



MGEV MGLOG Quick Reference Guide

Your MGEV MGLOG Home Page:

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

Annual HoursThis 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 StatusYou will be prompted to take the training for the first time, 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.

ContentThis 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 TotalsThis is a snapshot of data you have entered for the current calendar year.

Thoughtful Thursday VideoYou 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 YearThis 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 ListsClick on each tab to view each leader board displaying the top ten counties for volunteer service and continuing education hours.

- o **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.
- o **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!
- o **Edu Totals**This list displays the top ten counties 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.





You can make changes to your profile any time you are logged into MGLOG. Be sure to keep your



- o **Travel hours**:total time spent traveling to and from the volunteer activity (Travel time is NOT included in the volunteer service time.)
- o **Mileage**:total miles traveled, decimal point can be used is needed
- o **Value of materials/supplies donated:**



- o **Travel hours**: total time spent traveling to and from the event or activity
- o **Mileage**: total miles traveled, decimal point can be used if 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 open so you may edit, copy, delete or add a new record of the same kind." Click **OK**

The entry you just made will be populated in the reporting form, with the addition of an **Training Hours** 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, 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 the **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 or project and 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:

- o Click Save Filter.
- o In the save filter form, click the dropdown menu and select MY SAVES.
- o Type a name for your filter.
- o 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 filter, 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 filters.

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- o Is any specific training needed for MGEVs to carry out this training?
- o What funding is required? What is the source?
- o Are there any other groups or organizations also involved with this project?

Anticipated Effects and Values:

- o What are the Project Goals? What do you hope to achieve as a result of this project?
- o What is the Project Approach? How will the work be carried out?
- o Is this project at a Physical Garden Location? If so, choose the appropriate garden location (community, demonstration, historic, or school garden) from the list. All projects will have a physical garden location. Leave this blank if the project is not a physical garden location.
- o What is the anticipated effect of this project? What do you think is going to happen within the community because of this project?
- o What is the educational value of this project? How does it 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)

- o 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.
- o Procedures required for implementing the project: What needs to be done to



file size in mind. Check that all required fields are completed. **Go 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**

- o **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. **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. **Detail** and **Back** buttons will return to the expanded table.