



Terms to Know:

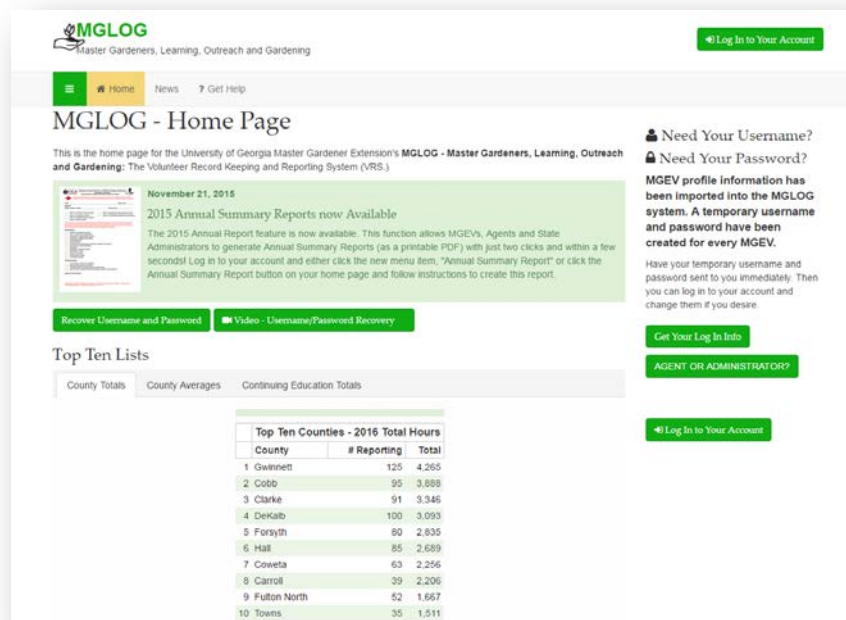
- **Phone Contacts** – number of individuals receiving information over the phone
- **Personal Contacts** – number of individuals met with in the Extension office for information or a consultation
- **Written Contacts** – number of individuals receiving personalized information via email, fax, or postal mail
- **Continuing Education** – CE credits may be earned by participating in horticulture programs at your local MGEV meetings, MG conferences, field days, pesticide recertification, time you spend learning about horticulture, or other Extension trainings, horticulture seminars at local colleges, botanical gardens, plant societies, etc.
- **Advanced Training** – AT credits come from training sessions offered as part of the State MGEV AT program. These will be entered from training rosters by the State MGEV program office.

Information you can access in MGLOG:

- **My Group** – MGEVs in My Area – this is a list of local MGEVs and their contact information. You can search or group this information using the buttons at the top of the page. When you choose “Print,” a new browser window will open. You have the choice to print the current page or whole report and whether to print in color or black and white.
- **Projects List** – This is a list of projects approved for your county. Refer to this list for a brief description of individual projects and to learn who is coordinating them.
- **Volunteer Hours List** – This is a running list of volunteer service entries that you have recorded.
- **My Training Hours List** – This is a running list of training that you have participated in.

1. NEW USER ID

- a. Contact your local agent or program coordinator for a User ID.
 - i. If you have a User ID already, your Agent or local program coordinator can provide a user name and password for initial entry into MGLOG. Additionally, you can use the automated password assist on the homepage.
 - ii. If you do not already have a User ID, you will be sent a weblink to create a new User ID.
 - iii. If you have forgotten your password, use the “Recover Username and Password” feature on the home page. There are 2 green rectangles in the middle left of the screen. One is “Recover Username and Password” and the other is a link to “Video-Username/Password Recovery.” The video will walk you through the process. Clicking on the Recover Username and Password button will take you to a page where you can enter your email address and receive your log in info.



2. UPDATING YOUR PROFILE

- a. Log into MGLOG by clicking on the green “Log Into Your Account” button in the top, right corner of the home page. Enter your Username and Password under the MG Program logo and click “Login.”
- b. Once in MGLOG, you will see the MGEV Menu on the right side of the screen.
- c. Click on “My Profile.”
- d. You will come to a screen with 8 tabs across the top, including “Personal,” “Program,” “User,” “Screen Status,” “Interests,” “Roles,” “Projects,” “Awards,” and “Privacy.”
- e. Enter your name and contact information in the “Personal” screen.
- f. Click on “Program” to review/enter your training season, year, and county. (Registration date is the date you are entered into MGLOG.)
- g. Click the “User” tab to update or change your user name, password, and email address.

