MGLOG
Master Gardeners,
Learning, Outreach and Gardening
http://mglog.org

MGLOG

Quick Reference Guide for MGEVs

1. NEW USER ID

| http://mglog.org |

a. Contact your local agent for a User ID.

  i. If you have a User ID already, your Agent or local program coordinator can provide a user name and password for initial entry into MGLOG. Additionally, you can use the automated password assist on the homepage.

  ii. If you do not already have a User ID, you will be sent a weblink to create a new User ID.

  iii. If you have forgotten your password, use the "recover user name and password" feature on the log-in page.
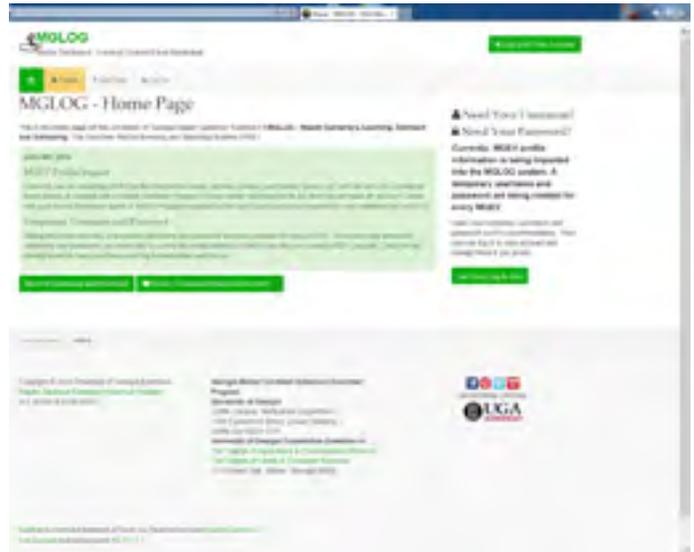
2. UPDATING YOUR PROFILE

a. Once in MGLOG, you will see MGEV Menu.

b. Click on "My Profile."

c. You will come to a screen with 7 tabs across the top, including "Personal," "Program," "User," "Screen Status," "Interests," "Roles," and "Projects. "

d. Enter your name and contact information in the "Personal" screen.

e. Click on "Program" to review/enter your training season, year, and county. (Registration date is the date you are entered into MGLOG.)

f. Click the "User" tab to update or change your user name, password, and email address.

g. The "Screen Status" tab displays the status of your MGEV application and screening.

h. Use the "Interests" tab to tell your agent areas in which you are interested or skilled. Mark those areas in which you would be interested in volunteering or areas where you have skills that you would be interested in using as a MGEV.

i. The "Roles" tab is a place to keep track of volunteer positions to which you have agreed.

j. The "Projects" tab is a place to keep track of volunteer projects on which you are working.

k. When you have updated your profile, be sure to press the "Update Record" button near the bottom of the page to save your changes.

l. Use the "Exit" button to return to the main menu. At any time, you can use the green Menu button to access the menu options.

3. ENTERING VOLUNTEER HOURS

a. Log in to MGLOG.org (see step 1 above for help with this.)

b. Using the Menu button (green square with white

lines), choose "Add Vol Hours"

c. Indicate the "Project" on which you volunteered. On a computer, this is a drop-down list. On a smart phone, this may be a rolling list. Choose the project on which you worked.

d. Enter the "Date" when you volunteered.

e. Type in the number of "Hours" that you volunteered on this date on this project.

f. In the "description" block, you can enter a BRIEF description of what you did (optional)

g. Record the number of miles that you traveled (optional)

h. MGLOG auto-calculates the value of your time based on current volunteer hourly rates published by the Independent Sector.

i. Enter any "phone contacts," "personal contacts," or "written contacts" made during this time.

j. Press "Insert Record". The record of volunteer service is then entered in your "My Vol Hours List."

k. NOTES: On the smart phone version, there are arrows (< and >) to move between the fields.

l. You also have the option of adding another entry right after this. Choose "Add New Record" to enter more volunteer service. If your next entry is on the same project, you may want to use "Copy Record," change the information, and "update."

m. "Exit" takes you back to the main menu.

