

## On-Line Master Gardener Hours

1. To Enter the Web-site log-in at **<http://www.four-h.purdue.edu/mg/>**  
(This is the page to Bookmark for easy reference)
  - a. First Name, then Last Name (not case-sensitive)
  - b. E-mail address – make sure it's the one provided in your letter. You can change it once you get logged in (not case-sensitive).
    - i. If you change your e-mail address, please change it in the database.
    - ii. A generic e-mail address may be provided if you do not have one and wish to report on-line at a public access computer such as the library or the Extension Office. Contact Bill for more information on a generic email address.
  - c. Enter the password provided in your letter exactly as it appears. The password is case-sensitive. It can be changed, if you like, once you have logged into the system.
    - i. There is a **“Forgot Password”** button if you forget the one you create. It will be sent to the e-mail address you used to log into the system so make sure the email address is viable. The “Forgot Password” option may not work unless you have already changed it from the temporary password provided in your letter.
  - d. Use the drop-down arrow to find the county you are reporting in (Hamilton).
  - e. Click **“Next”** to proceed to the website.



default - Windows Internet Explorer

http://www.four-h.purdue.edu/mg/

File Edit View Favorites Tools Help Convert Select

default

**PURDUE Master Gardener PROGRAM**

Your info must match exactly.

	First	Last
Name	<input type="text" value="bill"/>	<input type="text" value="rice"/>
E-Mail	<input type="text" value="billrice@purdue.edu"/>	
Password:	<input type="password" value="••••••••"/> *Please note that the password is case sensitive.	
County	<input type="text" value="Hamilton"/>	

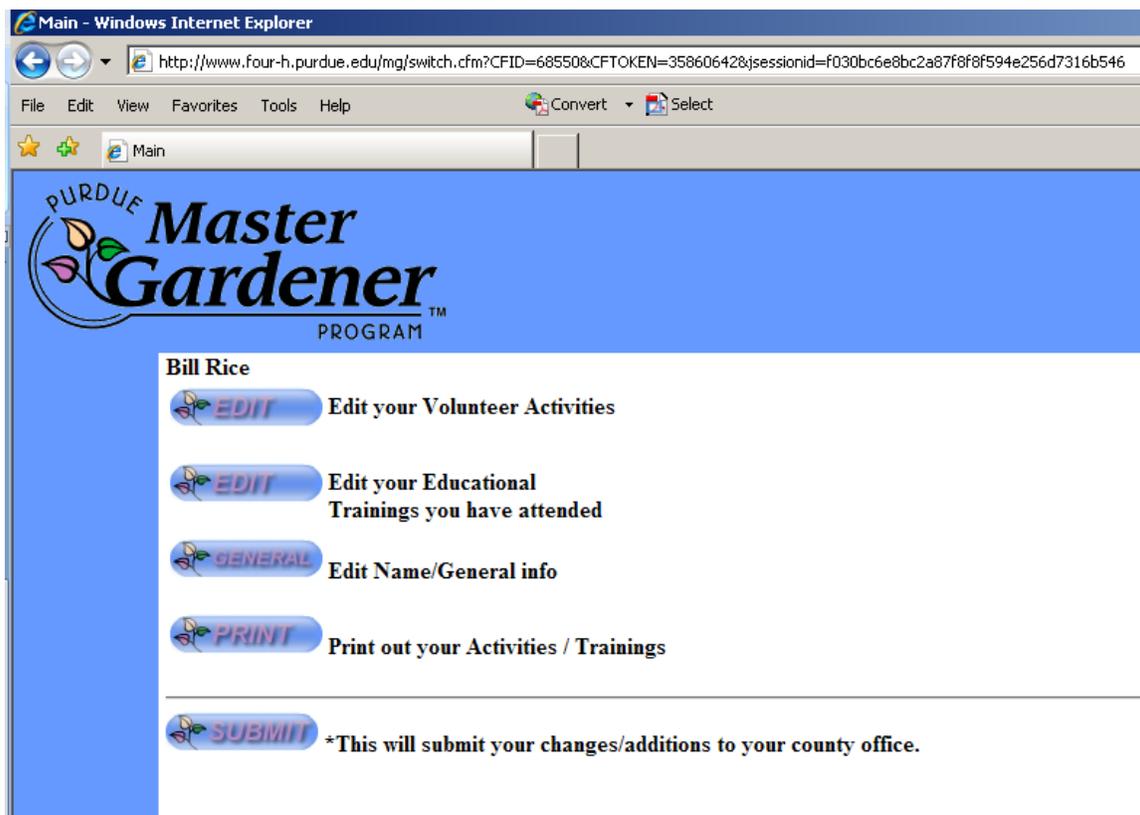
[NEXT](#) [Forgot Password](#)

