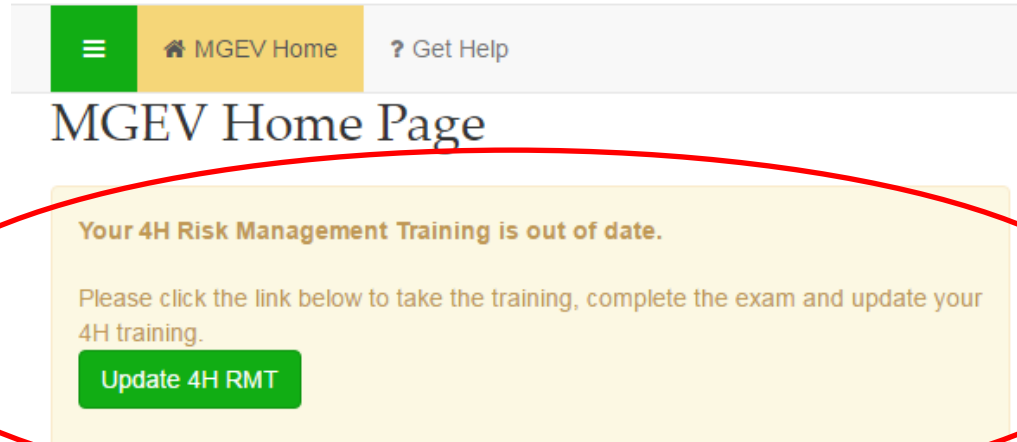


4-H Risk Management Training Instructions for GA MGEVs | July 1, 2018 – June 30, 2019



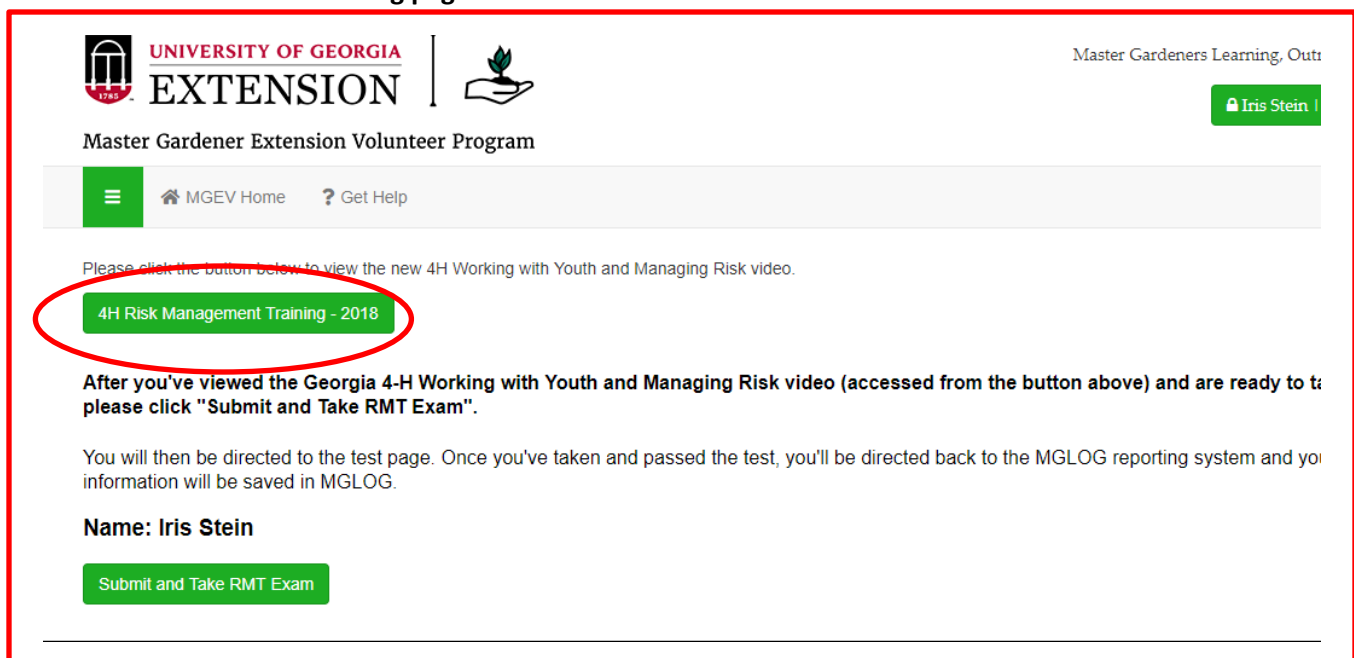
Currently, all MGEVs will see a yellow box on the MGLOG MGEV Homepage that indicates RMT is out-of-date. (RMT completion expires each year on July 1.) For best results, complete RMT using a desktop or laptop computer.



