

MGEV MGLOG 2.0 Quick Reference Guide

Your MGEV MGLOG Home Page:

Your homepage is made up of several applications that can be opened and viewed in full screen using the expansion icon next to the application title. These include:

- **Annual Hours:** This is a bar graph of your annual volunteer service hours for each year you have logged hours (displays data 2013 - current year; MGLOG launched in 2014). The graph can be exported in multiple formats.
- **4H RMT Status:** You will be prompted to take the training for the first time, re-take the training, or notified that your status is up-to-date. RMT is completed through MGLOG on an annual basis beginning on July 1 each year.
- **Content:** This is a link to the GA MGEV webpage where you can find the Volunteerism Guide and Program Policies among other volunteer resources like Advanced Training and Thoughtful Thursday details.
- **2020 Running Totals:** This is a snapshot of data you have entered for the current calendar year.
- **Thoughtful Thursday Video:** You can view all recorded 2018-present Thoughtful Thursday (TT) webinar sessions through this application. You may wish to expand the window to full screen for a larger video view. The most recent TT is displayed on the homepage. Use the **View All** button to watch previous sessions. Then, record this time as continuing education.
- **Hours By Project – Last Year:** This pie chart displays your logged volunteer service time by project for the previous calendar year. The graph can be exported in multiple formats.
- **Top Ten Lists:** Click on each tab to view each leader board displaying the top ten counties for volunteer service and continuing education hours.
 - **Totals:** This list displays the top ten counties for total number of MGEVs reporting and total number of volunteer service hours reported by those MGEVs.
 - **Averages:** This list shows a top ten ranking of the total average hours reported by MGEVs, which illustrates that small programs are doing big things!
 - **Edu Totals:** This list displays the top ten counties for total amount of reported continuing education hours and the number of MGEVs reporting those hours.

Account and Profile:

Your MGEV MGLOG account will be set up by your Extension agent or program coordinator. To access your account, use the credentials provided for you. Type your username and password in the corresponding fields and click the green Login button.

After signing in, you will see your MGEV Home page with several sections and a red toolbar across the top of the screen. Use the red toolbar across the top of the screen to navigate to all sections of MGLOG.

If this is your first time accessing your account, you will want to first navigate to your profile. Do this by:

- From the red toolbar, click the dropdown arrow or hover your mouse over **MGEV Profiles**.
- Click **My Profile**. You will notice that your profile page opens as a new tab within MGLOG.
- Note the dark gray **Instructions** bar. Click the arrow for instructions.

There are nine sections of your profile. The **Personal** tab is first and will be selected by default when you navigate to your profile.

- **Personal:** Review your legal first and last name, name on badge, address, phone number, and demographic information. Add information or make changes. Click the **Update Record** button, at the bottom or the top of the page, to save any changes. The page will reload and you should get a **Changes Saved** message in the upper right hand corner of your screen.
 - **Name on Badge:** MGEV name badge orders are based on the information in this field. This field will default to your legal name unless otherwise updated by the MGEV.
- **Program:** Review your Registration Date (date entered into MGLOG system), Training Season, Training Year, County, and last Risk Management Training (RMT). You will not see a date under RMT if you have not yet completed the training.
- **User:** Use this tab to view or update your username, password, or email address. Click the **Update Record** button, at the bottom or the top of the page, to save any changes. The page will reload and you should get a **Changes Saved** message.
- **Screen Status:** Review the status of your application and screening documents.
- **Interests:** Use this section 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. Click the **Update Record** button, at the bottom or the top of the page, to save any changes. The page will reload and you should get a **Changes Saved** message.
- **Roles:** Use this section to keep track of volunteer positions to which you have agreed.
- **Projects:** Use this section to keep track of the projects you are involved in. This projects list is specific to your county. Be sure to check the box beside every project you are involved in so that you will receive information from the Project Coordinator (PC), if the PC uses MGLOG to send email communication to MGEVs.
- **Awards:** View a list of awards you have earned.
- **Privacy:** You may elect to remove your name and personal contact information from the Group list of MGEVs in your county. Choose **Opt Out** to remove your name, address, phone, email and other profile information from the county MGEV Group list available through MGLOG. Extension personnel at the county and state levels will still be able to view your profile information, but other MGEVs will not. You may go back and change this privacy setting to make your information visible, if you wish.

