

# ON-LINE MASTER GARDENER HOURS

## The History

- ▣ State has been looking for a program
- ▣ The program bases out of program used for 4-H reporting (reason for seeing it as a 4-H site)
- ▣ Beta-Testing wrapping up..NOW
  - In counties...Soon.
  - Which means changes are possible and glitches can happen. Be patient and understand it does go down occasionally.

The website:

**<http://www.four-h.purdue.edu/mg/>**

The screenshot shows a Windows Internet Explorer browser window displaying the registration page for the Purdue Master Gardener Program. The browser's address bar shows the URL <http://www.four-h.purdue.edu/mg/>. The page header features the Purdue University logo and the text "Master Gardener PROGRAM". Below the header, a message states "Your info must match exactly." The registration form includes the following fields:

- Name:** Two input boxes labeled "First" and "Last".
- E-Mail:** One input box.
- Password:** One input box with a note: "\*Please note that the password is case sensitive."
- County:** A dropdown menu.

At the bottom of the form, there is a "NEXT" button and a link for "Forgot Password".

## Now That You've seen it:

- ❑ Each county coordinator must first set-up the site before it's usable in the county. Therefore, make sure it's available before trying to enter.
- ❑ To Enter Site:
  - First Name, then Last Name (not case sensitive)
  - Email address -Yours, but make sure it's the right one with your coordinator
    - A generic one can be used for some without email addresses (four-h@purdue.edu)
  - Password – Random ones are assigned, County Coordinator must give it to you.
  - County – where you normally have submitted your hours

## What If's

- ☐ Name
  - Default is usually your full name (not nickname)
  - Check with the County Coordinator if unsure which used
  
- ☐ Email
  - MUST BE EXACT! (it is not case sensitive)
  - If you change your email address, please change it in the system!
  - Don't have one...possibly a generic one can be assigned.
  
- ☐ Password
  - Determine your own after getting in
  - There is a "Forgot Password" button if you forget the one you create that will be sent to the email you use to log into the system.

## Logging In

Your info must match exactly.

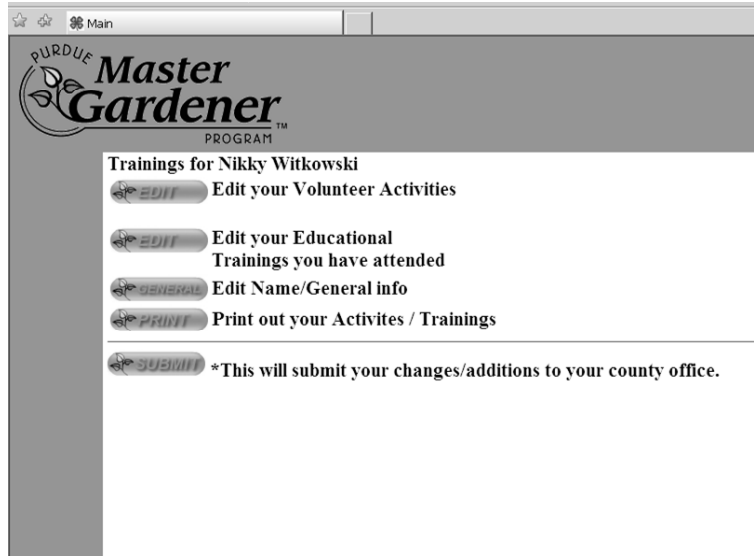
	First	Last
Name	<input type="text" value="nikky"/>	<input type="text" value="Witkowski"/>
E-Mail	<input type="text" value="nikky@purdue.edu"/>	
Password:	<input type="password" value="*****"/> *Please note that the password is case sensitive.	
County	<input type="text" value="Lake"/> <ul style="list-style-type: none"> <li>Lake</li> <li>Laporte</li> <li>Lawrence</li> <li>Madison</li> <li>Marion</li> <li>Marshall</li> <li>Martin</li> <li>Miami</li> <li>Monroe</li> <li>Montgomery</li> <li>Morgan</li> <li>Newton</li> <li>Noble</li> <li>Ohio</li> <li>Orange</li> <li>Owen</li> <li>Paice</li> <li>Peary</li> <li>Pike</li> <li>Poiter</li> <li>Posey</li> <li>Pulaski</li> <li>Putnam</li> <li>Randolph</li> <li>Ripley</li> <li>Rush</li> <li>Scott</li> <li>Shelby</li> <li>Spencer</li> </ul>	

How it looks filled out. You can see the County is a drop-down menu to choose from.

