PURDUE EXTENSION

MASTER GARDENER PROGRAM

Purdue Plant Info To Go Orientation for Extension Master Gardener (EMG) Volunteers

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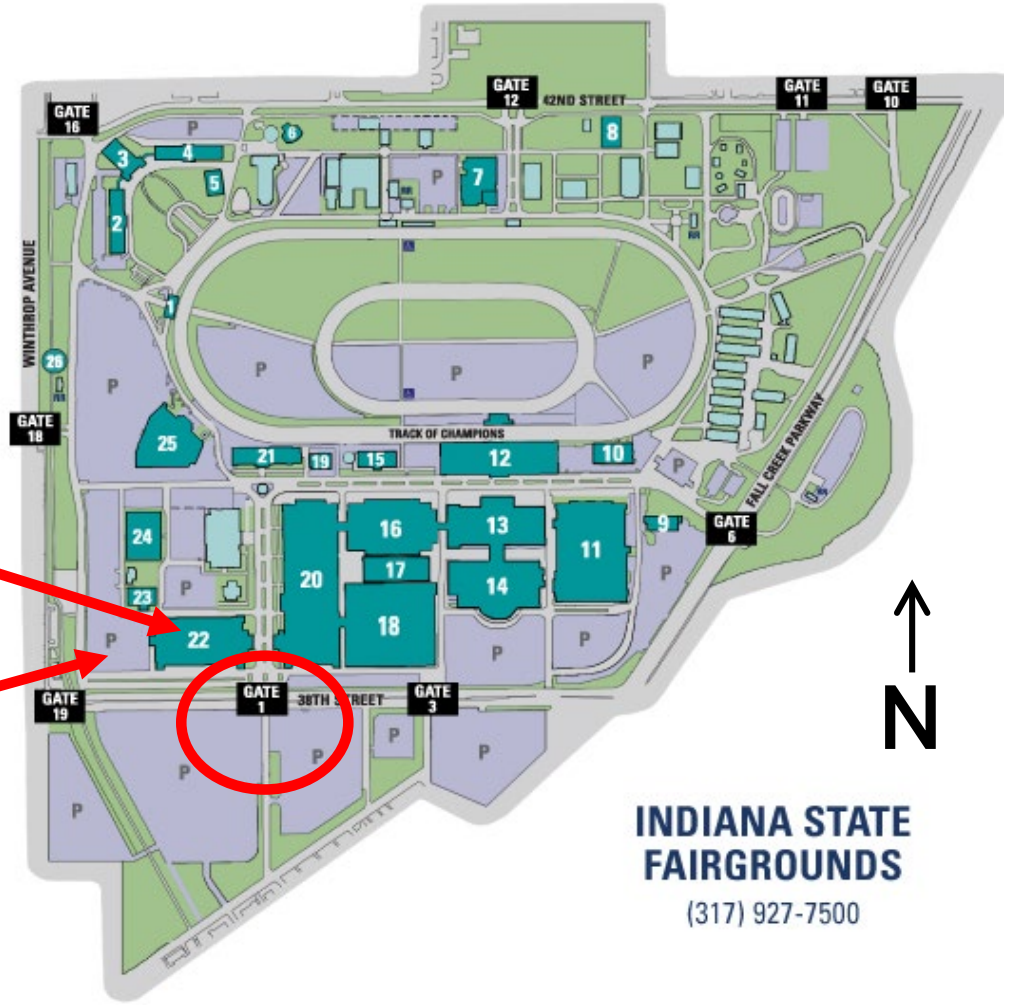
PARKING

- All visitors are charged $10.00/vehicle to park for events.
- The “Plant Info to Go” booth is located in Exposition Hall.
- Park Here



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BOOTH LOCATION IN EXPOSITION HALL

The Purdue "Plant Info to Go" Booth (Purdue Master Gardeners) is located in Exposition Hall.

"Plant Info To Go" Booth Location Booth #508

Exposition Hall

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THE BOOTH

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- Please wear your Purdue Extension Master Gardener name badge (or Intern badge) while working in the booth.