You can make changes to your profile any time you are logged into MGLOG. Be sure to keep your contact information (email, phone number, and address) current. Click Save after making any changes.

Recording Hours:

Most of your time spent in MGLOG will likely be to record volunteer service and continuing education hours. Maintain accurate records and submit hours regularly, at least on a monthly basis. This supports the regular reports your UGA county Extension agent submits. Hours for the previous calendar year must be logged in MGLOG by the end of January of the current calendar year. For example, the deadline for reporting all 2019 hours was January 24, 2020. MGLOG 2.0 will NOT allow backdated entries. Printable forms for keeping track of volunteer service hours and continuing education activities are available [here](#). To record volunteer service hours:

- From the red toolbar, click the dropdown arrow or hover your mouse over **Volunteer Hours**.
- Click **Report My Hours**. You will notice that the reporting form opens as a new tab within MGLOG.
- **Project Name and Date of Activity:** Select the project from the dropdown project list. This list is specific to your volunteer county. Type in the date fields (mm/dd/yyyy) or select the date of the work performed from the calendar icon. If the work was performed over a range of dates, you may use the last day for this field. Note the date range in the description field. *Only dates in the current calendar year can be submitted.* (Note: The date fields will default to the current date. Be sure the date of the entry reflects the date of the volunteer service.)
- **Hours and Description:** Enter the amount of volunteer hours. You may use decimals to represent portions of hours. For example, an hour and a half would be "1.5" hours. To submit a value less than 1, first type a 0, then decimal point, and then the appropriate fraction (half an hour would be typed 0.5). *For entries of less than 1 hour, the 0 must be included before the decimal point.* Describe the volunteer work in the Description field.
 - *15 minutes or a ¼-hour = 0.25*
 - *30 minutes or a ½-hour = 0.5*
 - *45 minutes or ¾-hour = 0.75*
- **Contacts:** Record the following –
 - **Contacts made by phone calls:** Number of contacts made by phone during this volunteer work. Do not put a phone number here.
 - **Personal contacts:** number of face to face contacts made during the volunteer work
 - **Written contacts:** Number of contacts through email, mail or brochures during the volunteer work
- **Unreimbursed Contributions:**

- **Travel hours:** total time spent traveling to and from the volunteer activity (Travel time is NOT included in the volunteer service time.)
- **Mileage:** total miles traveled, decimal point can be used if needed
- **Value of materials/supplies donated:** dollar amount for the value of any donated items for this volunteer work
- **Brief description of donation (optional)**

Review your entry and make sure all required fields are complete with correct information. Then, click the green **Insert Record** button to save your entry. The entry will now be included on your Volunteer Hours List. After inserting the record, a dialog box will appear. "This record has been added to the database. The form will re-open so you may edit, copy, delete or add a new record of the same kind." Click **OK**.

The entry you just made will still be populated in the reporting form, with the addition of an **Hours ID** number at the top of the form. To record more volunteer service entries use the **Add New** button to start an empty report form, or use the **Copy Record** button to create a copy of the filled in report form. This option may save you some time when recording entries with consistent information, like project, date, or description.

To record continuing education (CE) hours:

- From the red toolbar, click the dropdown arrow or hover your mouse over **Continuing Education**.
- Click **Report Continuing Education**. You will notice that the reporting form opens as a new tab within MGLOG.
- **Training Details:**
 - Select the **CE category** from the dropdown category list.
 - Type in the **Training Title**.
 - Type in the **date** fields (mm/dd/yyyy) or select the date of the continuing education opportunity from the calendar icon. ***Only dates in the current calendar year can be submitted.*** (Note: The date fields will default to the current date. Be sure the date of the entry reflects the date of the continuing education activity.)
 - Enter the **number of hours** spent in the CE activity. You may use decimals to represent portions of hours. For example, an hour and a half would be "1.5" hours. To submit a value less than 1, first type a 0, then decimal point, and then the appropriate fraction (half an hour would be typed 0.5). ***For entries of less than 1 hour, the 0 must be included before the decimal point.***
 - *15 minutes or a ¼-hour = 0.25*
 - *30 minutes or a ½-hour = 0.5*
 - *45 minutes or ¾-hour = 0.75*
 - Type in the **location** and a brief **description** of the activity.
- **Unreimbursed Contributions:**

- **Travel hours:** total time spent traveling to and from the event or activity
- **Mileage:** total miles traveled, decimal point can be used is needed

Review your entry and make sure all required fields are complete with correct information. Then, click the green Insert Record button to save your entry. The entry will now be included on your Continuing Education List. After inserting the record, a dialog box will appear. “This record has been added to the database. The form will re-open so you may edit, copy, delete or add a new record of the same kind.” Click **OK**.

The entry you just made will still be populated in the reporting form, with the addition of an **Training Hours ID** number at the top of the form. To record more volunteer service entries use the **Add New** button to start an empty report form, or use the **Copy Record** button to create a copy of the filled in report form. This option may save you some time when recording entries with consistent information, like CE category, date, or description.

Viewing Hours:

Take time to review volunteer service hours and training hours for accuracy. You can view and edit volunteer service entries and continuing education entries. Advanced Training (AT) credits are visible on your Continuing Education list. AT credit entries cannot be added or edited by the MGEV. These are entered after the completion of an Advanced Training course by the GA MGEV State Program Office (SPO).

To view and/or edit volunteer service hour entries:

- From the red toolbar, click the dropdown arrow or hover your mouse over **Volunteer Hours**.
- Click **View or Edit My Hours**. You will notice that the volunteer hours list opens as a new tab within MGLOG.
- On the left side of the screen, note the options for sorting entries by Date(s) or Project(s). If you wish to sort your volunteer service list by date or project, click a date/project or use the multiselect button. Click the “x” in the red heading boxes next to Date and Project to undo sorting the list.
- **Quick Search:** Type a word or number in the Quick Search field to search for a particular entry. Press Enter or Click the magnifying glass inside the Quick Search Field.
- **Green Search button:** Clicking this button will open a filter form where you can make selections for a project, date, or date range. After entering project and/or date information, you can save the filter if you anticipate frequently running a query with these selections. To save a filter:
 - Click Save Filter.
 - In the save filter form, click the dropdown menu and select MY SAVES.
 - Type a name for your filter.
 - Click the green Save button.

- Click the green Search button to view your Volunteer Hours list with the applied filter.
- Clicking the Back button returns you to your complete hours list.
- Use the Reset button to start over with entering selections for a filter.
- Once you have saved filters, a second dropdown list will appear in the save filter form. You can select and delete saved filters using the green Delete button. Note: You will NOT get a message prompting you to confirm that you really want to delete the filter. Clicking the green Delete button will remove the saved filter from your saved filters list.
 - You do NOT have to save filters when using the green Search button to select filter options for viewing certain volunteer service hour entries.
- After filtering for project and/or date and clicking the green Search button to return to your Volunteer Hours list, you will notice the filter appears in gray next to a gray filter icon above the hours list. You can remove the filter by clicking the “x” or use the **Add Filter** button to further refine your search.
- **Options:** Group By, Summary, Columns, Sorting, Save
 - Clicking and selecting one of these options under the Options button will cause a pivot table to appear above the hours list.
- **Export:** PDF, Excel, CSV, Print. You can export your hours list in these formats.

Volunteer service hours can be recorded for Extension approved projects in your volunteer county. To view a list of published projects in your volunteer county:

- From the red toolbar, click the dropdown arrow or hover your mouse over **Projects**.
- Click **Projects List**. You will notice that the projects list opens as a new tab within MGLOG.
- On the left side of the screen, note the options for sorting projects by Initiative and/or start Date. If you wish to sort your volunteer service list by initiative or date, click a initiative/date or use the multiselect button. Click the “x” in the red heading boxes next to Date and Project to undo sorting the list.
- Click the Project ID number to view a project record. Click the Back button to return to the Projects List.
- You can export and/or print the project list or a single project record.