Next=Click after entering your information to proceed to the site.

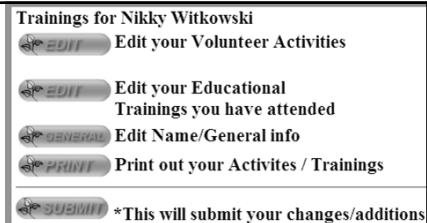
## Main Page—DO NOT BOOKMARK!

If you are going to bookmark a page, you must bookmark the log-in page.



## 4 Main Buttons

- ☐ Volunteer Activities
  - For entering and viewing volunteer hours
- ☐ Education Trainings you have attended
  - For entering and viewing education hours
- ☐ Name/General Information
  - For editing Personal Information (such as address, email, phone number, etc.) and your **password**.
- ☐ Print Activities/Training
  - An option so that you can view both types of hours and print them easily.
- ☐ Submit – covered later



# Volunteer Hours

When going to the Volunteer Hours Site, this is the first thing you see. It may not have an activity listed if it's your first time or if all your hours have been approved already.

# Volunteer Hours-Explanations

Accepted= takes you to accepted hours page

Pending Activities for: Nikky Witkowski with a total Pending Activity Hours: 1

Shows total hours to be approved.

Info=Allows you to view what's entered

Add=input more hours

Next=Back to Main Menu (same for one by Add Button)

Shows if Accepted/ Not Accepted or if revision is needed

## Volunteer Hours–Accepted Ones

All Buttons have the same function, there are just a couple different features on this page.

**Pending=** takes you to pending hours page

**Accepted Activities**  
for: Nikky Witkowski with a total Accepted Activity Hours: 26.5

Shows total approved hours.

PendingActivities List

Event Date	Activity	Type	Accepted
06 / 04 /2009	Garden Club - Plant Maintenance-Planting	Hours - 6	Accepted
06 / 01 /2009	Farmer's Market Survey	Hours - 2	Accepted
Description: Fun			
06 / 01 /2009	Hospital/Nursing Home Program	Hours - 1	Accepted

Shows hours are Accepted and now locked from Revision and Viewing.

## When Entering Vol. Hours:

You will hit the Add Button and this screen comes up for entering in your hours. You can only do 1 date per entry.

**PURDUE Master Gardener PROGRAM**

Volunteer Activities for: Nikky Witkowski

Required Fields \*

Must fill in these type of fields

\*Event Date: [ ] [ ] [ ]

\*Activity: [ ]

Activity Type: [ ]

\*Activity Hours: [ ] # hours activity lasted

\*Enrollment: [ ] # people at the activity

Description: [ ]

## Entering Vol. Hours:

- Event Date
  - Month=Dropdown
  - Date=Type in
  - Year=Dropdown
- Activity
  - Choose from Dropdown
  - Options set by county
  - Choose best fit or Other
- (Activity Type – Used by some counties, see your Coordinator on use)
- Activity Hours-Best in decimals
- Enrollment-# of those that attended (or zero if unsure)
- Description-If further explanation needed or you chose Other

*Event Date:	<input type="text"/>
*Activity:	<input type="text"/>
Activity Type:	Ag Awareness Days Arbor Day Programs Community Garden Contribute arts & crafts Farmer's Market Survey
*Activity Hours:	
*Enrollment:	Food prep for MG occasions Garden & Pond Expo Garden Club - Officer Duties Garden Club - Plant Maintenance/Planting Garden Club - Plant Sale, Garden Walks Habitat for Humanity Hospital/Nursing Home Program Host/Hostess-banquets & social mixers Indiana Flower & Patio Show Indiana State Fair Junior Master Gardener Lake County Fairgrounds Lake County Government Center Lake County Parks MG Advisory Board Officer MG Booth - Buckley Fall Fest MG Booth - Buckley Wordl War II Tribute
Description:	

Minutes	Decimal	Min.	Dec.
15	.25	45	.75
30	.5	60	1.0

## Sample Volunteer:



Volunteer Activities for: Nikky Witkowski  
Required Fields \*

*Event Date:	Aug   18   2009
*Activity:	MG Booth - Lake County Fair
Activity Type:	
*Activity Hours:	3 # hours activity lasted
*Enrollment:	0 # people at the activity
Description:	Worked the Booth at the Fair



Next=Back to Volunteer page (same as one above) and enters the hours onto the site.

