

Master Gardener Volunteer Management System Quick Tips

Keep your email address, telephone number and other information in your profile current. If you have problems, read the [System Procedures](#) or watch the [tutorial](#). (click for link)

To log in the future, bookmark or favorite the web address for the system log-in page: <https://ohio.volunteersystem.org> (Login information emailed to you only works once.)

Set your own password in “Edit Profile” and save it for future reference. If you forget your password, use “Password Problems” on the log-in page to reset your password. Be sure to use your System-registered email address.

To reduce spam filtering, add “koch.399@osu.edu” and “kowalski.124@osu.edu” to your address book.

The System may be used to send mass emails to selected groups. Do not ever send to “Resigned” or “Email all volunteers”—select the individual groups you want.

Volunteer time entries include travel time. Badge time is no longer allowed.

Only report audience demographics (population served) for programs once. Committee Chairs should set a policy for the Chair or a designated person to enter the data with volunteer hours.

Consolidate repetitive entries by stating the time span in the activity description and combining hours and mileage. Enter the consolidation under the end date of the range.

Consolidate badge time entries by stating the time span in the activity description. Enter the consolidation under the end date of the range.

For categorizing your hours, look at the predominant nature of your work. For example, Plants in the Park plant growers and general sale workers are considered fundraisers (Administrative), but the container gardening speaker is under Presentations and the reference table workers were under HotLine on the Road-Shows, Fairs....

Check for latest revisions to the [Project Categorization Guidelines](#).