

**Subject:** MASTER GARDENER: Purdue MG Manager (Database)

Dear MG volunteers,

The following information is ONLY for members of SWIMGA, who will (or have been) turning in their volunteers to me at the **Vanderburgh County office**. If you turn in your hours to any other county office, please stop reading now, and contact your county Extension educator.

The Purdue Master Gardener Program is launching Purdue MG Manager, a new online volunteer management system for Purdue Master Gardener volunteers. This system provides a way for Purdue Master Gardener volunteers to report volunteer activity and educational training hours online, communicate details about volunteer projects, keep and maintain a personal profile, designate calendar events as volunteer opportunities with an online volunteer recruitment for these activities, make use of a local MG volunteer directory, sign annual agreement forms electronically, and more!

All Purdue MG's must register in the system and as part of the registration process provide basic contact information including an email address (required) and county registration code (required). Vanderburgh County's registration code is **vand3986**. Please register and report some current volunteer activity and educational training hours. Your prior total hours will be entered later by your County MG Coordinator to bring your historic hours records up to date. Please keep copies of all past and current hours as a personal backup for your records.

**Register for Purdue MG Manager here:** <https://www.purdue.edu/mg-volunteer>

Video on how to register: <http://tinyurl.com/ze9jaz3>

The video linked above should be enough to get you started, although some of our less-computer-savvy Board members, who tested the system, were able to figure out how to get registered without this video. Just a couple of basic things I want to make sure you do correctly:

- Under "select your primary county," click VANDERBURGH. I don't care where you live, if you turn in your hours to me, click Vanderburgh.
- Registration code, as mentioned above, is **vand3986**.
- Password: Your password needs to be at least 8 characters containing at least 1 letter, 1 number, and 1 special character from the following: @\$!%\*#?. . Write this down and stick it somewhere so you remember it.

Once you've done this, you are officially registered, and can begin entering your volunteer hours. Video on how to report volunteer activity and educational training hours: <http://tinyurl.com/jdqmp5d> .

A couple of tips on entering your volunteer hours:

- When you click on the button enter your volunteer hours, the page defaults to today's date. If you are inputting hours from earlier this year, you may want to change the date.
- You can enter your hours after every event...that evening, if you wish. Or you can do it once per week. Or even once per month. I'm not too worried about how often you do it (although it's easier to remember all your hours if you do it immediately).
- Category: you'll notice that most of the old codes have been carried over to this new system. However, because of the way the Manager is designed, some of the codes are not necessarily in numerical order. Scroll up and down and you'll find everything. There's also a few items that don't have a code number at this time. They should be pretty self-explanatory.
- Description: Be brief. I want something like:
  - Led demonstration at Display Garden on March 24.
  - Pulled weeds at Hovey House between March 1 and March 30.
  - Taught pollinator lesson at Lincoln Elementary School to five 4<sup>th</sup> grade classes.
- "Additional Log Information": Ignore all of this. The only reason to write anything here is for your own tax records. I won't look at this, neither will Purdue. This is also not going to get your reimbursed by the SWIMGA treasurer.
- HIT THE SUBMIT BUTTON!!!! Once everything is put in, be sure to hit the large orange "submit" button at the bottom of the page. None of the information you've typed in will be added to your system until you've done this.

Starting sometime after the Plant Sale, I will have the data entry team begin reviewing your entries. Although I and the data entry team can view what you've put into the system, Purdue will not be able to count these hours until we've review and approved them. If we find something that may have been done wrong, we can send you an email that will let you know. It may be that we just need clarification, or we may be checking on a potential typo (did you really do 1000 hours of volunteer service in February?).

At the first data review, we will also be typing in your previous hours from the old database, and the badge level we have on record. If WE make a mistake, let us know.

If you have any questions about the Manager, please send me an email. Because my office phones are out of order AGAIN.

Thank you for all of your volunteer efforts, and for being willing to use the Purdue MG Manager.

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