## Volunteer Hours – Revised

One thing you could see appear in the volunteer section and in the education section is that if you enter some hours and the coordinator is unsure about something, you may be asked to revise your hours. Typically, the coordinator will type something in the description that will allow you to understand why a revision is needed.

The screenshot shows the 'Pending Activities' section for Nikky Witkowski. The header includes the Purdue Master Gardener Program logo and the text 'Pending Activities for: Nikky Witkowski with a total Pending Activity Hours: 1'. Below the header are navigation buttons: 'Accept', 'Activities List', 'Add', and 'NEXT'. A table lists the pending activity:

Event Date	Activity	Type	
02 / 01 / 2008	Contribute arts & crafts	Hours - 1	<input type="button" value="INFO"/> Please revise this entry.

Below the table is another 'NEXT' button. A black arrow points to the 'INFO' button in the table row.

## Volunteer Hours – Deleting


One possible reason for revision is duplications. Master Gardeners cannot delete records, only the coordinators can to prevent mistakes. If you need a record deleted, write it in the description box as illustrated below or simply write: DELETE.

The screenshot shows the 'Pending Activities' section for Nikky Witkowski. The header includes the Purdue Master Gardener Program logo and the text 'Pending Activities for: Nikky Witkowski with a total Pending Activity Hours: 1'. Below the header are navigation buttons: 'Accept', 'Activities List', 'Add', and 'NEXT'. A table lists the pending activity:

Event Date	Activity	Type	
02 / 01 / 2008	Contribute arts & crafts	Hours - 1	<input type="button" value="INFO"/> Not accepted yet.



Below the table is a 'Description' field containing the text: 'Please Delete this, it's a duplicate!'. Below the description field is another 'NEXT' button. A black arrow points to the 'NEXT' button.


## When Done with One Entry: Now you can either:



**Pending Activities**  
 for: Nikky Witkowski with a total  
 Pending Activity Hours: 4

ACCEPTED
ADD
NEXT

Event Date	Activity	Type	
08 / 18 / 2009	MG Booth - Lake County Fair	Hours - 3	 Not accepted yet.
Description: Worked the Booth at the Fair			
06 / 01 / 2009	Arbor Day Programs	Hours - 1	 Not accepted yet.



Add another

- Click Add button.

View what you entered

- Click Info button

Go to the Main Page

- Click Next button


## Education Hours Page

All buttons are the same as the volunteer pages.  
The only different part is entering education hours.



**Pending Trainings**  
 for: Nikky Witkowski with a total  
 Pending Accepted Training Hours: 2

ACCEPTED
ADD
NEXT

Event Date	Training	Location	
05 / 23 / 2009	Advanced MG Training Hours - 2	Crown Point	 Not accepted yet.
Course Title: Rain Barrels			



## Viewing Accepted Hours:

All buttons are the same as the volunteer pages.  
The only different part is entering education hours.

Event Date	Training	Location	Accepted
06 / 02 /2009	Hours - 8	No Man's Land!!!	Accepted
Course Title: How to get lost			
05 / 21 /2009	Hours - 1	Crown Point	Accepted
Course Title: MG Online Hours Training			
05 / 19 /2009	Hours - 1	Crown Point	Accepted
Course Title: Working with Ed			
04 / 09 /2009	Advanced MG Training Hours -	Purdue	Accepted
02 / 28 /2009	Hours - 5	Crown Point	Accepted
Course Title: Learning to walk			

## Entering Education Hours

You will click the Add Button and this screen comes up for entering in your hours. You can only do 1 date per entry.

Trainings for: Nikky Witkowski

Required Fields \*

Must fill in these type of fields

\*Event Date: [ ] / [ ] / [ ]

\*Training: [ ]

\*Location: [ ]

\*Training Hours: [ ] # hours activity lasted

\*Course Title: [ ]

## Entering Ed. Hours:


- ☐ Event Date
  - Same as Volunteer
- ☐ Training
  - Choose from drop down
  - Set by each county
  - Find best fit or Other
- ☐ Location
  - City, Place, or State offered
- ☐ Training Hours
  - Same as Volunteer
- ☐ Course Title
  - Actual Title or what presentation covered

*Event Date:	<input type="text"/>
*Training:	<input type="text"/>
*Location:	<input type="text"/>
*Training Hours:	Advanced MG Training Garden Club Presentations Library Program MG Garden Walk Other: Please Explain Professional Horticultural Workshops State/National MG Conference
*Course Title:	<input type="text"/>




❖ Leaving is just like for Volunteer



## Sample Education:










Trainings for: Nikky Witkowski  
Required Fields \*



*Event Date:	Sept   18   2009
*Training:	Advanced MG Training
*Location:	Crown Point
*Training Hours:	1 # hours activity lasted
*Course Title:	Learning about Rain Barrels

  Next=Back to Education page (same as one above) and enters the hours onto the site.

