the information supplied.***

*It's a good idea to follow up a new request with a quick email to your chapter coordinator. Chapter Coordinators can add this information and then edit your activity.*

## Logging Out

To Log Out, click the arrow next to the username and "person" icon at the top right of the Home Page screen and select "Log out"



The screenshot shows the Home Page interface. On the left, a navigation menu has 'Home' circled in red. The main content area shows 'Student: [redacted]' and 'Activities needing Approval: 2'. On the right, there is a user profile icon with a dropdown menu that is open, showing a 'Log out' option which is highlighted with a red arrow.

## Appendix A

### Continuing Education & Volunteer Opportunity Categories

Here follows a list of all Continuing Education and Volunteer Opportunity categories available in the “Program” dropdown with definitions.

<b>Continuing Education Categories</b>	
Category	Definition
CE - Animal Education	Any continuing education program that focuses on the natural history of Tennessee native animals (reptiles, mammals, insects, etc.)
CE - Astronomy Education	Any continuing education program that focuses on the branch of science that deals with celestial objects, space, and the physical universe as a whole.
CE - Climate & Weather Education	Any continuing education program that focuses on the branch of science that deals with localized weather or broader Climate concepts as it affects Tennessee.
CE - Ecology/Broad Natural Systems Education	Any continuing education program that focuses on ecological concepts or the broad natural systems of Tennessee.
CE - Environmental Issues	Any continuing education program that focuses on any environmental issues and/or consequences that Tennessee natural systems face EXCLUDING Climate Change and/or Invasive Species.
CE - Fire Ecology	Any continuing education program that focuses on the origins of wild fire and its relationship to the environment that surrounds it, both living and non-living.
CE - Foraging Education	Any continuing education program that focuses on the techniques of foraging and preparing any Tennessee native edible, medicinal, etc., plant species.
CE - Forest Systems Education	Any continuing education program that specifically focuses on Tennessee native forest systems.
CE - Fungi, Lichens, Mosses Education	Any continuing education program that focuses on the native fungi, lichens, and mosses of Tennessee.
CE - General Fieldwork Techniques	Any continuing education program that focuses on the practical work conducted by a researcher in the natural environment.
CE - Geology Education	Any continuing education program that focuses on the branch of science that deals with Tennessee’s physical structure and substance, its history, and the processes that act on it.
CE - Interpretation/Docent Training	Any continuing education program that focuses on the techniques of presenting scientific/environmental information to the public in a meaningful way to bring about an understanding and connection with the natural world.
CE - Invasive Species Education	Any continuing education program that focuses on any plant or animal species that is considered invasive and ecologically significant to the natural systems of Tennessee.

CE - Nature & Art Education	Any continuing education program that focuses on art as a medium to connect with nature.
CE - Nature Journaling	Any continuing education program that focuses on the techniques of nature journaling as a means to develop creativity, observation, and quality data collection skills.
CE - Plant Education	Any continuing education program that focuses on the aspects of the natural history of Tennessee native plants.
CE - Professional Development	Any continuing education program that focuses on the specialized training in and practical application of environmental concepts for professionals, i.e. teachers.
CE - Trail Building/Maintenance Education	Any continuing education program that focuses on the techniques of building and maintaining trails in a Tennessee park or natural space.
CE - Water/Waterways/Watershed Education	Any continuing education program that focuses on the water systems or riparian systems of Tennessee.
CE - Wilderness Survival Education	Any continuing education program that focuses on the techniques needed to be successful in the wild.

<b>Volunteer Opportunity Categories</b>	
Category	Examples
VO - Administrative Assistance	Any volunteer opportunity that focuses on assisting an environmental organization with administrative tasks such as board meetings, office tasks, computer work, etc.
VO - Animal and/or Plant Count/Monitoring/Surveys	Any volunteer opportunity that deals with the counting, monitoring, or surveying of plants or animals such as bluebird box monitoring, coneflower surveys, or butterfly counts.
VO - Collection Curator	Any volunteer opportunity that focuses on the care or maintenance of any physical collection or exhibit of any Tennessee native species.
VO - Event Assistance	Any volunteer opportunity that deals with general assistance for any event with an environmental focus such as parking cars, taking registration tickets, or post-event clean-up.
VO - Habitat Improvement/Restoration	Any volunteer opportunity that focuses on native habitat restoration such as dispersing prairie seed, conducting stream walks to record obstructions, or invasive species removal.
VO - Nature Trail Guide	Any volunteer opportunity where you are leading or assisting with leading an interpretive nature walk or hike.
VO - Program Development	Any volunteer opportunity that focuses on developing or helping with the development of a nature oriented education program.
VO - Trail Improvement	Any volunteer opportunity that focuses on the physical act of installing or maintaining trails.
VO - Animal Care/Wildlife Rehabilitation	Any volunteer opportunity that focuses on caring for non-releasable education animals or injured wildlife.
VO - Gardening	Any volunteer opportunity that focuses on the installation or maintenance of a primarily native garden.

VO - Instructor	Any volunteer opportunity where you are leading or assisting with leading an environmentally focused program or lecture.
VO - Outreach	Any volunteer opportunity that focuses on giving a talk to an outside group about a nature/environmental site, organization, or program located in Tennessee, i.e. manning a booth
VO - Site Building Improvement/Maintenance	Any volunteer opportunity that focuses on the installation, improvement or maintenance of a structure used by an environmental organization.