## Definitions:

**Volunteer Hours** – these are counted when you, as a Master Gardener, are providing information, service, or education to another organization or non-Master Gardener. These are entered under “Edit your Volunteer Activities.”

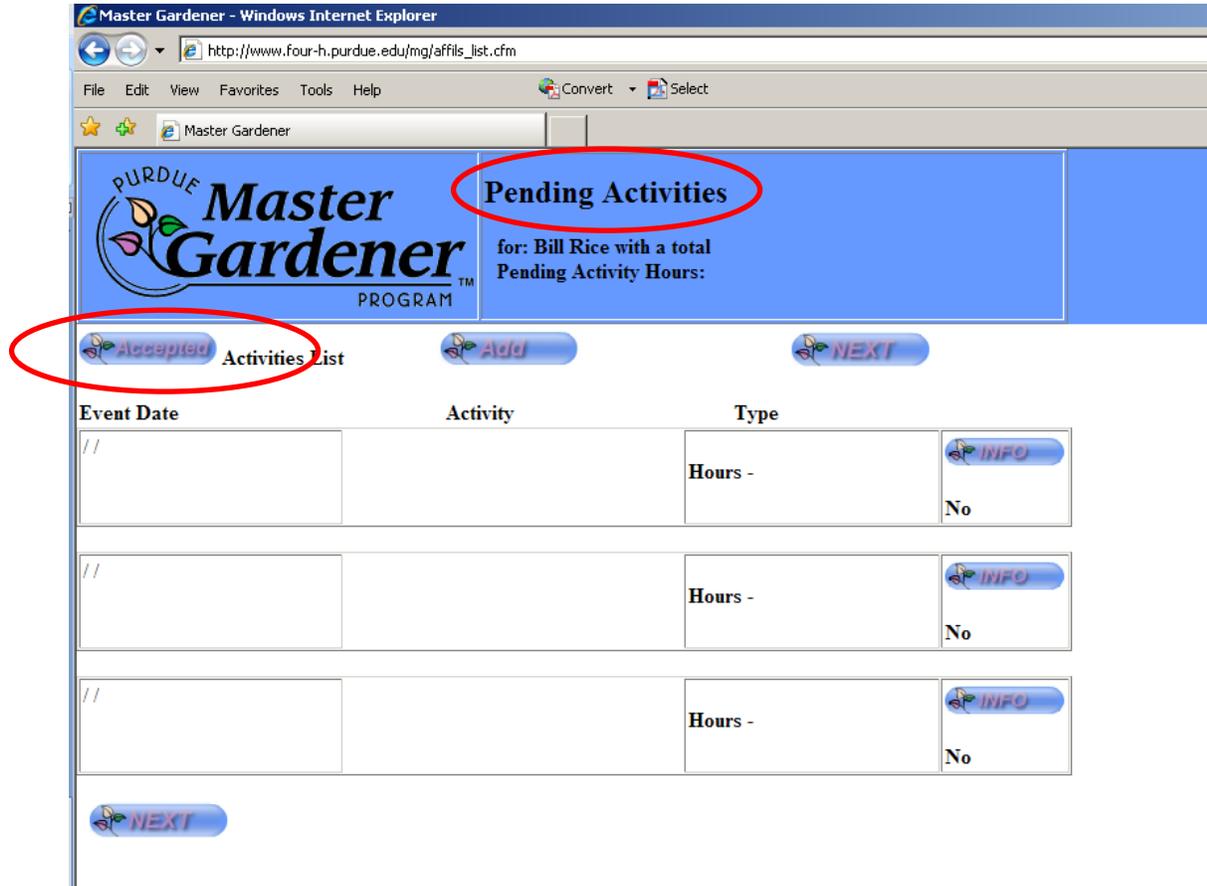
**Training/Education Hours** – there are counted when you, as a Master Gardener, are being trained, taught, or in some way, are the recipient of the education/training. These are entered under “Edit your Educational Trainings you have attended.” This will include attendance at HCMGA Monthly Meetings (you can find this listed in the dropdown box).