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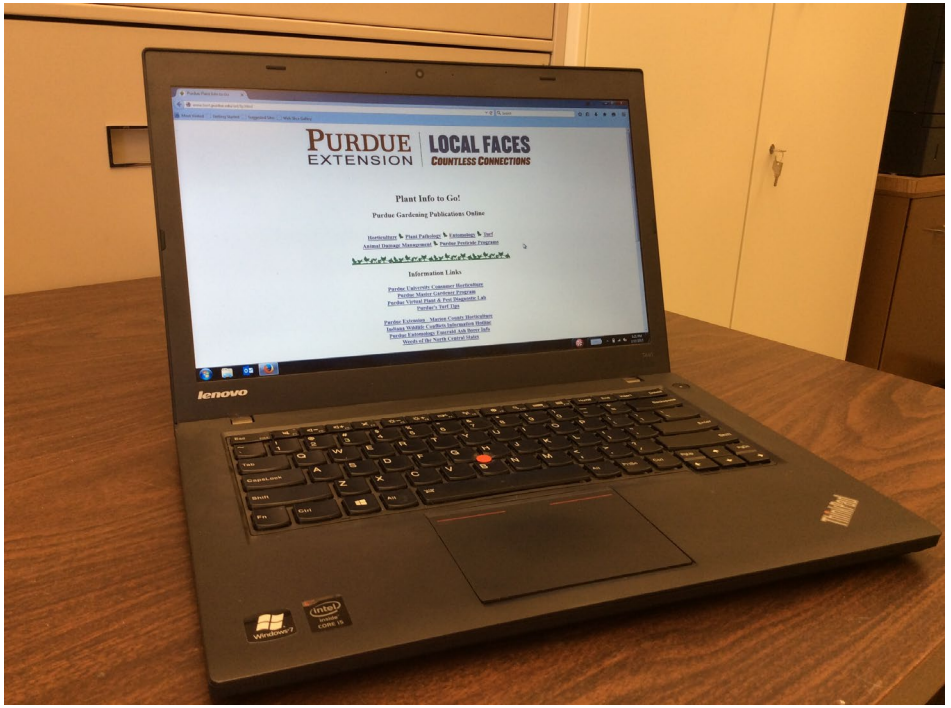
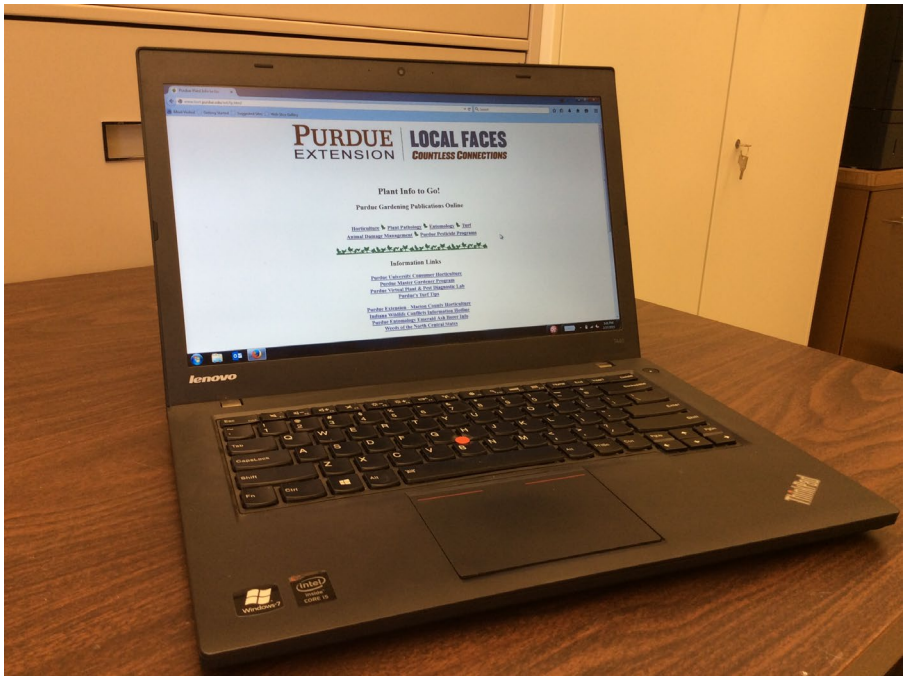
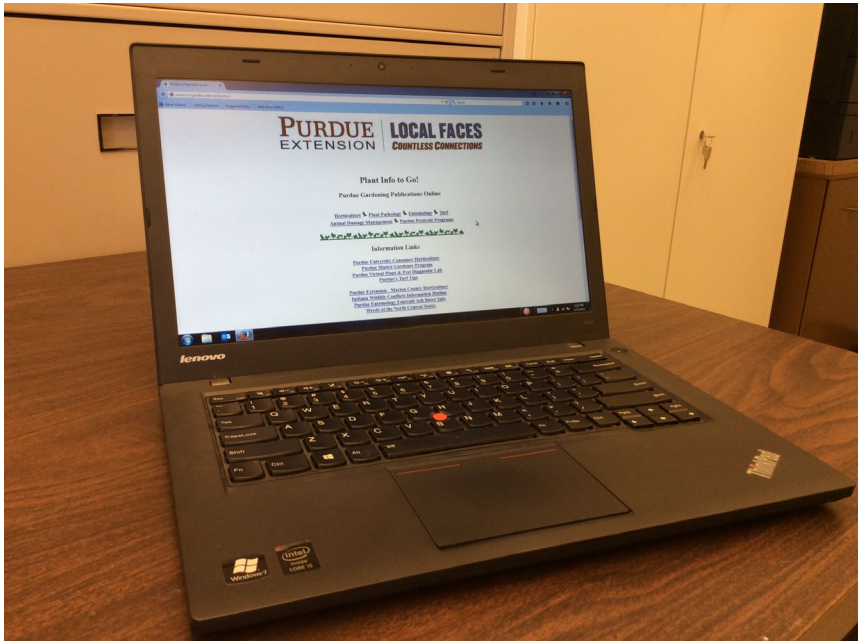
- A computer is provided to serve as a tool for you to provide information for visitors.
- The computer has a live internet connection.
- Please do not allow the public to use the computer.



- Purdue EMG Program staff and/or designated volunteers from Hamilton or Marion Co. EMGs will open the booth each morning and start the computer.