To complete a project proposal form and submit it for approval to your UGA Extension Agent or Program Coordinator:

- From the red toolbar, click the dropdown arrow or hover your mouse over **Projects**.
- Click **Submit a Project**. You will notice that the project proposal form opens as a new tab within MGLOG.
- The form has many parts and fields. Fields marked with an asterisk * are required. Click the “i” icon for more information about each field.

- **Send Notification:** Send notification to your Program Coordinator/Agent when your Project is submitted for review and approval. Choose the appropriate contact from the dropdown menu.
- **Basic Project Information:** **Date** (date proposal submitted in MGLOG), **Project Title** (how project will appear on lists), **Host County**, **Estimated Projected Start and End Date** (project timeframe; one date projects like 2020 Arbor Day event – same date in both fields, multi-date projects like Speakers' Bureau – leave open) **Person Proposing/Requesting Project** (select your name from this dropdown list), **Contact Info** (names and email addresses) of Others Proposing/Requesting, **Purpose of Project** (short description stating the intent; will show up in the list of projects so should be written well and concisely), **State Initiative**, see definitions below, that most closely aligns with **Project Purpose** (select ONE from dropdown menu), and **Horticultural Focus** (multiple keywords, 3 or less, can be selected if applicable).
- **State Initiatives:**
 - Environmental Stewardship – projects targeting specific environmental issues, such as proper use of equipment, pesticides, fertilizers, and other landscaping inputs to have the greatest value with little negative impact on the environment. Examples include pollinator stewardship, nutrient management, water-wise gardening, plant selection, pruning techniques, etc.
 - Gardening with Youth – includes any project with a youth audience
 - Value of Landscapes – projects that have a community or economic development aspect
 - Health Benefits of Gardening – projects that address plant benefits to human health, well-being, and quality of life, such as projects that increase physical activity through gardening, projects in therapeutic settings to enhance the healing process, projects to increase fruit and vegetable consumption (including support to gardens for food/produce donations), or projects to increase social interaction
 - Home Food Production – projects that teach individuals how to grow fruits and vegetables for personal use (growing at home as well as at community gardens)
 - General Extension Support – activities that support Extension operations, such as answering office phone lines during office staff meeting, assisting with pesticide training registration, helping the Extension office relocate, etc.
 - MGO Program Support – service hours in support of Master Gardener organizations for which a signed Memorandum of Understanding (MOU) is on file
- **Project Audience:** Who is the intended audience for this project? *If "Cloverbuds, youth grades K-3" or "Youth, grades 4-12" are checked, the proposal **must** also be reviewed by 4-H staff to ensure proper documentation efforts.*
- **Project Resource Requirements:** What is needed to make this project happen?
 - Estimate how many volunteers are needed for this project.
 - Estimate how many volunteer hours this project will take.

- Is any specific training needed for MGEVs to carry out this training?
- What funding is required? What is the source?
- Are there any other groups or organizations also involved with this project?
- **Anticipated Effects and Values:**
 - What are the Project Goals? What do you hope to achieve as a result of this project?
 - What is the Project Approach? How will the work be carried out?
 - Is this project at a Physical Garden Location? If so, choose the appropriate garden location (community, demonstration, historic, or school garden) from the list. Not all projects will have a physical garden location. Leave this blank if the project is not a physical garden location.
 - What is the anticipated effect of this project? What do you think is going to happen within the community because of this project?
 - What is the educational value of this project? How does this educate the community? (Note: This is NOT educational value to MGEVs.)
- **Procedures Required for Implementation, Sustainability and Evaluation** (Keep these items brief, character limit = 130)
 - FOR PROJECTS WITH YOUTH AUDIENCES: Projects with youth audiences may require use of 4-H forms or additional recordkeeping. Review this proposal with 4-H staff to determine which (if any) forms will be necessary for this project. Indicate it here for future reference during the project.
 - Procedures required for implementing the project: What needs to be done to start this project?
 - Projected sustainability and maintenance plan: What is your plan to keep this project going?
 - Annual evaluation and measurable impact of project: How will you know whether you have been effective?
- Review the completed project proposal form and ensure all required fields are completed. Navigate back to the top of the screen and click the green **Submit** form to send the project proposal form to the selected agent or program coordinator.