The screenshot shows the MGEV Home Page navigation bar with a menu icon, "MGEV Home", and "Get Help". Below the navigation bar is the heading "MGEV Home Page". A yellow notification box is highlighted with a red oval, containing the text: "Your 4H Risk Management Training is out of date. Please click the link below to take the training, complete the exam and update your 4H training." Below this text is a green button labeled "Update 4H RMT".

1. Click the green "Update 4H RMT" to go to the **training page**.

Below is what the training page looks like.



The screenshot shows the training page for the Master Gardener Extension Volunteer Program. The page header includes the University of Georgia Extension logo, the text "Master Gardeners Learning, Outreach", and a user profile for "Iris Stein". The main heading is "Master Gardener Extension Volunteer Program". Below the navigation bar, there is a message: "Please click the button below to view the new 4H Working with Youth and Managing Risk video." A green button labeled "4H Risk Management Training - 2018" is highlighted with a red oval. Below this button, the text reads: "After you've viewed the Georgia 4-H Working with Youth and Managing Risk video (accessed from the button above) and are ready to take the test, please click 'Submit and Take RMT Exam'." Further down, it states: "You will then be directed to the test page. Once you've taken and passed the test, you'll be directed back to the MGLOG reporting system and your information will be saved in MGLOG." The user's name "Name: Iris Stein" is displayed, and a green button labeled "Submit and Take RMT Exam" is at the bottom.

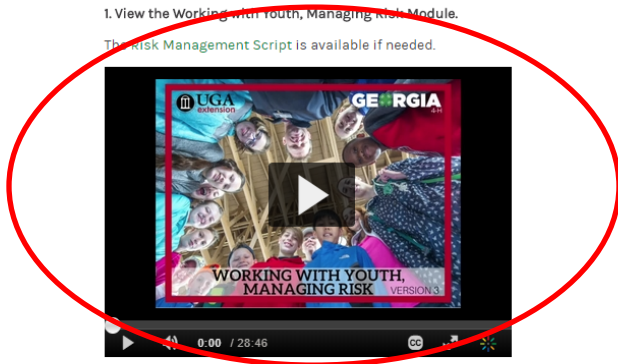
2. Click the green **“4H Risk Management Training-2018”** button to access the 28 minute training video on the Georgia 4-H website. Clicking this green button will open the 4-H video page in a separate tab in your browser. Click the **“play”** button and view the entire video.

Working with Youth & Managing Risk Risk Management Training

Thank you for your contributions to Georgia 4-H and UGA Extension. An annual requirement of all Extension Volunteers working with youth is that you view the online module **“Working with Youth & Managing Risk”** and pass the online test. Please complete the following steps below to gain your certification for this module.

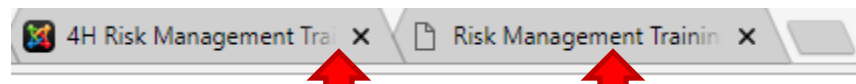
1. View the **Working with Youth, Managing Risk** Module.

The **Risk Management Script** is available if needed.



2. Review **“The Handbook for Working with Youth & Managing Risk”** and supplemental resources.


3. Once you have viewed the RMT video, click back on the MGLOG training page tab. Click on the green **“Submit and Take RMT Exam”** button at the bottom of the page to begin the quiz.



Training page tab

4H RMT video tab

Master Gardener Extension Volunteer Program

 [MGEV Home](#) [? Get Help](#)

Please click the button below to view the new 4H Working with Youth and Managing Risk video.

[4H Risk Management Training - 2018](#)

After you've viewed the Georgia 4-H Working with Youth and Managing Risk video (accessed from the button above) and are ready to take the exam, please click "Submit and Take RMT Exam".

You will then be directed to the test page. Once you've taken and passed the test, you'll be directed back to the MGLOG reporting system and your information will be saved in MGLOG.

Name: Iris Stein

[Submit and Take RMT Exam](#)

4. You will then be directed to the quiz page. Once you have taken and passed the quiz, you will be directed back to the MGLOG reporting system and your test information will be saved in MGLOG.