- If the computer should stall or seem otherwise unresponsive…
- Restart the computer; press and hold the power button until the computer shuts off (about 10 seconds).
- Wait approximately 5 seconds, then press the power button again to restart.
- If prompted, select "Start Windows Normally".
- At log-in screen, click on "User".
- Firefox should automatically open to our Consumer Hort Home Page for Indiana State Fair.



Logging into the Computer

- Use the power button to turn on the computer.
- This is the screen you will see.

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Logging into the Computer

- Press CTRL+ALT+DEL to bring up the login screen.

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Logging into the Computer

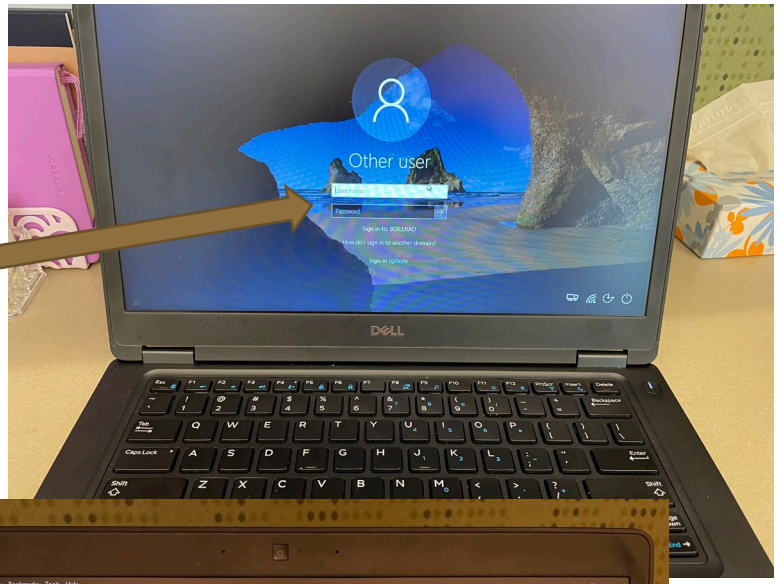
- Enter username:

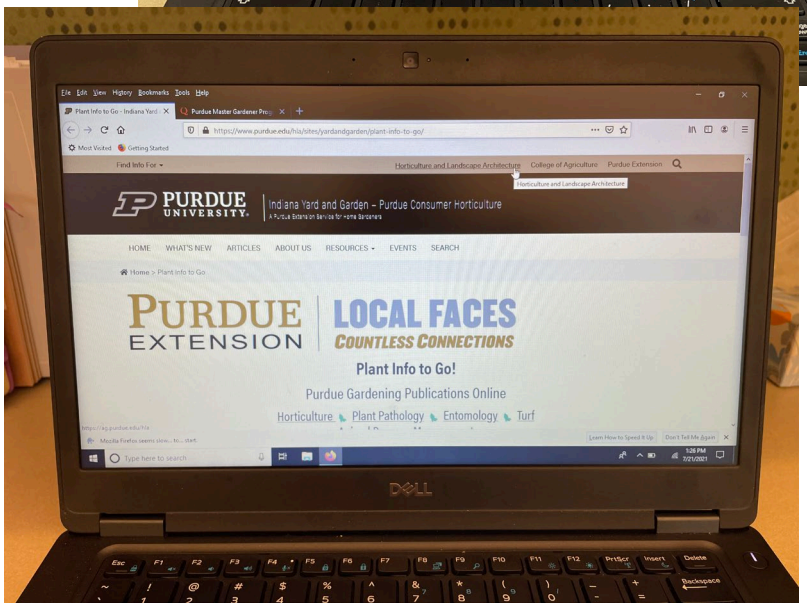
  .\MG User

  password:

  Plant.Info

- Press "Enter"
- The Plant Info to Go Home Page and Qualtrics email link will automatically start in Firefox.