After reporting your hours for the calendar year, you may wish to generate an annual report. You can do this from your hours lists (volunteer service and training) by filtering for the year and exporting a PDF. Or, you can generate an Annual Summary Report by using the option on the red toolbar. This report is a snapshot of the year and includes service hours, training hours, and more detail like contacts and mileage. To do this:

- From the red toolbar, click **Annual Summary**. You will notice that the annual summary report opens as a new tab within MGLOG.
- Choose the **Report Year** from the dropdown menu.
- Click the green **Submit** button.

- The report will open as a PDF file in your current browser tab. You can download and print the report.

Help Feature:

Get Help Form: Select this function from the red toolbar if you are in need of assistance. Complete and submit the help request form, including as much detail as possible when describing the issue. For forgotten login credentials, use the “Forgot Username or Password?” button on the login screen to immediately recover your username and/or password. Your password will be system generated, but can be changed after logging into MGLOG.

MGEV Tutorial Videos: Here you will find instructions for viewing a series of 7 short videos that walk you through MGEV user functions of the MGLOG 2.0 system.

Sign out:

This is the last item on the red navigation toolbar. Use it to sign out of MGLOG when you are done with entering hours or completing another task. Be sure to do this if you are not on a personal computer. Your login to the system may timeout before you finish. If so, you will see an **Unauthorized user** message. Click **OK** and log back into MGLOG. You may have to close and re-open your browser.

Project Coordinator MGLOG Accounts:

This permission level is selected in the MGEV MGLOG profile by the agent or program coordinator as project coordinators can help with project management. Project Coordinators (PCs) can use these Project Coordinator privileges in MGLOG to communicate with their project team members and to review volunteer service entries for certain projects. MGEVs with this permission level have additional features in their MGLOG account, found in the dropdown menus on the red navigation toolbar. These include:

- Under **MGEV Profiles**
 - **Send Bulk Email:** PCs have the option to send email to their team for the project that they coordinate. This works to the extent that the other MGEVs have selected the project on the Projects tab in their own MGLOG profile. PCs should encourage their team members to take this step so that email will go to the entire team.
 - The email form will open as a new tab in MGLOG. If you coordinate more than one project, choose the project team you want to email under **Project Name**. Choose Trainee and/or MGEV under **MG Status**. Choose a **Class Year** of leave at ALL default. For **Auth Level**, leave at ALL to email all MGEVs or choose MGEV or Project Coordinator. The **Date Sent** will default to the current date. Complete the **Subject** and **Message** fields. You can also upload an attachment if needed. Keep

file size in mind. Check that all required fields are complete. Click the green **Send Email** button and leave your browser open for several minutes, allowing the message to send. (**Tip:** You may wish to copy and paste text for an email message that was first written in Microsoft Word so that the document can be saved to your computer for reference.)

- Under **Projects**
 - **My Projects:** PCs can monitor volunteer service time reported for the projects that they coordinate. This is so that they can encourage their team members to keep hours and contacts up-to-date. A list will open in a new tab within MGLOG, containing any projects for which the MGEV is listed on the Proposal as the Person Proposing. Click the **Project ID** to open the detailed reports. A table will display any hours, sorted by MGEVs, which are reported against the project. **Quick Search** can be used to locate other MGEV entries. **Export** allows the data to be saved to other formats like PDF or Excel files. **Summary** converts the detailed data to a concise report that can be exported. The **Detail** and **Back** buttons will return to the expanded table.