



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

# MASTER GARDENER PROGRAM

- Indiana State Fair parking costs \$10.00/vehicle.
- Information can be found here:  
<https://www.indianastatefair.com/p/state-fair/general-information/parking--directions>

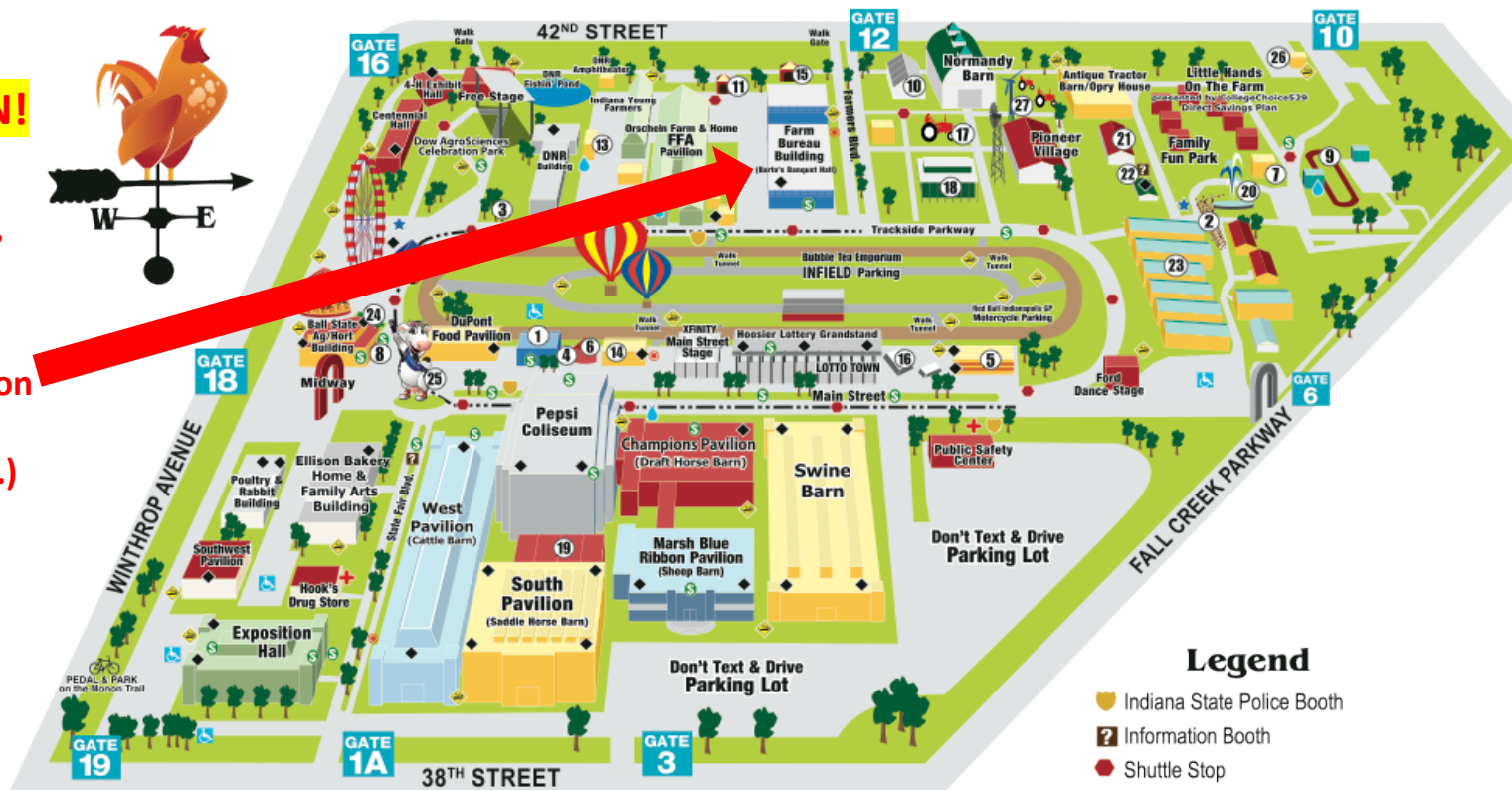


# PURDUE EXTENSION MASTER GARDENER PROGRAM

The Purdue “Plant Info To Go” Booth is located in the *Purdue Extension Building (Farm Bureau bldg.)*, on the north side of the racetrack.