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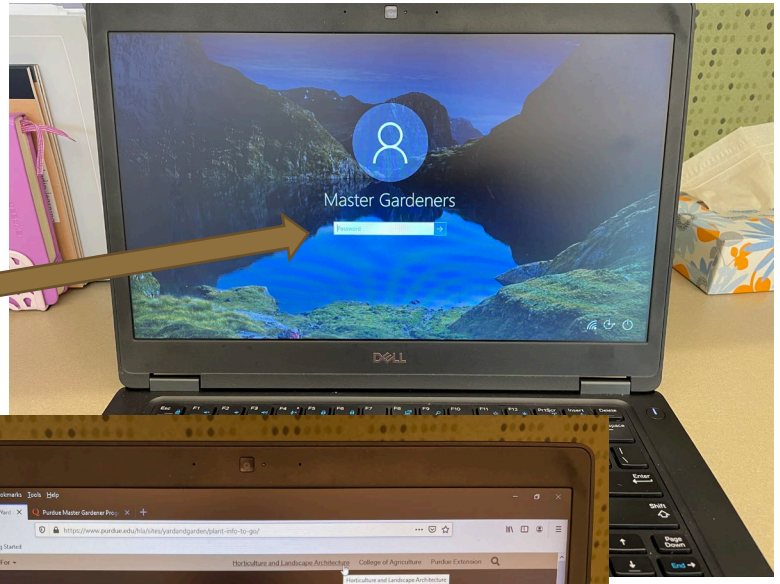
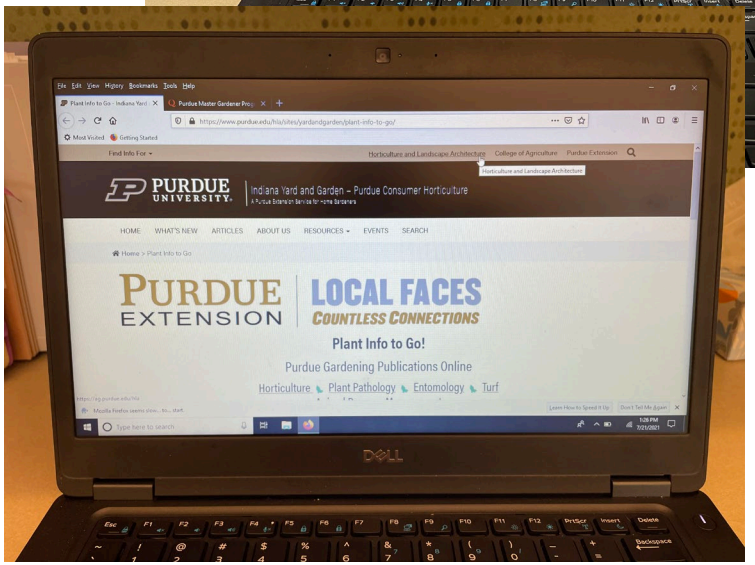
Logging into the Computer

- This is the screen you will see if the computer was not shut down but the lid was closed.
- To login, enter the password:

  Plant.Info

- Press "Enter"
- The Plant Info to Go Home Page and Qualtrics email link will automatically start in Firefox.





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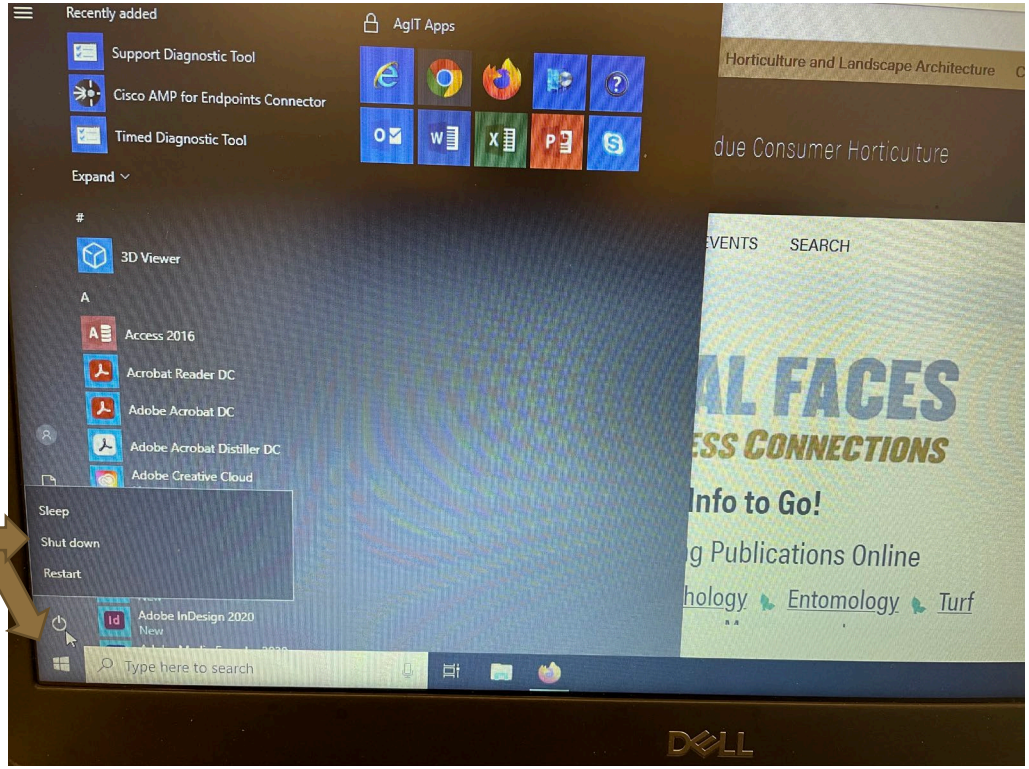
Shutting down the computer

- Click on the Microsoft icon in the lower left corner of the screen.
- Then click on "Shut down"