Update MGEV Profile

Make necessary changes to any content under any of the tabs and then click "Update Record" to save the changes.

Personal Program User Screen Status Interests Roles Projects Awards Privacy

First Name *
Iris

Last Name *
Stein

Address *
12 Brookland Drive

Additional Address Info

City *
Cartersville

State *
Georgia

Zip *
30120

Primary Phone *
770-382-2925

Secondary Phone

* Required field

Update Record Exit

- h. The "Screen Status" tab displays the status of your MGEV application and screening.
- i. Use the "Interests" tab to tell your agent areas in which you are interested or skilled. Mark those areas in which you would be interested in volunteering or areas where you have skills that you would be interested in using as a MGEV.
- j. The "Roles" tab is a place to keep track of volunteer positions to which you have agreed.
- k. The "Projects" tab is a place to keep track of volunteer projects on which you are working. Be sure to check the box beside every project you are involved in so that you will receive information from the Project Coordinator.
- l. The "Privacy" tab allows you to hide your profile information from the list of MGEVs in your county.
- m. When you have updated your profile, be sure to click the "Update Record" button near the bottom of the page to save your changes.
- n. Use the "Exit" button to return to the main menu. At any time, you can use the green Menu button to access the menu options.
- o. To change your email address, simply log in to MGLOG. Click on "My Profile" under "MGEV Profiles" and then select the USER tab. You can update your email address there. Click "Update Record" to save.

3. ENTERING VOLUNTEER HOURS

- a. Log in to MGLOG.org (see step 1 above for help with this.)
- b. Use the Menu button (green square with white lines), in the top, left corner of the screen or look under the MGEV menu side bar on the right side of the screen, choose “Report My Hours” under the Volunteer Hours heading.
- c. Indicate the “Project” on which you volunteered. (NOTE: On a computer, this is a drop-down list. On a smart phone, this may be a rolling list. Choose the project on which you worked.)
- d. Enter the “Date” when you volunteered.
- e. Type in the number of “Hours” that you volunteered on this date on this project.
- f. In the “Description” block, you can enter a BRIEF description of what you did.
- g. Enter any “phone contacts,” “personal contacts,” or “written contacts” made during this time.
- h. Record the number of miles that you traveled. (optional)
- i. MGLOG auto-calculates the value of your time based on current volunteer hourly rates published by the Independent Sector.
- j. Press “Insert Record.” The record of volunteer service is then entered in your “Volunteer Hours List.”
- k. NOTES: On the smart phone version, there are arrows (< and >) to move between the fields.
- l. You also have the option of adding another entry right after this. Choose “Add New Record” to enter more volunteer service. If your next entry is on the same project, you may want to use “Copy Record,” change the information, and “Update.”
- m. **MGEVs will only be able to report volunteer hours in support of an approved project in the MGLOG system. If a project is not in the system, choose “Submit a Project.”(See Section 5)**
- n. Return to the home screen and click “View or Edit My Hours” under Volunteer Hours to view the volunteer hours you have entered your project involvement. By clicking the “Filter Results” button on the green bar at the top of the screen, you can sort your project list by date or select a project from the drop down menu. Click on “Run Report” to apply filters. Also, you can use the “Group By” button to group the entries in your project list by project or date.
- o. “Exit” takes you back to the main menu.
- p. TIPS FOR ENTERING HOURS:

- i. When filling out the volunteer hours form, tab out of the field or make sure and click your cursor somewhere on the screen after you fill out the hours and mileage fields before you click "Insert Record."
- ii. When a record is saved in the database (by clicking the "Insert Record" button), the form should refresh and there should be several buttons in the top and bottom toolbars. These buttons are, "Add New," "Update Record," "Copy Record," "Delete," and "Back". If they are not there after "Saving," then the record didn't actually save.
- iii. To enter multiple similar records, use the "Copy Record." If you click this and your last record isn't the one that shows up, that record did not insert correctly.
- iv. There is no separation of hours from year to year in your list of volunteer hours, and there is no need to delete hours from previous years. MGLOG maintains one huge running list of all volunteer entries that you make. To look at specific time periods or projects, see section 6.

4. ADDING TRAINING HOURS – *This is for recording Continuing Education opportunities. Advanced Training will be entered for you by the State Program Office.*

- a. From the main menu, choose "Report Continuing Education" under the Continuing Education heading.