2. There are five main buttons:
  - a. Edit your Volunteer Activities
    - i. For entering and viewing volunteer hours
  - b. Edit your Educational Trainings you have attended
    - i. For entering and viewing education hours
  - c. Edit Name/General Information
    - i. For editing Personal Information (such as address, email, phone number, etc.) and your **password**.
  - d. Print out your Activities/Trainings
    - i. An option so you can view both types of hours and print them easily.
  - e. Submit – covered later
    - i. If you change your e-mail address, please change it in the database.



3. Volunteer Hours

- a. When you click on “**Edit your Volunteer Activities**” you will see a page with the heading of “**Pending Activities**”. It may or may not have an activity listed if your most recent postings have not yet been approved by the County MG Coordinator.



- b. To see a list of Volunteer Activities that have been approved by the County MG Coordinator you can click on the “**Accepted**” button. This will give you a listing of all your Approved/Accepted Volunteer Activities.

**Accepted Activities**  
for: Bill Rice with a total Accepted Activity Hours: 3

Pending PendingActivities List Add NEXT

Event Date	Activity	Type	
08 / 27 / 2009	Seeds of Knowledge	Volunteer Hours - 3	Accepted

NEXT

- c. Click on “**Add**” from either of the windows to input more volunteer activities, hours, and Contacts (called Enrollment in the system).

Volunteer Activities for: Bill Rice  
Required Fields \*

There are Required Fields marked with an \*

Month Day YEAR

\*Event Date: [Month] [Day] [YEAR]

\*Activity: [Dropdown]

Activity Type: [Dropdown] **Click on “Volunteer”. Training should be reported under the “Training” tab.**

\*Activity Hours: [Input] # hours activity lasted

\*Enrollment: [Input] # people at the activity

Description: [Text Area]

NEXT

- d. Event Date (Required Field)
- i. Use the Drop Down arrow for the Month in the first field
  - ii. Enter the date in the 2<sup>nd</sup> box
  - iii. Enter the year the activity was performed.

- e. Activity
  - i. There will be a drop down box with approved activities. Take a few minutes to look through these as you may find an exact match for your committee. These are based on the old codes so tend to be in alphabetical order. There should be few entries under Miscellaneous. If you have questions about the entry you can enter comments under the Description section on the page. This will provide additional information in case the Coordinator needs to make a change.
- f. Activity Type – **Click on “Volunteer”. Training hours should be reported as “Edit your Educational Trainings you have attended” found in Item 5.**
- g. Activity Hours – please use decimal format (i.e., .1, .25, .5, 1.0, etc.)
- h. Enrollment – we have always referred to these as contacts.
  - i. This is the number of persons you came in contact with as a result of your volunteer activity. **\*\*\*This does not include other Master Gardeners.\*\*\***
- i. Description – Use this for further explanation or if you chose Miscellaneous. Miscellaneous requires more thorough descriptions.