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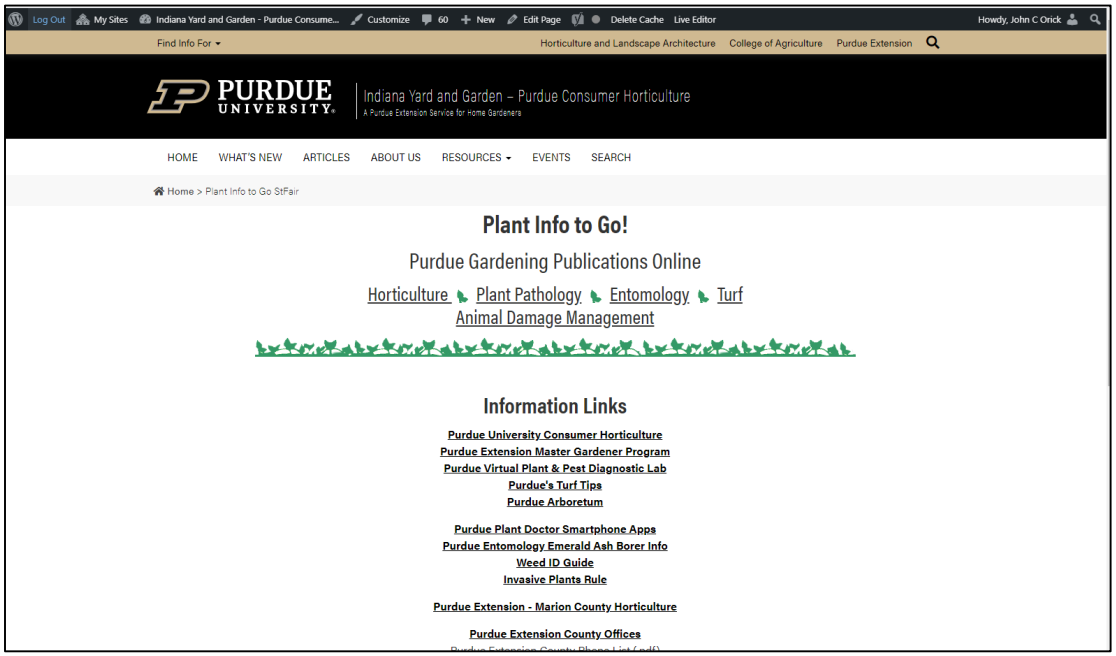
We have created a special home page that will automatically load when the computer is started.



https://www.purdue.edu/hla/sites/yardandgarden/plant-info-to-go/

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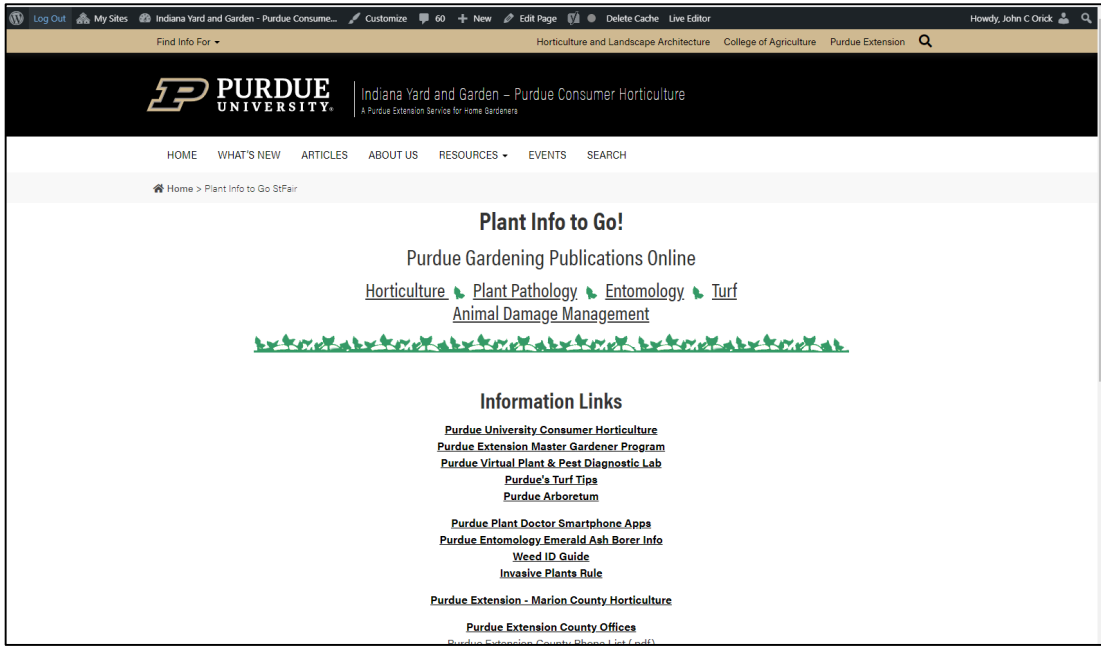
EMAILING PUBLICATION WEB LINKS

- Purdue Extension Master Gardeners may offer to email web links for Purdue publications to show patrons.