The screenshot shows the MGLOG web application interface. At the top, there's a header with the MGLOG logo and the text "Master Gardeners, Learning, Outreach and Gardening". A user profile bar shows "Iris Stein | Log Out". Below the header is a navigation bar with links: "MGEV Home", "Get Help", and "Log Out". The main content area is titled "(New Record) - MGEV Continuing Education" with a date "05/26/2016". The form has two main sections: "Training Details" and "Unreimbursed Contributions". The "Training Details" section includes fields for "Title", "Date" (with a date picker), "Number of Hours", "Location of Training", and "Description of Class or Training". The "Unreimbursed Contributions" section includes fields for "Travel Hours" and "Mileage". There are "Insert Record" and "Exit" buttons at the top of the form area.

- b. Enter the "Title" or name of the training.
- c. Enter the "Date" you participated in the training.
- d. Fill in the number of "Hours" for the training.
- e. "Location" and "Description" of the training are optional fields, but may be helpful for jogging the memory if there is ever a question. It is also optional to fill out the Unreimbursed Contributions fields.

- f. Click “Insert Record” to save the entry.
- g. The record will appear on the screen after you “Insert Record.” You also have the option of adding another entry right after this. Choose “Add New Record” to enter more training. If your next entry is on the same project, you may want to use “Copy Record,” change the information, and “update.”
- h. “Exit” takes you back to the main menu.
- i. After returning to the main menu, you can click on “View or Edit Continuing Education” to view and make changes to previous entries. Click on the green ID number to view the details of the training, and click “Save” after making any changes to the training entry. Use the “Filter Results” and “Group By” options to sort entries by date, type, title, and location, or group entries by type and date. These options will help you organize your training hours while viewing them.

5. PROPOSING A PROJECT

- a. From the main menu, choose “Submit a Project.” There are 5 sections to complete in a project proposal form.

The screenshot shows the MGLOG Project Proposal Form. At the top, there's a header with the MGLOG logo and navigation links like 'MGLEV Home', 'Get Help', and 'Log Out'. The form itself is titled '(New Record) - Project Proposal Form' and has a date '05/24/2016' in the top right. Below the title, there's a green bar with 'Add' and 'Exit' buttons. The 'Send Notification' section includes a 'Send Email' dropdown menu. The 'Basic Project Information' section contains a 'General Instructions' box, a 'Project ID' field, a 'Date' field (05/24/2016), a 'State Initiative' dropdown, a 'Host County' dropdown, a 'Person Proposing' dropdown, a 'Project Title' text field, a 'Purpose of Project' text field, and 'Projected Start Date' and 'Projected End Date' fields.

- b. BASIC PROJECT INFORMATION:
 - a. Project ID – system generated
 - b. Date – date the project is entered into MGLOG
 - c. State Initiative – what is the general focus of the project? Choose from (descriptions at gamastergardener.org):
 - i. Environmental Stewardship
 - ii. Gardening with Youth

- iii. Home Food Production
 - iv. Value of Landscaping
 - v. Health Benefits of Gardening
- i. Host County – county that is taking the lead
- ii. Project Title – what are you calling this project? This will pop up throughout the system, such as when MGEVs are reporting volunteer time.
- iii. Person Proposing – if someone other than agent; can choose from drop-down list of MGEVs. Use “Others Proposing” box to provide contact information for non-Extension proposer.
- iv. Purpose of Project – short description stating the intent; will show up in the list of projects so should be written well and concisely
- v. “Projected Start Date” and “Projected End Date” - This creates the time frame for the project. For one-date projects, i.e., Arbor Day event, enter same date for start and end. For multi-date projects, i.e., Speakers’ Bureau, leave open (EARs will have specific dates, locations, and presentation titles).

Projected End Date

mm/dd/yyyy

Keywords

Choose up to six key words that describe this project. These key words will be used to sort projects and results. Be sure to include project descriptors that have been historically used on Log Sheets, such as “teaching adult classes” or “civic or garden club presentation.” Here are the Category Codes:

SI - State Initiative	AD - Audience Descriptors
HF - Horticultural Focus	PO - Possible Outcomes
PAO - Program Area Overlap	HPC - Historic Project Codes