The screenshot shows a web browser window with the URL <http://www.four-h.purdue.edu/mg/affils.cfm>. The page title is "Master Gardener - Windows Internet Explorer". The main content area is titled "Volunteer Activities for: Bill Rice" and includes a "Required Fields \*" section. The form contains the following fields:

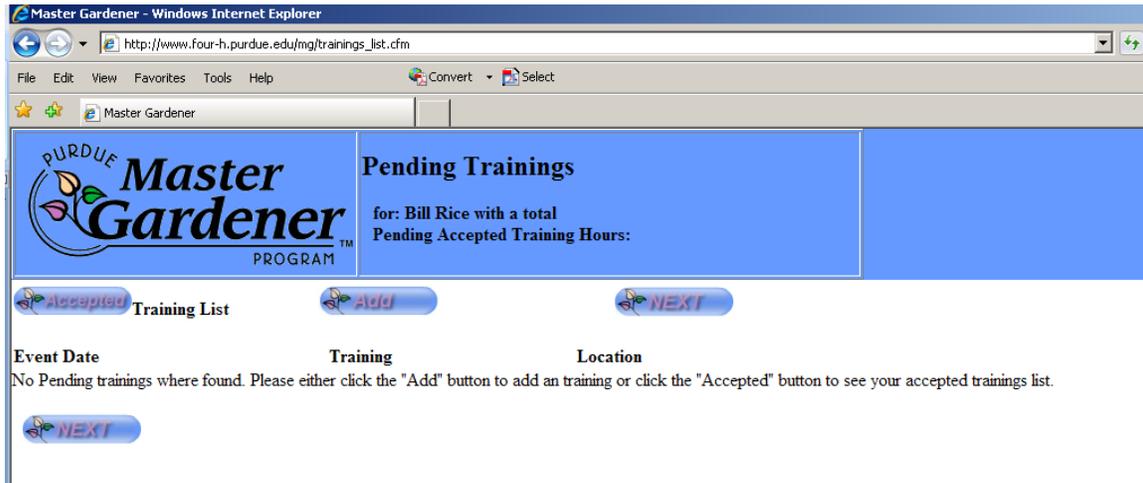
- \*Event Date: Aug / 15 / 2009
- \*Activity: State Fair Booth
- Activity Type: (dropdown menu)
- \*Activity Hours: 3.0 # hours activity lasted
- \*Enrollment: 27 # people at the activity
- Description: Worked at State Fair MG Booth

A dropdown menu for the Activity field is open, showing a list of activities including "State Fair Booth", "Sunflower Project", "Transfer Hours", "Tree Pruning", "Tree Steward", "Voice Mail", "Web Page Maintenance", "Westfield Heirloom Gardens", and "Westfield in Bloom". A "NEXT" button is visible at the bottom of the form.

