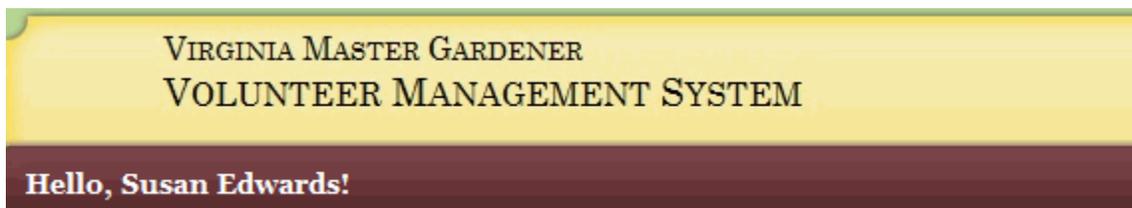


VIRGINIA MASTER GARDENER
VOLUNTEER MANAGEMENT SYSTEM

Tutorial Two: Adding Volunteer Hours to the System

Now that you have learned how to set up your account, we'll look at how you can now enter your volunteer time directly into the system. The online system is set up differently than the paper timesheets you have been using, please read over these instructions carefully so that you know what data you need to track during volunteering.

- Once you log in using the password you set up in tutorial one, you will be directed to the Chesterfield County MG homepage:



Your Information

- [Edit Your Profile](#)
- [Add New Hours](#)
- [View Your Hours](#)

Latest News

Welcome to the Master Gardener Volunteer Management System! Please take a look around and contact your local coordinator if you have any questions.

- To add hours: from the menu at left, select “Add New Hours”
- The page that shows up looks like this (below); you are now in the Editing Hours Page:



VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

- Enter information about the volunteer event to which you are adding hours.
 - Event Description: Describe the event concisely, such as shown in the example below.

Add Volunteer Hours For Susan Edwards

Event Description	<input type="text" value="Clinic GBGH Farmers Market"/>
Event Date	<input type="text" value="5/12/2011"/> 
Apply to Project	<input type="text" value="Clinics"/>  REQUIRED
Miles Driven	<input type="text" value="15"/>
Volunteer Hours	<input type="text" value="4"/>
Continuing Education	<input type="text" value="0"/>

- Event Date: Enter the date. The format is m/d/yyyy; you can also use the calendar icon to the right to choose a date.
 - Apply to Project section: this section is required. Choose an option from the drop down menu. For this event, I choose Clinics.
 - Miles Driven: this is a new section. Instead of tracking time for travel, track the miles driven. You would include mileage here spent getting to and from volunteer & continuing education events, when you pick up or return clinic kits, pick up/return laptop/projectors, MG event meetings, taking soil to the soil lab, etc. This is new, so be sure to remember to track this number.
 - Volunteer hours: The number of hours you spent directly working on this event. For example, this clinic was scheduled from 10 am – 2 pm. I'd enter 4 hours here.
 - Continuing Education: this is what we've called Advanced Training. We'll probably use the terms interchangeably, so know that they are one in the same. I'll address how to enter Continuing Education is another Step.
- Entering your Contacts for this Event: Population Served



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Population Served

Contact Ethnicity	Male Adult	Male Youth	Female Adult	Female Youth
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hawaiian / Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Hours

- This is similar to, but again, differs slightly from the contacts log you keep for each MG event. **YOU WILL STILL NEED TO FILL OUT A CONTACTS LOG AT EACH EVENT**; from that log you can deduce your numbers for this section (for example, we're only tracking youth and adult online; not breaking it down to youth under 18, adults between 18-64 and adults 65 and older). Below is an example of a complete section:

Population Served

Contact Ethnicity	Male Adult	Male Youth	Female Adult	Female Youth
White	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="12"/>	<input type="text" value="1"/>
Black	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text"/>
American Indian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hawaiian / Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Hours



VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

- Click the Save Hours button at the bottom of the page. Be sure to click this button before navigating away to another page or your hours will not be saved.

How many /
Pacific Islander

Unknown

- After hitting the Save Hours button, the page will look like this, showing that hours information has been updated.

Hours Information Updated

Volunteer Hour History For Susan Edwards

[Add Hours](#)

Start Date: End Date:

<u>Date</u>	<u>Activity</u>	<u>Project Name</u>	<u>Miles Driven</u>	<u>CE Hours</u>	<u>Vol. Hours</u>
12-May-11	Clinic GBGH Farmers Market	Clinics	15	0.00	4.00
Totals			15	0.00	4.00

- If you have additional hours to enter for another project, you can click the "Add Hours" link on this page and follow the steps above.
- If you find you left something out and need to edit the entry you've just completed, click on the activity you want to edit (as shown in screen above: [Clinic GBGH Farmers Market](#)) and it will take you back to the screen to edit hours (below).



VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

Edit Volunteer Hours For Susan Edwards

Event Description	<input type="text" value="Clinic GBGH Farmers Market"/>
Event Date	<input type="text" value="2011-05-12 00:00:00.0"/> 
Apply to Project	<input type="text" value="Clinics"/> REQUIRED
Miles Driven	<input type="text" value="15"/>
Volunteer Hours	<input type="text" value="4"/>
Continuing Education	<input type="text" value="0"/>

Population Served

Contact Ethnicity	Male Adult	Male Youth	Female Adult	Female Youth
White	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="12"/>	<input type="text" value="1"/>
Black	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="0"/>
American Indian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Hispanic	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Hawaiian / Pacific Islander	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unknown	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- Make your edits to the entry, then click save. If you need to delete the entire event, you can do that here as well by selecting the Delete Hours button.

EXERCISE

- Enter the following hours as an exercise:
 - 4 hrs, EASTER DAY CLINIC, 4/24/2011
 - 12 miles driven
 - Contacts: 5 adult Asian Males, 6 adult Hispanic Females
- Delete the above hours from your online file.

You've just completed **Tutorial Two: Adding Volunteer Hours to the System!**