<input type="checkbox"/> SI - Environmental stewardship <input type="checkbox"/> SI - Home Food Production <input type="checkbox"/> HF - Entrepreneurship <input type="checkbox"/> HF - Master Series <input type="checkbox"/> HF - Plant Pathology <input type="checkbox"/> HF - Tree Fruit <input type="checkbox"/> HF - Vegetables <input type="checkbox"/> HF - Water conservation <input type="checkbox"/> PAO - EFNEP <input type="checkbox"/> AD - At-risk population <input type="checkbox"/> AD - School garden <input type="checkbox"/> PO - Childhood overweight/prevention project	<input type="checkbox"/> SI - Gardening with Youth <input type="checkbox"/> SI - Value of Landscaping <input type="checkbox"/> HF - Integrated Pest Management <input type="checkbox"/> HF - Nuts <input type="checkbox"/> HF - Septic education <input type="checkbox"/> HF - Turf <input type="checkbox"/> HF - Waste management (part of septic project) <input type="checkbox"/> HF - Water quality <input type="checkbox"/> PAO - Family and Consumer Services (FACS) <input type="checkbox"/> AD - In-school program <input type="checkbox"/> AD - Special population <input type="checkbox"/> PO - Community service	<input type="checkbox"/> SI - Health Benefits of Gardening <input type="checkbox"/> HF - Entomology <input type="checkbox"/> HF - Landscape <input type="checkbox"/> HF - Ornamentals <input type="checkbox"/> HF - Small Fruit <input type="checkbox"/> HF - Urban Forestry <input type="checkbox"/> HF - Water Banner Program <input type="checkbox"/> PAO - 4-H Youth Development <input type="checkbox"/> AD - After school program <input type="checkbox"/> AD - Junior Master Gardener programs <input type="checkbox"/> PO - Agricultural literacy <input type="checkbox"/> PO - Dietary guidelines
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- c. **KEYWORDS:**
 - i. Choose up to six key words to tell a little more about the project.
 - ii. Don’t forget that project descriptors that have been historically placed on log sheets, such as “teaching adult classes” or “civic or garden club presentation.”
 - iii. Please use “No Relevant Key Word” sparingly, only when nothing else applies.
- d. **PROJECT RESOURCE REQUIREMENTS:**
 - i. Indicate how many volunteers are needed for this project.
 - ii. Indicate how many volunteer hours this project will take.
 - iii. Is any specific training needed for MGEVs to carry out this training?
 - iv. What funding is required? What is the source?

- v. List other groups, if any, that are involved in this project.
- e. ANTICIPATED EFFECTS AND VALUES:
 - i. What do you think is going to happen within the community because of this project?
 - ii. How does this educate the community? (NOTE: This is NOT educational value to MGEV)
- f. PROCEDURES REQUIRED FOR IMPLEMENTATION, SUSTAINABILITY, AND EVALUATION:
 - i. Implementation: How are you going to carry out this project?
 - ii. Sustainability: What is your plan to keep this project going?
 - iii. Evaluation: How will you know whether you have been effective?
- g. Click “Add” to save the entry.
- h. The Project Proposal must be approved by the agent or coordinator before it will appear on the Project List.
- i. NOTES: You should send an email notification to your Program Assistant or Agent when your project is submitted for review and approval. Choose his/her name in the drop down menu under the “Send Email” heading at the top of the Project proposal form. They will receive an email from MGLOG notifying them of the entry of the proposed project.

6. VIEWING OR EDITING INFORMATION

- a. Take time to review your entries for accuracy. Choose "View or Edit My Hours" under Volunteer Hours on the main menu. A list of all of your volunteer time entries will appear. The bottom line on this grid will summarize all of your volunteer hour entries with the Report Total. Use the FILTER button to look at a specific date range or even a certain project. This is helpful for making sure you have entered everything for a certain month or that project you have been working on.
 - i. Go to “Volunteer Hours” on your main menu.