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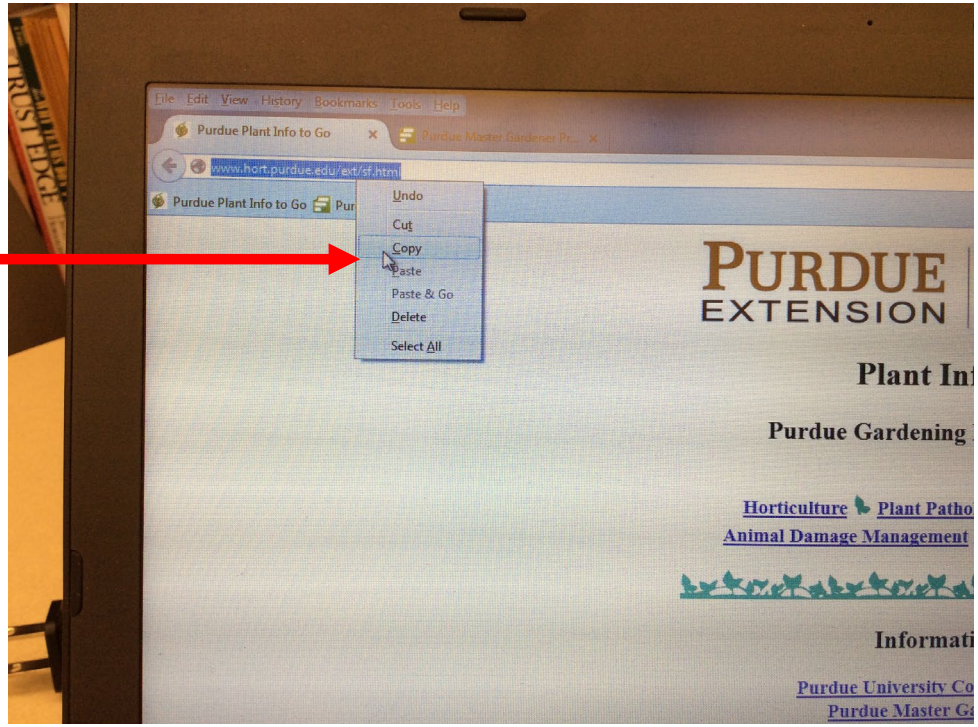
EMAILING PUBLICATION WEB LINKS

Step 1: Ask the show patron for their email address.

Step 2: While on the website of interest, copy the website address.



EMAILING PUBLICATION WEB LINKS

Step 3: Click on the next browser tab to open the email form.

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EMAILING PUBLICATION WEB LINKS

Step 4: Enter the show patron's email address and state (drop down menu with all states).

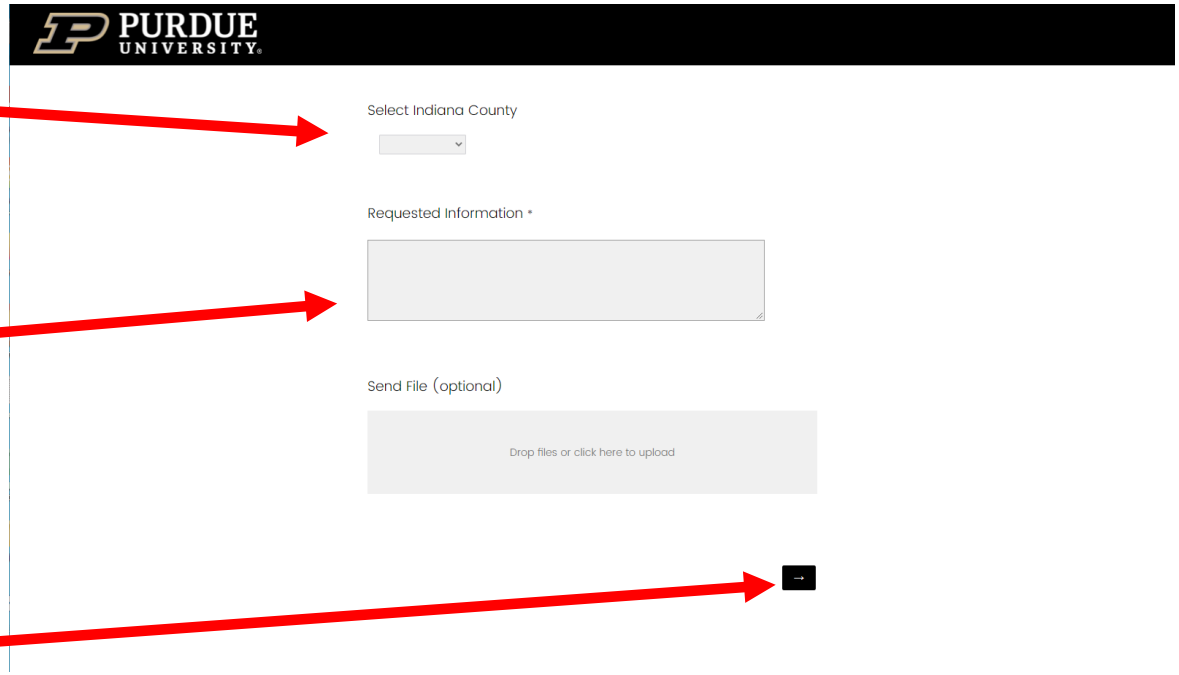
Click on the arrow to continue…

EMAILING PUBLICATION WEB LINKS

Step 5: If they reside in Indiana, select their county (drop down menu with counties).

