






These are instructions for County MG Coordinators on managing Purdue MG Annual Volunteer Agreement and Application forms in MG Manager.

When MG volunteers log in to MG Manager, the screen will open to their “My Page” screen. A red box will prompt them to make some updates to their profile page. This additional information is required for setting the MG agreement notification in MG Manager.




Home > My Contact Info





Statewide County


[<< Return to My Page](#)

 Your Contact Information and Settings Page


There are required fields missing: Emergency Contact Name
Emergency Tel Number
Emergency Contact Relationship
County where training was received

You need to update your information below before signing and submitting Annual Agreement.


Your County

 Statewide

Last Modified by

 John Orick


Last Modified Date

 Mar 25, 2017 11:22


Privacy Level

☒ Show All Contact Info ☐ Hide Address Only ☐ Hide All Contact Info


First Name

 John


Middle Initial


 C

Last Name


 Orick

Telephone Numbers


Primary (765) 496-7956 

Secondary 

Address

 625 Agriculture Mall Drive

City

 West Lafayette

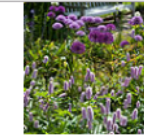
Once the MG has updated their profile and clicks “Save Changes”, then a red bar with notification will appear on the screen if their annual MG agreement is due.

The MG should click on the “Click Here” link to view the MG Agreement form for review, electronic signature, and submission.



Statewide County

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Your Contact Information and Settings Page

Your information has been updated. Please confirm below before exiting this page.

Your Annual Agreement is due: Mar 1, 2017. [CLICK HERE](#) to review and approve.

Your County	<input type="text" value="Statewide"/>
Last Modified by	<input type="text" value="John Orick"/>
Last Modified Date	<input type="text" value="Mar 28, 2017 12:51"/>
Privacy Level	<input checked="" type="radio"/> Show All Contact Info <input type="radio"/> Hide Address Only <input type="radio"/> Hide All Contact Info
First Name	<input type="text" value="John"/>
Middle Initial	<input type="text" value="C"/>
Last Name	<input type="text" value="Orick"/>
Telephone Numbers	<div>Primary <input <img="" alt="Phone icon" data-bbox="1516 921 1541 935" type="text" value="(765) 496-7956"/></div> <div>Secondary <input <img="" alt="Phone icon" data-bbox="1885 921 1911 935" type="text" value=""/></div>
Address	<input type="text" value="625 Agriculture Mall Drive"/>
City	<input type="text" value="West Lafayette"/>
State	<input type="text" value="Indiana"/>
Zip	<input type="text" value="47907-2010"/>
Birth Date	<div><input type="text" value="November"/> <input type="text" value="8"/></div>
Birth Year	<input type="text" value="1999"/>

MG's will need to review their information preloaded on the form as well as the provisions of the agreement, provide an electronic signature and click "Sign and Save Form".

Home My Info Volunteer Application and Agreement

Master Gardener
1953-2017

Statewide County

[Return to My Page](#)

Purdue Master Gardener Volunteer Application and Agreement

This Annual Agreement is due Mar 1, 2017. Please confirm all of the information is correct, sign, and submit.

YOUR CONTACT INFORMATION

Name:	John C. Crick
Alias/Screen Name:	
E-Mail:	crick@purdue.edu
Address:	625 Agriculture Mall Drive West Lafayette IN 47907-2010
Tel (Primary):	(815) 495-7525
Tel (Secondary):	
Birthday:	11-3-1955
County of Training:	Statewide
County of Service:	Statewide
Race:	White
Ethnicity:	nonhispanic

EMERGENCY CONTACT INFORMATION

Name:	Evelyn Crick
Telephone:	815/352520
Relationship:	wife

PROVISIONS OF THE AGREEMENT TO PARTICIPATE IN THE PURDUE MASTER GARDENER PROGRAM

PLEASE READ THE STATEMENTS BELOW. BY SIGNING THIS FORM, YOU AGREE TO ALL THE STATEMENTS BELOW.