Filter Results Group By XLS Print Exit															
	What and When				Values						Contacts				
	①HID	②Date	③County	④Project	Description	⑤Hours	⑥H Value	⑦Mileage	⑧M Value	⑨Travel Hrs	⑩\$ Donations	⑪Phone	⑫In Person	⑬Written	Total
1	95111	02/27/2016	Clay	Demonstration Garden		3.00	\$69.21	0.00	\$0.00	0.50	0.00	0	0	0	0
2	92767	12/14/2015	Clay	Garden and Grow		2.50	\$57.68	0.00	\$0.00	0.00	0.00	0	0	0	0
3	92766	12/09/2015	Clay	General Extension Support	MAILING	3.00	\$69.21	0.00	\$0.00	0.00	0.00	0	0	0	0
4	48816	03/13/2015	Clay	MG Sprouts	Deliver Session 3	3.00	\$69.21	15.00	\$7.28			0	10	0	10
5	48816	02/27/2015	Clay	MG Sprouts	Deliver Session 2	3.00	\$69.21	15.00	\$7.28			0	10	0	10
6	48813	02/13/2015	Clay	MG Sprouts	Deliver Session 1	3.00	\$69.21	15.00	\$7.28			0	0	0	0
7	48817	02/13/2015	Clay	MG Sprouts	prepare Sprouts mate	5.00	\$115.35	0.00	\$0.00			0	0	0	0
8	27807	11/25/2014	Clay	Demonstration Garden		1.25	\$27.81	0.00	\$0.00			0	0	0	0
9	15609	08/13/2014	Clay	Eating Healthy		3.00	\$66.75	1.50	\$0.75			0	0	16	16
10	2166	05/28/2014	Clay	Garden and Grow	CONDUCTED TOURS WITH	7.00	\$155.75	15.00	\$7.50			0	75	0	75
Report Total						77.00	\$1,731.72	169.50	\$84.09	0.50	0.00	0	158	17	175
View 10 ▾						First	Previous 1 2	Next	Last	[1 to 10 of 20]					

- ii. Choose "View or Edit My Hours." A list of all of your volunteer time entries will appear. The bottom line on this grid will summarize all of your entries ever put into MGLOG.
 1. To look at a specific time frame, such as 2015, click the FILTER RESULTS button on the green bar at the top of the page.
 2. Under "date," click the box that says "equal." A list of options will drop down.
 3. Choose "between," and then you will see two date boxes. Enter 1/1/2015 in the top one and 12/31/2015 in the bottom one. Then run the report. You'll get back a list of all of your volunteer hours recorded for the date range between 1/1/2015 and 12/31/2015.
- b. If you notice something isn't listed accurately, you can edit an entry.
 - i. To edit a volunteer entry, go to Volunteer Hours on your main menu. Choose "View or Edit My Hours." A list of all of your volunteer time entries will appear. Choose the one that needs to be edited by clicking on the green number in the "HID" column. When it opens, edit the figure that needs editing, tab or click into another field (so that the info will process), then click the "Update Record" button. This will update the record. Click "Exit" to return to your list of volunteer hours.
- c. If you find a duplicate or incorrect entry, you can also delete it.
 - i. To delete an entry, go to Volunteer Hours on your main menu. Choose "View or Edit My Hours." A list of all of your volunteer time entries will appear. Choose the one that needs to be edited by clicking on the green number in the "HID" column. When it opens, click the "DELETE" button at the top of the screen.

7. CREATING AN ANNUAL REPORT

- a. Click on "Annual Summary Report," the first green link under MGEV Menu.
- b. Click the button, "Run Annual Summary Report."
- c. Choose the Year for the report.
- d. The report will open in a new browser window or tab.

20160531135411_742_individual_annual_summary.pdf 1 / 1


**Individual Annual Summary of Master Gardener Extension
Volunteer Activities**
 Georgia Master Gardener Extension Volunteer Program
 

Name Iris Stein Report Year 2015

Status:
 Master Gardener Status MGEV Training Year 2010

<u>19.50</u> Total # of volunteer hours this year	<u> </u> Total # of advanced training hours this year
<u>20</u> Total # of in-person contacts	<u> </u> Total # of continuing education hours this year
<u>0</u> Total # of telephone/email contacts	
<u>45.00</u> Total # of miles traveled	

- e. Print the report for your records if desired.

8. PROJECT COORDINATOR PRIVILEGES

- a. Project Coordinator status is turned on by Extension Agents during the project proposal stage. In order for you to be listed as a Project Coordinator, you must first check the project in your "Project" tab of your MGEV profile.
- b. Project Coordinators (PC) will see a section at the bottom of his/her home page, labeled "Project Coordinators." Under this heading, there are the options to submit a "New EAR," look at an "EAR List," view "My Projects," or to "Send Bulk Email" to team members.
 - i. "New EAR" – click on this link to fill out the necessary information to submit a new Educational Activity Report
 1. First, fill out the "Basic Information" section. Click "Add." Then fill out the other sections of the form, including general contact information, contact demographics, program lengths, and value and comments. Click "Save." Using the Export to PDF/Print button export and print this form. Take it to your Extension office along with the documents in the checklist under the Documentation category.
 2. Note: The Contact Demographics section of the form will only appear after the Basic Information section has been filled out and added.
 3. Be sure to "Save" the EAR before clicking the Exit button.