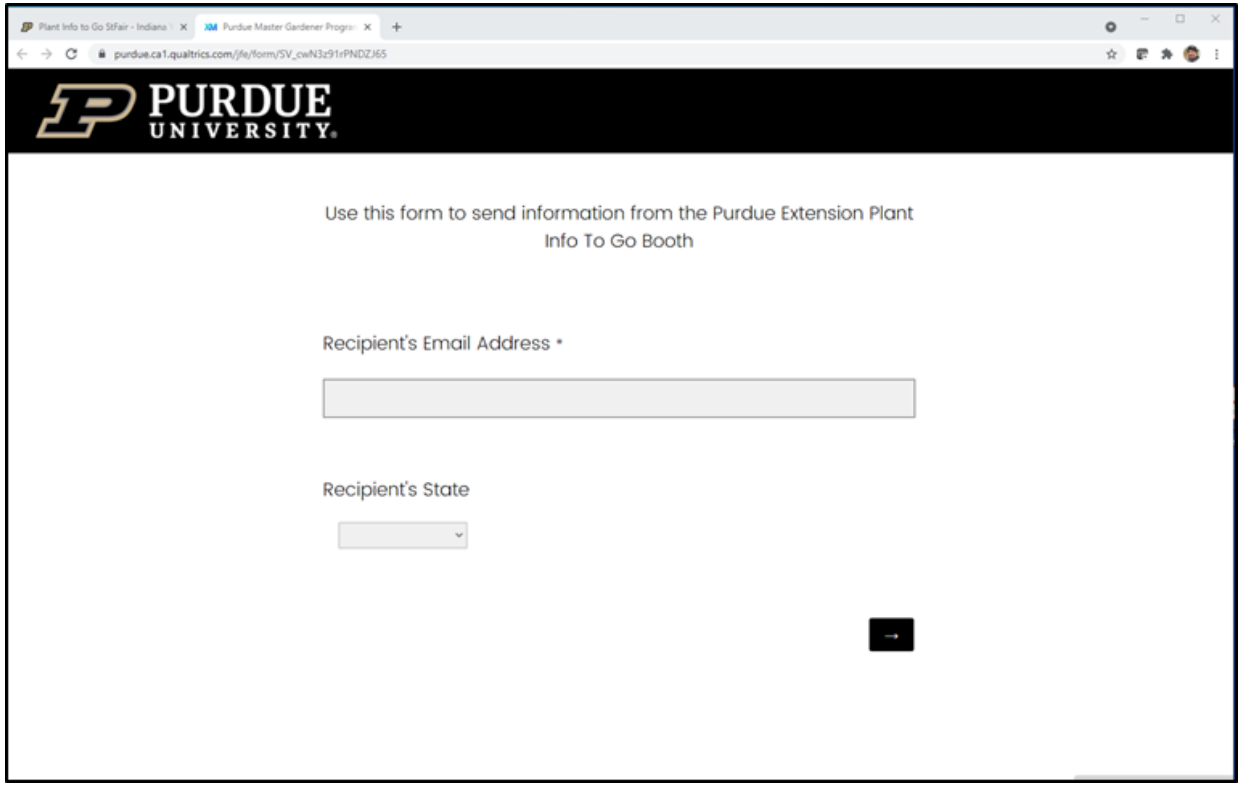
Step 6: Paste the website address into the appropriate field. More than one website address can be added to this field if needed.

Click on the arrow to continue…

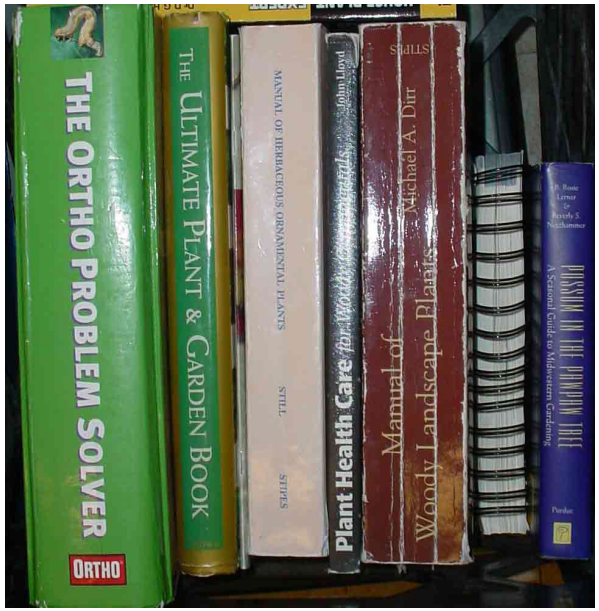


EMAILING PUBLICATION WEB LINKS

After submitting the information, the form will refresh for a new entry.



REFERENCE BOOKS



The Purdue Extension Master Gardener Manual and other reference books are available for your use at the booth only! Please do not let anyone borrow them.

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PURDUE EXTENSION CONTACT INFORMATION FOR THE PUBLIC

- Purdue EMG Program/Purdue Consumer Horticulture information cards
- Copies of a list of Purdue Extension Office phone numbers.

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ANSWERING QUESTIONS

- Use Purdue EMG Manual, references, and internet to answer questions.

- If you cannot answer a question, it is okay to say "I don't know.", then direct them to their Purdue Extension Office and give them the phone number (see phone list handout).