4. ADDING TRAINING HOURS – *This is for recording Continuing Education opportunities*

a. From the main menu, choose "Add Training Hours"

b. Enter the "Title" or name of the training

c. Enter the "Date" you participated in the training

d. Fill in the number of "Hours" for the training

e. "Location" and "Description" of the training are optional fields, but may be helpful for jogging the memory if there is ever a question.

f. Click "Insert Record" to save the entry.

g. The record will appear on the screen after you "Insert." You also have the option of adding another entry right after this. Choose "Add New Record" to enter more training. If your next entry is on the same project, you may want to use "Copy Record," change the information, and "update."

h. "Exit" takes you back to the main menu.

5. PROPOSING A PROJECT

a. From the main menu, choose "Submit a Project." There are 5 sections to complete in a project proposal form.

b. **BASIC PROJECT INFORMATION**

    i. Project ID – system generated

    ii. Date – date the project is entered into MGLOG

    iii. State Initiative – what is the general focus of the project? Choose from (descriptions at gamastergardener.org):

        1. *Environmental Stewardship*

MGEVs will only be able to report volunteer hours in support of an approved project in the MGLOG system. If a project is not in the system, choose "Submit a Project" to create a new project for approval.

2. *Gardening with Youth*
3. *Home Food Production*
4. *Value of Landscaping*
5. *Health Benefits of Gardening*

    iv. Host County – county that is taking the lead

    v. Project Title – what are you calling this project? This will pop up throughout the system, such as when MGEVs are reporting volunteer time.

    vi. Person Proposing – if someone other than agent; can choose from drop-down list of MGEVs. Use "Others Proposing" box to provide contact information for non-Extension proposer

    vii. Purpose of Project – short description stating the intent; will show up in the list of projects so should be written well and concisely

    viii. "Projected Start Date" and "Projected End Date" -- This creates the time frame for the project. For one-date projects, i.e., Arbor Day event, enter same date for start and end. For multi-date projects, i.e., Speakers' Bureau, leave open.

c. KEYWORDS

    i. Choose up to six key words to tell a little more about the project.

    ii. Don't forget the project descriptors that have been historically used on Log Sheets, such as "teaching adult classes" or "civic or garden club presentation."

    iii. Please use "No Relevant Key Word" sparingly, only when nothing else applies.

d. PROJECT RESOURCE REQUIREMENTS

    i. Indicate how many volunteers are needed for this project

    ii. Indicate how many volunteer hours this project will take

    iii. Is any specific training needed for MGEVs to carry out this training?

    iv. What funding is required? What is the source?

    v. Are there other groups involved? (List)

e. ANTICIPATED EFFECTS AND VALUES

    i. What do you think is going to happen within the community because of this project?

    ii. How does this educate the community? (NOTE: This is NOT educational value to MGEV)

f. PROCEDURES REQUIRED FOR IMPLEMENTATION, SUSTAINABILITY, AND EVALUATION

    i. Implementation: How are you going to carry out this project?

    ii. Sustainability: What is your plan to keep this project going?

    iii. Evaluation: How will you know whether you have been effective?

g. Click "Insert Record" (back at the top) to save the entry.

h. The Project Proposal must be approved by the Agent or coordinator before it will appear on the Project List.

Information You Can Access in MGLOG

My Group = MGEVs in My Area – this is a list of local MGEVs and their contact information. You can search or group this information using the buttons at the top of the page. When you choose "Print," a new browser window will open. You have the choice to print the current page or whole report and whether to print in color or black and white.

Projects List = This is a list of projects approved for your county. Refer to this list for a brief description of individual projects and to learn who is coordinating them.

My Vol Hours List = This is a running list of volunteer service entries that you have recorded.

My Training Hours List = This is a running list of training that you have participated in.