(New Record) - Educational Activity Report

Export to PDF/Print Exit

Instructions

Fill out the required fields in the "Basic Information" section and click the "Insert Record" button. Then fill out the other sections of the form
Note: The Contact Demographics section of the form will only appear after the Basic Information section has been filled out and saved.

Basic Information

General Contact Information

Face to Face Contacts

Homeowners

Phone Contacts

Youth

Written Contacts

Program Lengths

Value and Comments

Documentation

Export this form to PDF, print it, check off the included docs and return to your Extension office with documentation attached/included.

☐ Publicity for the program i.e. copy of news articles, letters sent, promo brochures, etc.

☐ Sign-in sheet

☐ Evaluation forms

☐ Copies of materials distributed

☐ Follow up articles or reports

☐ Other supporting information

Other Documents Submitted

List other supporting documentation included with this report.

Comments

Comments that will be helpful in future programs.

* Required field

- ii. "EAR List" – this will show and summarize any submitted EARs. Click on the ID number to view and edit the details of the EAR. Click on the Save button after doing so. You can copy an EAR that you are viewing and use it as a template/guide to fill out the details for a similar, new EAR. Or, you can use the "Add New" button to create a new EAR report.
- iii. "My Projects" – this will show the list of projects for which you are the coordinator. Click on the green ID number to view a report of the MGEVs involved in the project and the number of volunteer hours they have contributed to the project. Click on the "Summary" button on the green bar at the top of the screen to view the names and numbers in an organized grid that also includes "Chart options" and "Export" options. Use these tools to extract the data on the project.

Educational Activity Reports 05/27/2016

Group By XLS Print Exit


What		Who	Where		When	
ID	Project Title	Chair-Coordinator	County	Location	Start Date	End Date
21	Eating Healthy	Stein, Iris	Clay	Clay County Library	08/09/2014	08/09/2014
22	MG Sprouts	Stein, Iris	Clay	Mountain View Library	08/11/2014	08/11/2014
23	MG Sprouts	Stein, Iris	Clay	Mountain View Library	08/25/2014	08/25/2014
24	MG Sprouts	Stein, Iris	Clay	Mountain View Library	09/08/2014	09/08/2014
39	MG Sprouts	Stein, Iris	Clay	Brownsburg Library	02/13/2015	04/24/2015
40	MG Sprouts	Stein, Iris	Clay	Brownsburg Library	02/27/2015	02/27/2015
41	MG Sprouts	Stein, Iris	Clay	Brownsburg Library	03/13/2015	03/13/2015

View 10 First Previous 1 Next Last [1 to 7 of 7]

1. Alternately, you can click the box with a plus sign (+) to the left of the green ID number and the MGEV project hours list will drop down below the project. However, this option gives an hours total at the bottom of the list and the Summary options are not available.

Project Coordinator - Iris Stein					05/27/2016	
					XLS	PDF
					Print	Exit
	ID	Date	Initiative	Project	Published	
+	439	05/21/2014	Health Benefits of Gardening	Eating Healthy	1	
+	933	09/23/2014	Gardening with Youth	MG Sprouts	1	
+	1,440	03/09/2016	Environmental Stewardship	a	0	
View 10					First	Previous 1 Next Last
					[1 to 3 of 3]	

- iv. “Send Bulk Email” – this feature allows Project Coordinators to email any of the project teams. For a MGEV to be part of a project team, they must first select the project in their profile.


Master Gardeners, Learning, Outreach and Gardening
Iris Stein | Log Out

MGLOG Home
Get Help
Log Out

Send an Email to MGEVs

Send
Exit

Sender: Iris Stein
Project: --Select a Project--
Date Sent: 05/27/2016
Subject:
Message:

Path: p

Send
Exit

Sending Bulk Email to Project Members

This form will send an HTML email message to MGEVs who are assigned to the Project selected. The email is sent to the Sender's address as the "TO" field and all the MGEV email addresses are included in the "BCC" field.

Your name will be selected by default. You may send email to one selected Project group at a time.

The "Subject" line will always have as a prefix, "MGLOG - (Project Name Selected) Project - ", so you don't need to add that to your subject each time.

If the email was sent successfully, a small pop-up box will appear stating so. If there are several hundred MGEVs in the project group selected, then sending them all might take a few hours because of mail server limits set on out-going bulk mail. Otherwise, you can expect most of your emails to be delivered within a few minutes if not almost instantaneously.

When you've finished, either click "Exit" or navigate to another page in the MGEV Menu. **Refreshing the page will send the email again.**