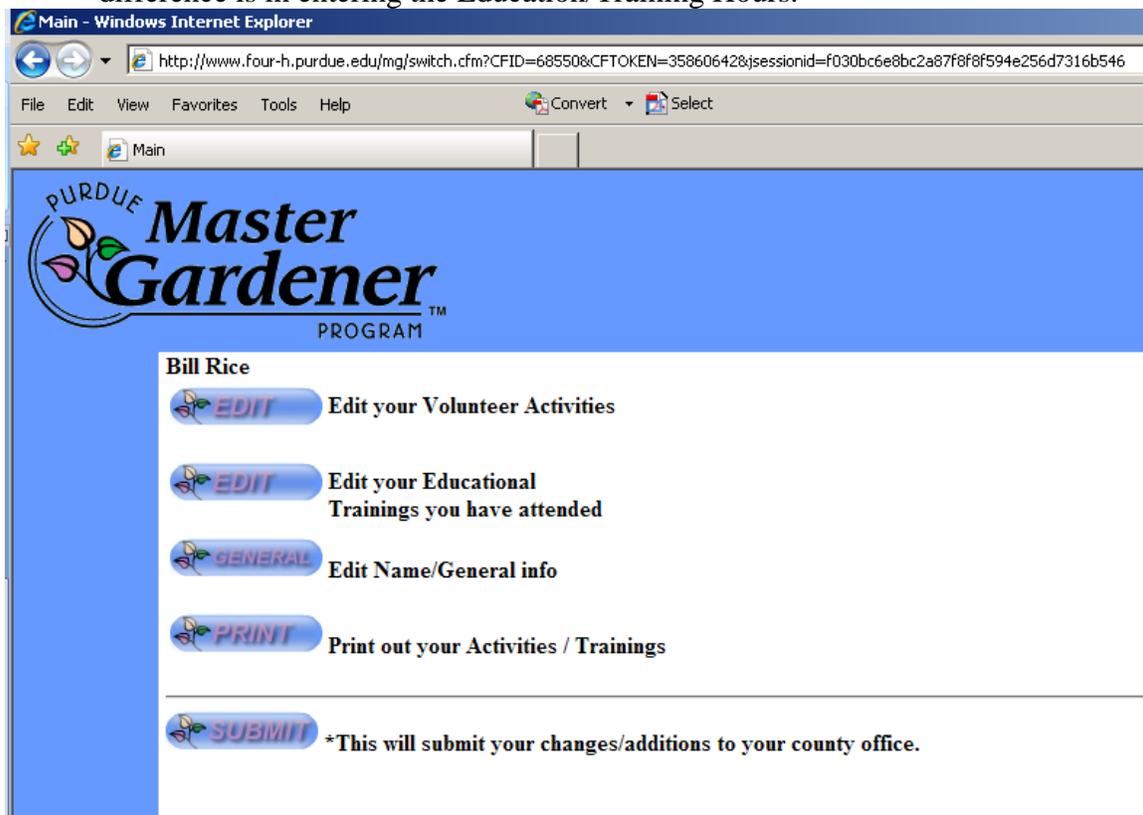
- j. Click on “Next” to go back to the Volunteer page. This will enter your Volunteer Activity Hours into the On-Line System.
  - i. You may occasionally get an error message. Your hours are automatically captured so you can usually ignore the error message. Contact the county MG coordinator (Bill) if your hours are not approved within a week or so. This may take a little longer if he/she is out-of-town.
- k. **Volunteer Hours – Deleting** One possible reason is duplications. **Master Gardeners cannot delete records-** only the Coordinator – to reduce the possibility of mistakes. If you need a record deleted you can click on the “INFO” and write it in the description

box. Simply write: DELETE. Please send an email to Bill at [billrice@purdue.edu](mailto:billrice@purdue.edu) as a reminder to delete a duplication.

4. **When You are Done with ONE Entry**
  - a. Either “**Add**” another
  - b. View an entry by clicking “**INFO**”
  - c. Return to the Main Page by clicking “**NEXT**”



5. Education Hours can be entered by clicking on “**Edit your Educational Trainings you have attended**”
  - a. The buttons will be very similar to those on the Volunteer Activities pages. The only difference is in entering the Education/Training Hours.



6. Education Hours Page



- a. You can view accepted hours by clicking on “Accepted”
- b. You can add new Training by clicking on “Add”

7. Entering Education hours

- a. Event Date – same as above
- b. Training/Education – Choose from a drop down list. This has been set for your county by the coordinator.
- c. Find the “best” fit or select “Miscellaneous” (note: there should be very little in the Misc. category as we have a large number of trainings listed).
- d. Enter Place, City, State of the program (helps clarify where you have been)
- e. List the number of training hours you attended (use decimal format).
- f. Course Title
  - i. If training category is listed as Miscellaneous, please enter detailed information in the “Course Title”. This may allow the coordinator to place the program in an already established category.
- g. When finished with one entry you can:
  - i. Either “Add” another
  - ii. View an entry by clicking “INFO”
  - iii. Return to the Main Page by clicking “NEXT”

8. On to General Information and Print (The easy parts ☺)

**PROGRAM**

**Bill Rice**

**EDIT** Edit your Volunteer Activities

**EDIT** Edit your Educational Trainings you have attended

**GENERAL** Edit Name/General info

**PRINT** Print out your Activities / Trainings

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**SUBMIT** \*This will submit your changes/additions to your county office.