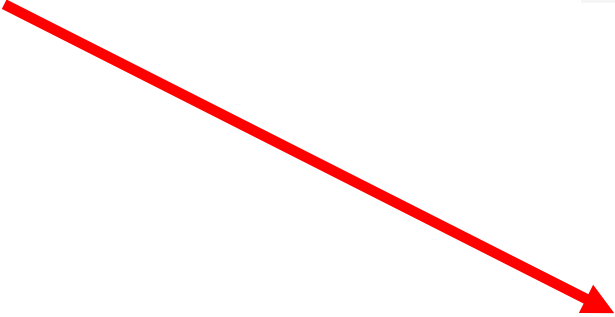
- Use of Title.** I understand that the title "Purdue Master Gardener" is to be used exclusively in the Purdue Master Gardener Program. Purdue Master Gardeners are expected to identify themselves as such only when engaged in unpaid public service approved by Purdue Extension. Appearing in a commercial activity, endorsing commercial products, or implying Purdue University endorsement of any product or place of business are inappropriate and violate the policies of the Purdue Master Gardener Program.
- Understanding Policies.** I have read the Purdue Master Gardener Program Policy Guide (www.hort.purdue.edu/img) and agree to follow all policies regarding participation in the Purdue Master Gardener Program.
- Age Certification.** I am 18 years or older.
- Registry Check.** I consent to annual registry checks via the Ohio State National Sex Offender Registry and Indiana Sex Offender Registry as required in the Purdue Master Gardener Program Policy Guide.
- Identity Verification.** I agree to provide evidence of a government-issued photo ID verifying my identity.
- Behavioral Expectations.** I agree to abide by the adult behavioral expectations for Purdue Master Gardeners explained in the Purdue Master Gardener Program Policy Guide.
- Peer Recommendations.** I agree to make recommendations to the public according to the Purdue Master Gardener peer information policy outlined in the Purdue Master Gardener Program Policy Guide.
- Liability Release.** I understand that participating in the Purdue Master Gardener Program can involve certain risks to me. I accept those risks. I hereby discharge Purdue University, the Trustees of Purdue University, the county commissioners, the Purdue Extension county office, and each of their trustees, officers, appointees, agents, employees, and volunteers ("Released Parties") from all claims that I might have for any injury or harm caused by the negligence or fault of any of the Released Parties. I do not, however, release these individuals and entities from liability for intentional, willful, or reckless acts and this release shall not be construed to include such acts.
- First Aid.** I give permission for Purdue Master Gardener Program and its representatives, and emergency personnel to make necessary first aid decisions if I am injured or fall while participating in Purdue Master Gardener Program activities. I shall be financially responsible for the cost of any medical treatment.
- Photo Release.** I grant permission for the Purdue Master Gardener program to use videos or photographs of me for educational purposes or promotional use in the Purdue Master Gardener program and/or Purdue Extension programs.
- Vehicle Use.** I certify that I comply with all requirements established by the Purdue University [Use of Vehicles for University Business policy](#).
- Volunteer Service.** I agree to contribute at least 35 hours of volunteer service within two years of completing Purdue Master Gardener Basic Training and understand that a number of volunteer hours required for certification may vary depending on the county of participation. I also understand that in order to obtain my certification as a Purdue Master Gardener I must contribute at least 12 hours of volunteer service and 6 hours of educational training as required by my Master Gardener county coordinator each subsequent year. I agree to report volunteer activity and educational training hours to the Master Gardener county coordinator at least once per year using a reporting method approved by the Master Gardener county coordinator.
- County Coordinator.** I understand that the Purdue Extension educator serving as the Master Gardener county coordinator for the county where I volunteer as a Purdue Master Gardener is a coordinator and advisor for the Purdue Master Gardener Program in that county and for my involvement in the program.
- Notification of Changes.** I will contact the Purdue Extension Master Gardener county coordinator or Purdue Master Gardener state coordinator if changes in my life occur that cause me to be unable to serve as a Purdue Master Gardener volunteer.

