Volunteer Central Log in: https://msu.samaritan.com/custom/502/volunteer_login

Recording of EMG Dashboard overview and process for entering VOLUNTEER hours:
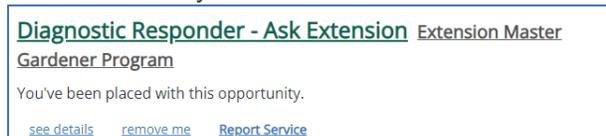https://mediaspace.msu.edu/media/t/1_tzwp9mum

EMG - REPORTING 2022 VOLUNTEER HOURS IN VOLUNTEER CENTRAL (VC)

There are several options for locating your EMG volunteer activity (aka project) as indicated below.

OPTION 1: ACTIVITY LIST - if you are already placed in a project **(**below the Roster Message Board)

1. Select the Activity


2. Click on "Report Service"
   - You will see a "loading survey" message.
   - Report your hours adding as much detail as possible for the volunteer description.
   - Save your entry by clicking on the "Submit" button.
3. You should then see your entry in Service History. If not, click on the refresh button ⟳ at the upper left corner of your screen.
4. Return to your Dashboard (by clicking on the Dashboard button at the upper right corner of your screen) 🏠 Dashboard and the hours you entered should display in the Hours/Goal box as well in your Hours Summary. If not, click on the refresh button on this screen.

OPTION 2: SEARCH to find a volunteer project

1. Click on "Search Activities" under your profile icon
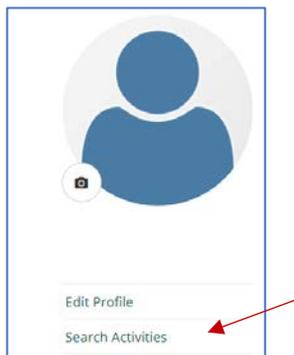
2. Search by keywords (i.e. project name), county, or zip code and projects with these details will be displayed
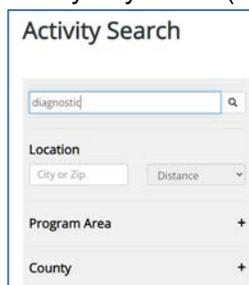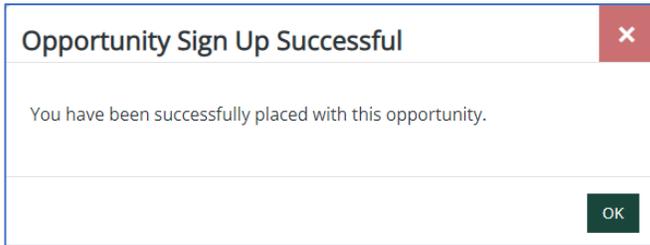
3. When you locate your project, click on the "more details" button.

[more details]

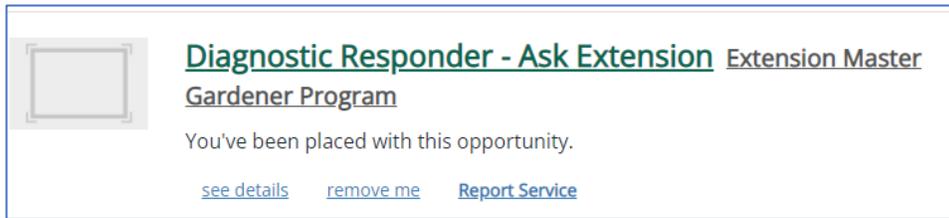4. Review the project details and click on the "Sign Up" button if you wish to report hours for this activity.

Activity Details

Sign Up

5. A confirmation message will be displayed – click OK

Opportunity Sign Up Successful   ✕

You have been successfully placed with this opportunity.

OK

6. Click on the "Dashboard" button (top right of screen)
7. Click on your "Activity List" and you should see the project in your selections

Diagnostic Responder - Ask Extension Extension Master Gardener Program

You've been placed with this opportunity.

see details   remove me   **Report Service**

8. Click on the "Report Service" button to begin entering your volunteer hours.
    a. If you see the project but do not see the "Report Service" button, this means there is a requirement for the project that you have not met. Examples:
        i.   Your MSU Volunteer Selection Process (VSP) requirements are incomplete, and you are not considered an "Active" volunteer
        ii. It is a Smart Gardening Volunteer (SGV) project, but you have not completed the training
        iii. It is a Diagnostic Responder project, but you are not designated as such

Project questions? Please connect with your local EMG Program staff person. Contact information can be found on your Dashboard Roster Message Board.

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REPORTING 2022 EDUCATION HOURS IN VOLUNTEER CENTRAL (VC)

Recording of EMG Dashboard overview and process for entering education hours:
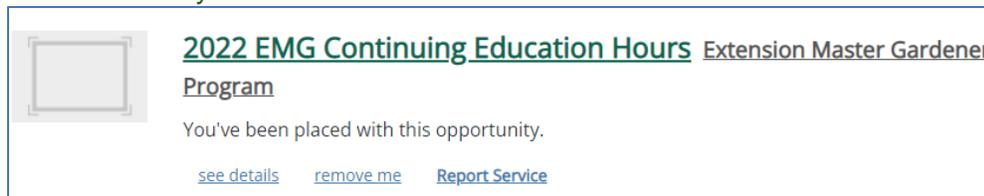https://mediaspace.msu.edu/media/t/1_ipbits9y

There are several options for accessing the 2022 Continuing Education activity (aka project) as indicated below.

OPTION 1: **ACTIVITY LIST** if you are already placed **(**below the Roster Message Board)

| Annual Dashboard | My Trainings | Upcoming Schedule | Activity List |

5. Select the Activity

2022 EMG Continuing Education Hours Extension Master Gardener Program
You've been placed with this opportunity.
see details   remove me   **Report Service**

6. Click on "Report Service"
   - You will see a "loading survey" message.
   - Report your hours adding as much detail as possible for the Education Description.
   - Save your entry by clicking on the "Submit" button.
7. You should then see your entry in Service History. If not, click on the refresh button [↻] at the upper left corner of your screen.
8. Return to your Dashboard (by clicking on the Dashboard button at the upper right corner of your screen) [🏠 Dashboard] and the hours you entered should display in the Hours/Goal box as well in your Hours Summary. If not, click on the refresh button on this screen.

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OPTION 2: View Service History (below your roster in upper right corner of your dashboard)

EMG Roster: West Michigan Region
View Service History

9. Select Report Service

Report & View Hours

Report Service   Logbook
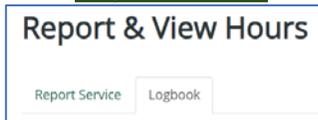
10. Under "Select an Activity", click the dropdown arrow to view the activities you have been placed in. For now, you are placed in the "2022 EMG Continuing Education Hours" activity

Report Service   Logbook
Select an Activity
Select an Activity   ▾
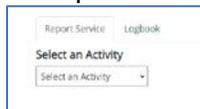
11. Select the activity and you will see a "loading survey" message.
    - Report your hours adding as much detail as possible for the Education Description.
      - **Please enter hours in .25 increments (15 min=.25, 30 min=.50, 45 min=.75)**
    - Save your entry by clicking on the "Submit" button.

12. You should then see your entry in Service History. If not, click on the refresh button [↻] at the upper left corner of your screen.
13. Return to your Dashboard (by clicking on the Dashboard button at the upper right corner of your screen) [🏠 Dashboard] and the hours you entered should display in the Hours/Goal box as well in your Hours Summary. If not, click on the refresh button on this screen.