

Procedures for Setting-Up and Using the MG Volunteer Management System

Please note: To assure receiving emails from the System, including Trumpet Vine issues and News You Can Use, please add the following to your address book:

koch.399@osu.edu and Kowalski.124@osu.edu

The MGVM Management System has been obtained for the OSU Extension MG Program at the State level from the University of California-Davis. It is a proven system which may need additional adjustments for adaptation to our needs, and some adaptations by us.

These Procedures should address most use, and are intended to be used with the Project Categorization Guidelines and the related Instructions, see Forms page of our website for the latest editions. Feel free to contact Pat Koch.

Initial Set-Up

1. You will receive an email from Pat Koch at koch.399@osu.edu with the subject “Accessing Master Gardener System.” It will “Welcome to the Ohio MGVMs.....” and provide information for accessing the System for set-up and in the future.
2. Click on the link in the email to establish your profile. The link will only work once. For future access, log in at: <https://ohio.volunteersystem.org>
3. When you log in, you should be on the Welcome page. For setting up, click on “Edit Your Profile” under the “Your Information” menu at the left of the page.
4. On the “Edit Member Profile” page, complete the various fields. **Please be sure in the future to update any changes, especially email and street addresses and telephone numbers.**
 - a. Make any corrections to your name, including adding a middle name or initial.
 - b. Read the privacy policy, with an awareness that the policy is from UC-Davis, and disclosure is additionally subject to OSU being subject to Ohio public record laws and legal requirements.
 - c. Leave the “Private” box unchecked. Otherwise, you will be left out of the online roster and other MGs will have trouble contacting you.
 - d. Provide your mailing address, and, if different, your physical address
 - e. Please provide your telephone numbers, including designation of your preference. Create your password, following the requirements of being at least 7 characters in length with no spaces and contain a number or special character. If you forget your password, a link for a reset will be emailed to you if you use the “New User? Login Problems?” link on the log-in page. Be sure to use your registered email address when seeking email assistance. If you have a problem and need an email and password reset, contact Pat Koch at koch.399@osu.edu.
 - f. Provide your profile with any change to your email address, and keep it updated.

- g. You may upload a photo. For some MGs, photos are already in the database. You may delete and upload a different picture, if you desire.
- h. Please review and edit the “Interests” listing, checking the boxes for your interests, so you may be contacted easily in group emails for the interests selected. The Interests include some activities, committees and sub-committees that are parts of broader Projects, such as Speakers Bureau. **Certified First Responders should check the box for our State reporting requirements.** If you have additional interests that include other MGs for creation of a emailing list, contact Pat Koch at koch.399@osu.edu.
- i. Be sure to save your information when you have completed editing your profile. You will return to the Welcome page

5. Under the “General Information” menu at the left, click “Projects.”

6. Review the list of Projects. The listed projects are those used for volunteer time reporting purposes, and are often broader than the specific activity for which you volunteer. The separate listing for “Interests” includes other committees and individual activities. You may register yourself as a volunteer for projects, if the projects are narrow enough for a meaningful emailing list. **You may report volunteer hours for projects without registering for a project. It is not recommended that you register as a specific Project volunteer unless all activities for the project are under a single chairperson.**

For narrowly defined Projects in which you participate, or would like to participate, click on the project and, when on the project’s page, click the Volunteer button. You will be returned to the Project list page, and the project will be shown as active for you.

7. Completion of any Project registrations completes your set-up.

8. Please remember to update your profile after any changes.

Reporting Hours

The MGV Management System allows the online reporting of both Volunteer and Continuing Education hours.

1. After logging in, click on “Add New Hours” in the “Your Information” menu at the left of the page.
2. On the “Add Volunteer Hours” page, enter:
 - a. The Event Description of the specific event or activity for which you volunteered.
 - b. The date of the event or activity.
 - c. Apply the Project from the dropdown box for the event or activity. This is required by the State for tracking volunteer hours under the Initiatives. See the documents: Project Categorization Guidelines and the related Instructions.

Optional: Record the volunteer mileage if you itemize mileage deductions. This total is solely for the convenience of MGs, and is not required. Round and enter mileage as whole numbers, *e.g.*, 6.7 miles would be entered as 7.

- d. For Volunteer hours, enter your portal-to-portal (*i.e.*, including travel time) volunteer hours. Enter hours in decimal quarter-hour increments, *e.g.*, 2, 3.25, 7.5 or 9.75.
- e. For Continuing Education, using Project: 700 – Continuing Education, enter your actual hours, as approved for the program or as submitted with required documentation to Pat Koch at koch.399@osu.edu or mail to our MG Post Office box. (see NYCU for current PO Box.) Enter hours in decimal quarter-hour increments, *e.g.*, 2, 3.25, 7.5 or 9.75.
- f. When recording volunteer services to client audiences, the audience's demographic data will be required in the Population Served table on this page.
- g. Please remember to save your hours addition or edit. You will be returned to the “Add Volunteer Hours” page.

Viewing and Editing Hours

1. After logging in, click on “View Your Hours” in the “Your Information” menu at the left of the page.
2. To view a specific date range of hours, specify the Start and End Dates, and Submit. You may click on the column headings to obtain different sorts, including changing from most recent at the top to earliest at the top. You may also receive the data on an Excel spreadsheet.
3. You may edit your submission for a specific activity by clicking on the underlined link for the activity shown on the history list for the date; and edit and save, or delete the entry.

Member Roster and Emailing

For viewing the roster and emailing to MGs

1. After logging in, click on “Member Roster” in the “General Information” menu at the left of the page.
2. The MG Roster will appear.
 - a. Click on the MG's name for profile and contact information.
 - b. Click on the MG's email address to send an email to that MG.
3. To view MG interests, click on “View Member Interests” in the “General Information” (under “Member Roster”) menu on the left.

4. To email MGs by Interest, Project or Group, click on “Email Member” in the “General Information” (under “Member Roster”) menu on the left. After the group is selected, click the “Email by Interest or Group” button at the bottom of the page and follow instructions for composing and sending your email. **Warning: Do not use the “All” group—it will send the email to everyone in the database, including former MGs.**

Projects

You may view Projects and edit your registrations by clicking “Projects” under the “General Information” menu at the left of the Welcome page. Edit as done in Initial Set-Up.

Newsletters/Documents

This section may be used in the future. See our website for such information: cuyahogamg.org .

Event Calendars

General, specific event and combined calendars may be displayed, and use will be explored for the future. In the meantime, use of specific event calendars is expected for online volunteer scheduling and for registration when no fee is involved for the event. Ideal usage is for scheduling volunteers, such as HotLine and for shows and fairs.

1. After logging in, click on the desired event calendar in the “Event Calendars” menu at the left of the page.
2. Go to the month and date of the desired event. Click on the event or specific shift desired.
3. To be reminded of the event, use the “Event Reminder” to specify when to remind you and click “Save Reminder.”
4. If you are volunteering, provide any special comments or information (including, if applicable, whether multiple guests and names), state whether you are bringing a guest, and click “Volunteer for Evert.”
5. You may return to this page later and unvolunteer or edit your comments.

Manage Reappointments

Every year, at the end of the year, each MG must recertify agreement to MG Program documents, specifically, the MG Volunteer Agreement, the MG Policy Statement, and the MG Pest Management Information Policy. A Reminder Notice will be sent from the Coordinator of Volunteers.