☐ Check this box to indicate your agreement to the provisions outlined in the Purdue Master Gardener Program

Applicant's Signature

MG's will also need to click the box at the bottom of the agreement form.

After submitting their agreement form, MG's will see this green box confirming that they have completed the agreement process.



PURDUE EXTENSION DEPARTMENT OF HORTICULTURE AND LANDSCAPE ARCHITECTURE PURDUE MG PROGRAM SITE

PURDUE EXTENSION | Purdue Master Gardener Program - Statewide Co.
Helping Others Grow


Home My Hours My Page Calendar Directory Volunteer Ops Logout Super Admin

Statewide | | |

Training Seminars/Presentations Youth Programs Answering Horticulture Questions Demonstration & Community Gardens

MG Association/Group Administration


Home > My Page - John Orick

 **Statewide County**

Your Annual Agreement is due: Mar 7, 2016. [CLICK HERE](#) to review and approve.

Thank you for reviewing and submitting your Annual Agreement. We appreciate your participation in the program.

[Edit Your Contact Info](#) [View Your Directory Listing](#)

 [Your Contact Information Page](#)

Managing MG Agreements in
“Super Admin”.

Only users with “Coordinator”
authority have the ability to
manage agreements in MG
Manager.

Visit the “MG List/Directory” to
look for MG’s with incomplete
set-up information.

PURDUE
EXTENSION

Master Gardener Program - MGManager
John Orick - Webmaster
Statewide

<< Return to Site SuperAdmin Calendar Directory Hours Reports Search

Dashboard / Status Reports

!

There are **61** unapproved hours entries. [Review Unapproved Hours](#)

!

There are **4** accounts that need further review and setup. [CLICK HERE](#)

!

There are **2** agreements ready to process. [CLICK HERE](#)

New Vol Checklist

Verify Vol and Allow Login if Needed
Set Authority Level
Set Certification Year
Set Last MG Agreement Date
Check Historic Hours (optional)
Set Intern Year{??}

This is not a tedious house-keeping issue. The site will automatically monitor the status and settings for volunteer records and notify you if conditions warrant attention.

Calendar

MG List/ Directory

Hours Reports

MG/Vol Photos
View listing of MG photos directory.

Site Overview/Audit

E-Mail Broadcast

Annual MG Agreements

Registration Codes
These codes are specific to each county and are required for registration

Site Categories

Hours Categories

Download Doc Library

Authority Chart
Compare various authority levels.

Change Counties

New Members Awaiting Approval or Not Allowed Access
There are no new members awaiting approval.

On the Directory page, you will see notifications for MG's with incomplete information related MG agreements. The red "X" indicates attention is needed for that MG.

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Directory - Statewide

* Click the gardener name to review/edit their contact info, photo, settings, and Admin authority.
 * Hours = Enter/modify volunteer hours
 * Setup = Annual Agmt Date, Award Level, Historic/Archive Hours * Annual Agreement = Red indicates attention needed

Dark gray indicates that PUBLISH = no (cannot login and not listed in public directory)
 Light gray indicates that PUBLISH = yes but ALLOW_LOGIN = no (cannot login but still listed)

Name	County	Level	E-Mail	Auth	Vol	Ed			Annual Agmt
Austin, Janet	Statewide	Certified MG	e-mail	10	26.00	0.00	hours	setup	✓
Barton, Beth	Statewide	Advanced MG	e-mail	10	42.00	0.00	hours	setup	✓
Berry, Brad	Statewide	Intern	e-mail	10	25.00	0.00	hours	setup	✓
Blair, Bruce	Statewide		e-mail	10	65.00	0.00	hours	setup	X
Brooks, Babbling	Statewide	Certified MG	e-mail	10	42.00	0.00	hours	setup	✓
Burleson, Beatrice	Statewide		e-mail	10	29.00	0.00	hours	setup	X
Cook, Chris	Statewide	Advanced MG	e-mail	3	47.30	7.50	hours	setup	✓
Kalbaugh, Kirby	Statewide	Intern	e-mail	3	48.00	0.00	hours	setup	✓
Lerner, Rosie	Statewide		e-mail	3			hours	setup	X
Orick, John	Statewide	Intern	e-mail	1	113.50	39.50	hours	setup	✓
Scott, Alice	Statewide	Advanced MG	e-mail	10	29.00	0.00	hours	setup	✓
Test, Joe	Statewide	Intern	e-mail	10			hours	setup	✓

Clicking on the red “X” will reveal the change needed. In this case, the MG is missing the “Next Due Date”. Simply enter the next due date for their MG annual agreement and click “Save”.