9. General Information

- a. This is the first half of this page. You can change your information as needed. Make sure to use the “Next” button so that changes will be accepted

**PURDUE Master Gardener PROGRAM**

**NEXT**

**Name** \* Required Fields

\* First/Middle  /

\* Last:

Nick Name

\* Address:

\* City/State/Zip  \*State  \*Zip  Zip Code must be a number

\* Primary Phone   -  Example: 765-494-4822  
If you don't have a phone use 999-999-9999

Secondary Phone   -  Example: 765-494-4822

\* E-mail address:  Please enter your e-mail address.  
Use "four-h@purdue.edu" if you don't have one

10. General Continued

- a. This is the second half of the General Information Page.

- i. The way to change your Password will be found here.
- ii. Whenever you do change your password, be sure to enter it twice and remember it is case-sensitive (it can tell the difference between upper and lower case letters).

\* Password: Password must be greater than 4 characters or numbers and start with a character.  
\*Please note that the password is case sensitive.

Please enter a password.

Please retype your password.

Comments or Notes

[NEXT](#)

Done

- iii. Click on “Next” to go to the Main Menu

PURDUE **Master Gardener**™ PROGRAM

Bill Rice

[EDIT](#) Edit your Volunteer Activities

[EDIT](#) Edit your Educational Trainings you have attended

[GENERAL](#) Edit Name/General info

[PRINT](#) Print out your Activities / Trainings

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[SUBMIT](#) \*This will submit your changes/additions to your county office.

11. Print out your Volunteer Activities/Educational Trainings – click “Print”
  - a. This opens a window with a PDF file of your Total Volunteer Activities and Total Education/Training Activities. They should appear in chronological order with the most recent listed first.
  - b. You can click on your printer name, when that dialog box appears, to obtain a copy of your information.

Bill Rice



**Activities:**

*Event Date	*Activity	Type	Hours	Enrolled
08/27/2009	Seeds of Knowledge	Volunteer	3	68
Description: DELETE				
08/15/2009	State Fair Booth		3	27
Description: Worked at State Fair MG Booth				

**Trainings:**

*Event Date	*Training	Location	Hours
08/27/2009	Class Hours		35
Course Title:			
08/22/2009	AMG - Hamilton Co.	Hamilton County Fairgrounds	6
Course Title: Sustaining Nature in the Garden			
08/22/2009	AMG - Hamilton Co.	Hamilton County Fairgrounds	6
Course Title: Sustaining Nature in the Garden			

c. When you are done with this page please click on the “**Close**” button. This will return you to the Main Menu.

12. If **nothing** was changed or added you can close the Browser window.

13. If there any changes or additions:

- a. Click on “**Submit**” – if you don’t do this the coordinator will not be notified you have submitted your hours.

14. Following the “**Submit**” button one you should see the following page designating what county received your hours:



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Hamilton County  
2003 Pleasant Street  
Noblesville, IN 46060

317-776-0854  
billrice@purdue.edu

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Hamilton County thanks you for updating your Master Gardener information.

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Click to exit the on-line enrollment site.

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15. When you click “**Done**” you should be returned your County Extension Home Page. It is possible you may get an error page. If this happens you can close your browser or go to your home page. Your information has been delivered and your coordinator notified.
16. Please realize the importance of closing the browser when nothing has been changed. Every time you click on “**Submit**”, the coordinator is notified and he/she will search your information to see what was changed. Thank you!

**NOTE: I have found I can retrieve your information even when I do not receive a message indicating you have submitted data to the system.**