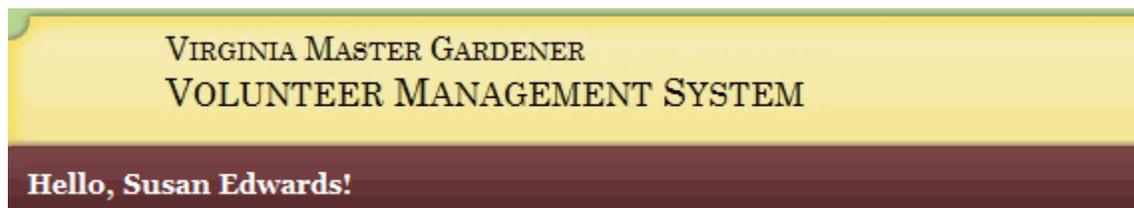


VIRGINIA MASTER GARDENER
VOLUNTEER MANAGEMENT SYSTEM

Tutorial Three: Entering Continuing Ed and Contributed Time Hours into the System

Now that you have learned how to set up your account, and add volunteer hours, we'll look at how you can now enter your continuing education and contributed time directly into the system.

- 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 ANY new hours (volunteer, contributed time, continuing education): 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

Hello, Susan Edwards!

Chest

Your Information
[Edit Your Profile](#)
Editing Hours
[View Your Hours](#)

Administration
[Manage VMS](#)
[Manage Roster](#)
[Add Calendar Event](#)
[Manage Projects](#)

Add Volunteer Hours For Susan Edwards

Event Description	<input type="text"/>
Event Date	<input type="text"/> 
Apply to Project	Select a Project <input type="button" value="v"/> REQUIRED
Miles Driven	<input type="text" value="0"/>
Volunteer Hours	<input type="text" value="0"/>
Continuing Education	<input type="text" value="0"/>

ENTERING CONTINUING EDUCATION

Event Description	<input type="text" value="TEST training, Easter Bunny Lillies, Ches. Co VCE, Ches. Co office"/>
Event Date	<input type="text" value="4/24/2011"/> 
Apply to Project	Continuing Education <input type="button" value="v"/> REQUIRED
Miles Driven	<input type="text" value="20"/>
Volunteer Hours	<input type="text" value="0"/>
Continuing Education	<input type="text" value="2"/>

- Event Description: Describe the event for which you are entering continuing ed. Always include the word TRAINING in your description when entering Continuing Education. Also include the name of the hosting organization and the location of the training
- 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. When entering continuing education hours, ALWAYS select Continuing Education from the drop down menu.
- Miles Driven: enter the miles driven to and from this training event. This is new, so be sure to remember to track this number.
- Volunteer hours: this will remain 0 when entering continuing education.



VIRGINIA MASTER GARDENER
VOLUNTEER MANAGEMENT SYSTEM

- Continuing Education: Enter the number of hours spent in training. Do not include time spent traveling to the training or on other activities; just the actual classroom time of the training.



**VIRGINIA MASTER GARDENER
VOLUNTEER MANAGEMENT SYSTEM**

- Entering your Contacts for this Event: [Population Served](#)

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 will remain blank when entering Continuing Education time. You will have no contacts to enter.
- 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.

Hawaiian /
Pacific Islander

Unknown

Save Hours



VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

- 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>
08-Jun-11	TEST clinic Pleasants	Clinics	20	0.00	4.00
01-Jun-11	Cont. Ed - Herb Seminar @ Lavender Fields	Continuing Education	45	3.00	0.00
12-May-11	Clinic GBGH Farmers Market	Clinics	15	0.00	4.00
30-Apr-11	TEST Contributed time for April 2011	Contributed Time	0	0.00	4.50
24-Apr-11	TEST training, Easter Bunny Lillies, Ches. Co VCE, Ches. Co office	Continuing Education	20	2.00	0.00
Totals			100	5.00	12.50

- 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.
- **EDITING/DELETING HOURS:** 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: TEST training, Easter Bunny Lilies) and it will take you back to the screen to edit hours (next page).



VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

Edit Volunteer Hours For Susan Edwards

Event Description	TEST training, Easter Bunny Lillies, Ches. Co VCE, Ches. Co office
Event Date	2011-04-24 00:00:00.0
Apply to Project	Continuing Education REQUIRED
Miles Driven	<input type="text" value="20"/>
Volunteer Hours	<input type="text" value="0"/>
Continuing Education	<input type="text" value="2"/>

Population Served

Contact Ethnicity	Male Adult	Male Youth	Female Adult	Female Youth
White	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Black	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<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:

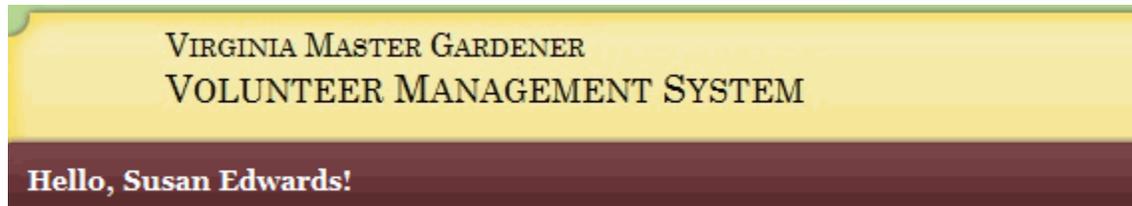
- Enter the following training as continuing education in your online file:
 - 4-24-11, Easter Bunny Lilies offered by Chesterfield Extension at our office; 2 hours, 20 miles driven.
 - Save these hours.
 - Go back in the system and delete these hours, using the instructions above.



VIRGINIA MASTER GARDENER VOLUNTEER MANAGEMENT SYSTEM

ENTERING CONTRIBUTED TIME

- From the MG homepage click “Add New Hours”



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.

- The page that shows up looks like this (below); you are now in the Editing Hours Page:

- It's probably easiest to enter contributed time on a monthly basis, but you may enter it by each event if you like. If entering for an entire month, choose the date to be the last day of that month (example below)



VIRGINIA MASTER GARDENER
VOLUNTEER MANAGEMENT SYSTEM

Edit Volunteer Hours For Su-Vt Edwards

Event Description	<input type="text" value="TEST Contributed time for April 2011"/>	
Event Date	<input type="text" value="4/30/2011"/>	
Apply to Project	<input type="text" value="Contributed Time"/> 	REQUIRED
Miles Driven	<input type="text" value="0"/>	
Volunteer Hours	<input type="text" value="4.5"/>	
Continuing Education	<input type="text" value="0"/>	

- To mark this as contributed time, select Contributed Time from the Apply to Project drop-down menu.
 - Enter your contributed time in the volunteer hours slot.
 - Hit save at the bottom of the page.
- Once you hit save, the screen reflects the update.

<u>Date</u>	<u>Activity</u>	<u>Project Name</u>	<u>Miles Driven</u>	<u>CE Hours</u>	<u>Vol. Hours</u>
30-Apr-11	<u>TEST Contributed time for April 2011</u>	Contributed Time	0	0.00	4.50
24-Apr-11	<u>TEST training, Easter Bunny Lilies</u>	Continuing Education	0	2.00	0.00
Totals			0	2.00	4.50

- To edit or delete these hours, follow the same instructions as given in the first section (Entering Continuing Education).

EXERCISE

- Enter the Test Contributed time hours into your file as follows: TEST Contributed time for April 2011, 4.5 hrs.
- Go back in and delete the entry TEST Contributed time for April 2011.

You've just completed **Tutorial Three: Entering Continuing Ed and Contribute Time Hours into the System!**