You can also view the MG’s last finalized agreement form in the system.

FOR DUE
EXTENSION

John Orick - Webmaster
Statewide

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lenihan

Search

Annual Agreement History : Bruce Blair

(ignore)
Current Status: processed - missing next date (1)

IMPORTANT: This MG does not have a valid 'upcoming' entry in the Annual Agreement tracking system. This is easy to review and fix and can be edited afterwards.

Simply enter the **NEXT DUE DATE** in the pulldown menu below and hit 'Save'. This date should be **1 year from the last "signed agreement" date**, not necessarily based the last Due Date. This entry will allow the system to track and advise both you and the volunteer when the time comes around for renewal. This should be a one-time-only setting. If the system process is followed, the system will automatically schedule the next renewal notice.

Mo Date Year

Save

COUNTY	RENEWAL DUE	MG SIGNED AGREEMENT	AGREEMENT FINALIZED	STATUS		
Statewide	03-01-2016	03-01-2016	03-22-2016	finalized	[edit]	[X]

* Agreement history refers only to this system has been in commission

List row color code legend:

Processed - approved

MG has not approved Agreement

MG has agreed, verifications pending

Active Page:
Active ID:
John Orick - Statewide (93)
Auth: 1 Webmaster

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lenihan

Search

Annual Agreement History : Bruce Blair

(ignore)

An Annual Agreement has been scheduled with a due date of Mar 22, 2017

Current Status: valid - awaiting agreement (2)

COUNTY	RENEWAL DUE	MG SIGNED AGREEMENT	AGREEMENT FINALIZED	STATUS		
Statewide	03-22-2017			unapproved	[edit]	[X]
Statewide	03-01-2016	03-01-2016	03-22-2016	finalized	[edit]	[X]

* Agreement history refers only to this system has been in commission

List row color code legend:

Processed - approved MG has not approved Agreement MG has agreed, verifications pending

Active Page:

Active ID:

John Orick - Statewide (93)

Auth: 1 Webmaster

A summary table will appear for that MG confirming the status of their agreement in MG Manager.

You may edit or delete entries as needed.

See later slides for “edit” screen information.

Note the key for color shading in the table showing their status.


MG Agreements can be further managed by clicking on “Annual MG Agreements” in the Super Admin index.


PURDUE
EXTENSION


Master Gardener Program - MGManager
John Orick - Webmaster
Statewide

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Dashboard / Status Reports

 There are **61** unapproved hours entries. [Review Unapproved Hours](#)


 There are 4 accounts that need further review and setup. [CLICK HERE.](#)


 There are 2 agreements ready to process. [CLICK HERE.](#)


New Vol Checklist


- Verify Vol and Allow Login if Needed
- Set Authority Level
- Set Certification Year
- Set Last MG Agreement Date
- Check Historic Hours (optional)
- Set Intern Year(??)


This is not a tedious house-keeping issue. The site will automatically monitor the status and settings for volunteer records and notify you if conditions warrant attention.


 [Calendar](#)


 [MG List/ Directory](#)


 [Hours Reports](#)


 [MG/Vol Photos](#)
View listing of MG photos directory.


 [Site Overview/Audit](#)

 [E-Mail Broadcast](#)


 [Annual MG Agreements](#)


 [Registration Codes](#)
These codes are specific to each county and are required for registration

 [Site Categories](#)

 [Hours Categories](#)

[Download Doc Library](#)

 [Authority Chart](#)
Compare various authority levels.