## When Done with One Entry: Now you can either:

		<b>Pending Trainings</b> for: Nikky Witkowski with a total Pending Accepted Training Hours: 1	
 <b>Account</b>		 <b>Add</b>	
 <b>Training List</b>		 <b>Next</b>	
<b>Event Date</b>	<b>Training</b>	<b>Location</b>	 <b>Info</b>
09 / 18 / 2009	Advanced MG Training Hours - 1	Crown Point	Not accepted yet.
<b>Course Title:</b> Learning about Rain Barrels			
 <b>Next</b>			

Add another

- Click Add button.

View what you entered






- Click Info button

Go to the Main Page

- Click Next button

## Onto General Info. and Print

- ▣ The easy parts ☺

<b>Trainings for Nikky Witkowski</b>	
	<b>Edit your Volunteer Activities</b>
	<b>Edit your Educational Trainings you have attended</b>
	<b>Edit Name/General info</b>
	<b>Print out your Activites / Trainings</b>
	<b>*This will submit your changes/additions</b>



## General Information



This is the first half of the page. You can change information as changes come. Make sure to use the Next button so that changes are accepted!

← 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 ★

## General Continued

This is the second half of the page. Importantly here is the password. You cannot leave this screen without changing your password from the randomly generated one. Whenever you do change the password, make sure to enter it twice and remember it's case sensitive (it can tell the difference between capital and lower case letters. Make sure the password is something you can easily remember. However, you can get your password from the log-in screen if you forget it.

\* **Password:** Password must be greater then 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

❖ Next goes to Main Menu

## Print Screen (opens in a new window)



Nikky Witkowski CLOSE

Activities:


*Event Date	*Activity	Type	Hours	Enrolled
08/18/2009	MG Booth - Lake County Fair		3	0
Description: Worked the Booth at the Fair				
06/01/2009	Farmer's Market Survey		2	1
Description: Fun				
06/01/2009	Arbor Day Programs		1	1
Description:				
04/09/2009	MG Help Line		1	0
Description: Answering Questions				
04/09/2009	MG Help Line		3	0
Description: answering the phones for a long time				

Trainings:





*Event Date	*Training	Location	Hours
09/18/2009	Advanced MG Training	Crown Point	1
Course Title: Learning about Rain Barrels			

Close=Closes the window once you have printed the document


## When Done:



Trainings for Nikky Witkowski

-  Edit your Volunteer Activities
-  Edit your Educational Trainings you have attended
-  Edit Name/General info
-  Print out your Activites / Trainings

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


- ❖ If nothing was changed/added
  - ❖ Close the Browser
- ❖ If you changed/added something
  - ❖ **Hit Submit**
  - ❖ If you don't, the coordinator does not know you submitted hours!

## You will see this next. It designates what county your hours are sent to



Lake County 219-755-3240  
 Extension Office - 880 E. 99th Ct., nikky@purdue.edu  
 Suite A  
 Crown Point, IN 46307

Thank you for updating your Master Gardener record.

 Click to exit the on-line enrollment site.



Click Done to Move On

## You are then taken to your counties home page.

**PURDUE UNIVERSITY** Purdue University Cooperative Extension Service

ANR CFS ECD 4-H

Purdue University > Purdue Extension > Lake County > Home - Lake County

**Home - Lake County**

Purdue University Cooperative Extension Service  
 Lake County Office  
 880 E. 99th Ct., Suite A  
 Crown Point, IN 46307  
 lakeces@purdue.edu

Phone: 219/755-3240  
 Fax: 219/755-3251

[Staff Directory](#)  
[Directions](#)

**Mission**

The mission of the Purdue University Cooperative Extension Service is education of Indiana citizens through the application of land-grant university research and knowledge base to develop youth and strengthen agriculture, families and communities.

▣ Thank you for learning about Master Gardener Online Hours!