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TRACKING VISITORS

- In an attempt to record impact, we would like to have an approximate count of visitors to the booth.
- Please keep a tally each day. Tally sheets will be available in the booth for your use.
- Leave the tally sheets at the booth when you leave.

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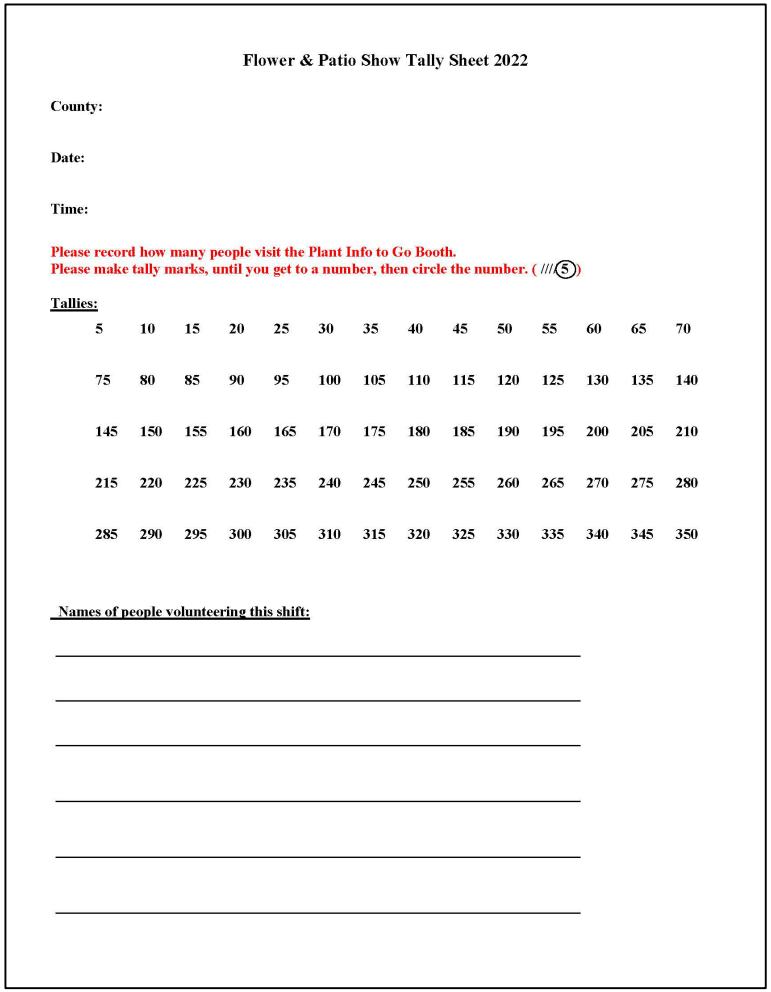
TRACKING VISITORS

- When finished with your shift, please place the tally sheet in this labeled notebook.



Flower & Patio Show Tally Sheet 2022

County:

Date:

Time:

Please record how many people visit the Plant Info to Go Booth.
Please make tally marks, until you get to a number, then circle the number. (////(5))

Tallies:

5	10	15	20	25	30	35	40	45	50	55	60	65	70
75	80	85	90	95	100	105	110	115	120	125	130	135	140
145	150	155	160	165	170	175	180	185	190	195	200	205	210
215	220	225	230	235	240	245	250	255	260	265	270	275	280
285	290	295	300	305	310	315	320	325	330	335	340	345	350

Names of people volunteering this shift:

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COVID -19 SAFETY

- Indiana Flower and Patio Show Covid-19 Safety Policies and updates can be found here:
  - https://indianaflowerandpatioshow.com/
- No more than 2 EMG volunteers may be in the booth at one time.
- Clean the booth counter top frequently during your shift. Cleaning supplies are provided.
- Use hand sanitizer or wash your hands frequently.
- Avoiding working in the booth, if you are feeling ill.
- N95 masks will be provided for volunteers at the booth.

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ADDITIONAL VOLUNTEER INSTRUCTIONS

- Please do not distribute additional promotional flyers, information, or items that have not been approved by the Purdue Master Gardener State Office.

- Additionally, we ask that Purdue EMG volunteers working in the booth refrain from posting additional promotional banners or signage.

- The Purdue "Plant Info to Go" booth is not a commercial exhibit. Therefore, Purdue EMG's should not engage in sales of any kind from the exhibit.

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CLOSING THE BOOTH AFTER YOUR SHIFT

- Close the computer top and leave laptop on the counter, it is secured with a locked cable.

- Place the following signs on the booth counter:
  - Booth hours
  - Purdue EMG and Consumer Hort website URLs
  - Explanation of open shifts

- Please place copies of Purdue EMG and Consumer Horticulture info cards on the counter for show patrons.

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CLOSING THE BOOTH AFTER YOUR SHIFT

- Place reference materials, handouts, and other materials in cabinets. The back cabinets are not locked, just pull open from the bottom.

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EMERGENCY CONTACT

If you have technical problems with computer or any emergencies, contact:

John Orick

Purdue Extension Master Gardener State Coordinator

orick@purdue.edu

765-496-7956

If you reach my voice mail,

PLEASE leave a message

I will return your call asap.

Thank You!

And Enjoy the Show!

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