 [Change Counties](#)

New Members Awaiting Approval or Not Allowed Access
There are no new members awaiting approval.

On this page, a table with pertinent information about all MG agreements managed in the system for your county will be visible with “edit” and “x” (delete) links.

Once again, note the “Legend” showing the color shading for status of each MG on the table.

Notice the ability to sort agreements for review.

You will note those MG’s who have not yet completed their agreement in the system and may be over due (shaded in red).

You will want to look for any “pending” agreements that require attention. Click on “edit” to finalize the agreement.

PURDUE
EXTENSION

Master Gardener Program - MGManager

John Orick - Webmaster

Statewide

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This control panel allows review and management of Annual Agreement approvals and processing.

LEGEND:

Within 2 weeks of renewal date

Renewal is past due

MG has renewed, awaiting Coordinator

Processed/Finalized

The default view only shows Agreements that are currently due or past due. Click 'Show All' to confirm recent verifications.

Pending Next 2 Months

Pending Next 12 Months

Finalized - Past 18 Months

Show All

num: 20, 2 weeks 20170914

NAME	COUNTY	RENEWAL DUE DATE	MG HAS SUBMITTED AGREEMENT	AGREEMENT FINALIZED	STATUS		
Burleson, Beatrice (10)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Berry, Brad (7)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Barton, Beth (6)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Scott, Alice (4)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Cook, Chris (1)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Blair, Bruce (8)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Austin, Janet (5)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Orick, John (2)	Statewide	20160307 [adjust]	03-31-2017	20170209	finalized	[edit]	[X]
Kalbaugh, Kirby (3)	Statewide	20160401 [adjust]	04-02-2016	0	finalized	[edit]	[X]
Brooks, Babbling (9)	Statewide	20161231 [adjust]	---	0	unapproved	[edit]	[X]
Berry, Brad (7)	Statewide	20170101 [adjust]	---	0	unapproved	[edit]	[X]
Cook, Chris (1)	Statewide	20170126 [adjust]	03-31-2017	20170426	finalized	[edit]	[X]
Barton, Beth (6)	Statewide	20170202 [adjust]	---	0	unapproved	[edit]	[X]
Test, Joe (727)	Statewide	20170210 [adjust]	---	0	unapproved	[edit]	[X]
Orick, John (2)	Statewide	20170301 [adjust]	03-29-2017	0	pending	[edit]	[X]
Blair, Bruce (8)	Statewide	20170302 [adjust]	---	0	unapproved	[edit]	[X]
Kalbaugh, Kirby (3)	Statewide	20170402 [adjust]	---	0	unapproved	[edit]	[X]
Austin, Janet (5)	Statewide	20170513 [adjust]	---	0	unapproved	[edit]	[X]
Scott, Alice (4)	Statewide	20170609 [adjust]	---	0	unapproved	[edit]	[X]
Cook, Chris (1)	Statewide	20180331 [adjust]	---	0	unapproved	[edit]	[X]

You will not need to adjust the next renewal date in this screen. It will automatically set the next renewal to 1 year from the date shown in the screen.

Clicking “edit” on the table reveals the sex and violent offender registry manager with areas to enter the dates and staff person completing the national and state sex and violent offender registry checks. Entering this information and clicking “Submit/Save Changes” finalizes the agreement for this MG volunteer.

Be sure to click each check box for registry checks.

PURDUE
EXTENSION

Master Gardener Program – MGManager
John Orick - Webmaster
Statewide

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[<< Return to Annual Agreement Index](#)

Any "confirmed by" name manually entered in the text box will override the pulldown menu selection. This control panel offers advantages (presets) if all users are both registered in the system AND identified as coordinators or administrative assistants.
MG Annual Agreement:

MG Vol	John Orick
Due Date	Mo <div>3</div> Date <div>1</div> Year <div>2017</div> 03-01-2017
MG Agreement	Mar 29, 2017
	National Verification <div><input type="checkbox"/> National Sex Offender Registry checked</div> <div>Confirmed by <div>--select name---</div></div> <div>If not listed above, enter here ...</div> <div>Date: Mo <div>-----</div> Date <div>-----</div> Year <div>-----</div></div>
	Indiana Verification <div><input type="checkbox"/> Indiana Sex Offender Registry checked</div> <div>Confirmed by <div>--select name---</div></div> <div>If not listed above, enter here ...</div> <div>Date: Mo <div>-----</div> Date <div>-----</div> Year <div>-----</div></div>
Notes	<div>Test</div> <div>(Limit is 200 characters)</div>
Status	Not fully verified
	<div>Submit / Save Changes</div>

Click on “return to Annual Agreement Index to see the finalized and new agreement reminder for this MG.

And, the new mg agreement reminder will show up as white for this MG with the new renewal date.

To adjust the renewal date, click on “adjust” link on the white entry.

PURDUE
EXTENSION

Master Gardener Program - MGManager
John Orick - Webmaster
Statewide

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This control panel allows review and management of Annual Agreement approvals and processing.

LEGEND:

Within 2 weeks of renewal date
Renewal is past due
MG has renewed, awaiting Coordinator
Processed/Finalized

The default view only shows Agreements that are currently due or past due. Click 'Show All' to confirm recent verifications.
[Pending Next 2 Months](#) |
 [Pending Next 12 Months](#) |
 [Finalized - Past 18 Months](#) |
 [Show All](#)

num: 20, 2 weeks 20170914

NAME	COUNTY	RENEWAL DUE DATE	MG HAS SUBMITTED AGREEMENT	AGREEMENT FINALIZED	STATUS		
Burleson, Beatrice (10)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Berry, Brad (7)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Barton, Beth (6)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Scott, Alice (4)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Cook, Chris (1)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Blair, Bruce (8)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Austin, Janet (5)	Statewide	20160301 [adjust]	03-01-2016	20160322	finalized	[edit]	[X]
Kalbaugh, Kirby (3)	Statewide	20160401 [adjust]	04-02-2016	0	finalized	[edit]	[X]
Brooks, Babbling (9)	Statewide	20161231 [adjust]	---	0	unapproved	[edit]	[X]
Berry, Brad (7)	Statewide	20170101 [adjust]	---	0	unapproved	[edit]	[X]
Cook, Chris (1)	Statewide	20170126 [adjust]	03-31-2017	20170426	finalized	[edit]	[X]
Barton, Beth (6)	Statewide	20170202 [adjust]	---	0	unapproved	[edit]	[X]
Test, Joe (727)	Statewide	20170210 [adjust]	---	0	unapproved	[edit]	[X]
Orick, John (2)	Statewide	20170301 [adjust]	03-29-2017	20170831	finalized	[edit]	[X]
Blair, Bruce (8)	Statewide	20170322 [adjust]	---	0	unapproved	[edit]	[X]
Kalbaugh, Kirby (3)	Statewide	20170402 [adjust]	---	0	unapproved	[edit]	[X]
Austin, Janet (5)	Statewide	20170513 [adjust]	---	0	unapproved	[edit]	[X]
Scott, Alice (4)	Statewide	20170609 [adjust]	---	0	unapproved	[edit]	[X]
Orick, John (2)	Statewide	20180329 [adjust]	---	0	unapproved	[edit]	[X]
Cook, Chris (1)	Statewide	20180331 [adjust]	---	0	unapproved	[edit]	[X]

[<< Return to Annual Agreements](#) [<< Return to Directory](#)

Adjust Annual Agreement Due Date

MG Vol	John Orick		
Due Date	Mo <input type="text" value="3"/>	Date <input type="text" value="29"/>	Year <input type="text" value="2018"/>
03-29-2018			
Notes	<div></div> <p>(Limit is 200 characters)</p>		
<input type="button" value="Submit / Save Changes"/>			

You can revise the date from this screen and click "Submit/Save Changes".

Click on "return to Annual Agreement Index to see the new agreement reminder for this MG.