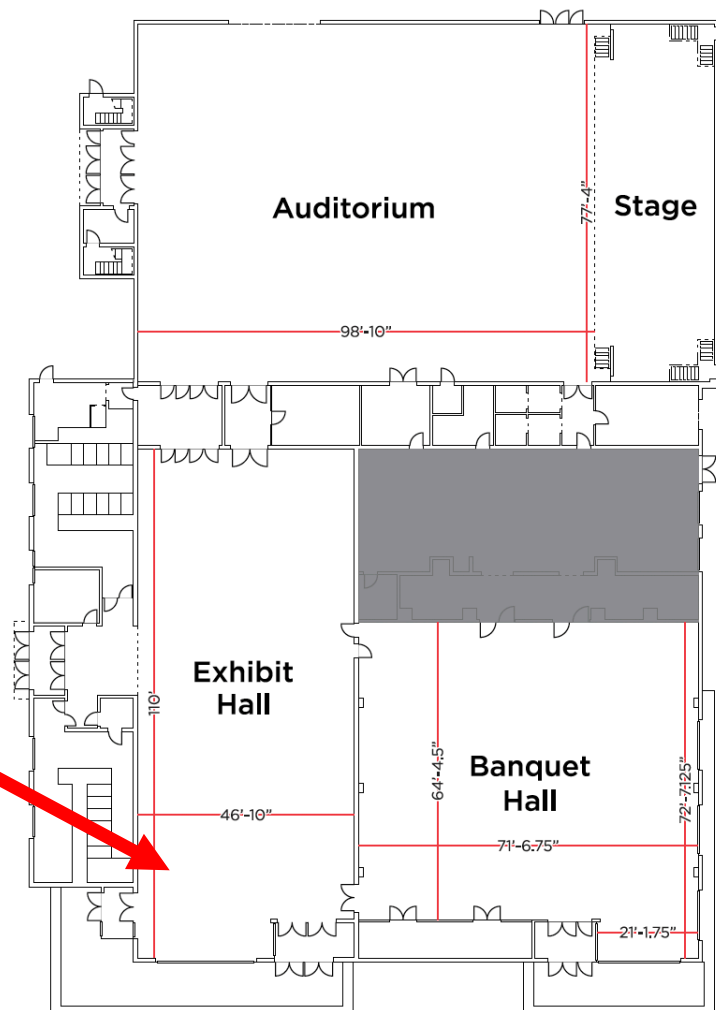
**NEW LOCATION!**

Purdue  
“Plant Info To Go”  
Booth  
Located in  
The Purdue Extension  
Building  
(Farm Bureau bldg.)



# Purdue Extension Building (Farm Bureau bldg.)

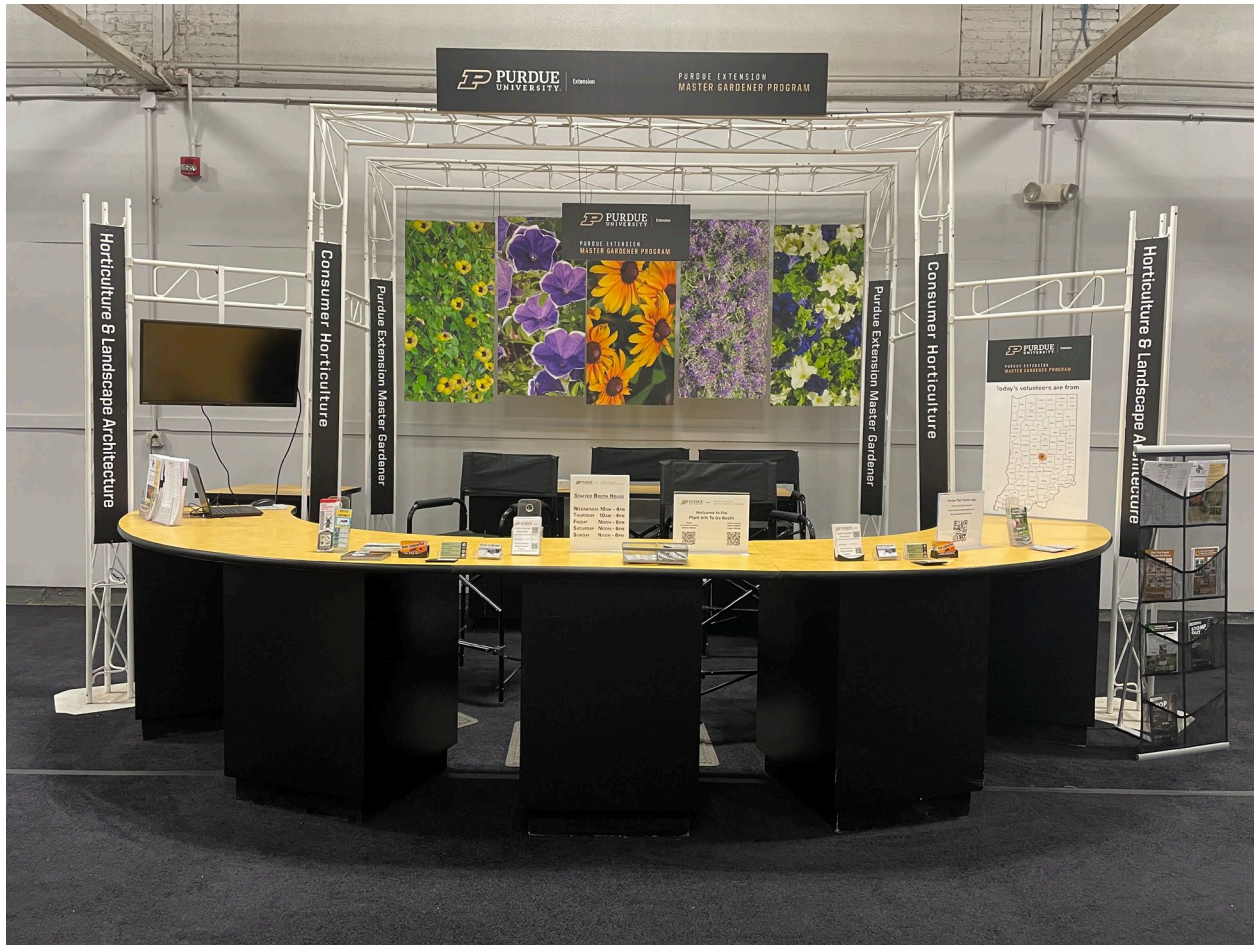
**Plant Info To Go  
Booth  
will be located in  
this area of the  
building.**





# PURDUE EXTENSION MASTER GARDENER PROGRAM

## THE BOOTH

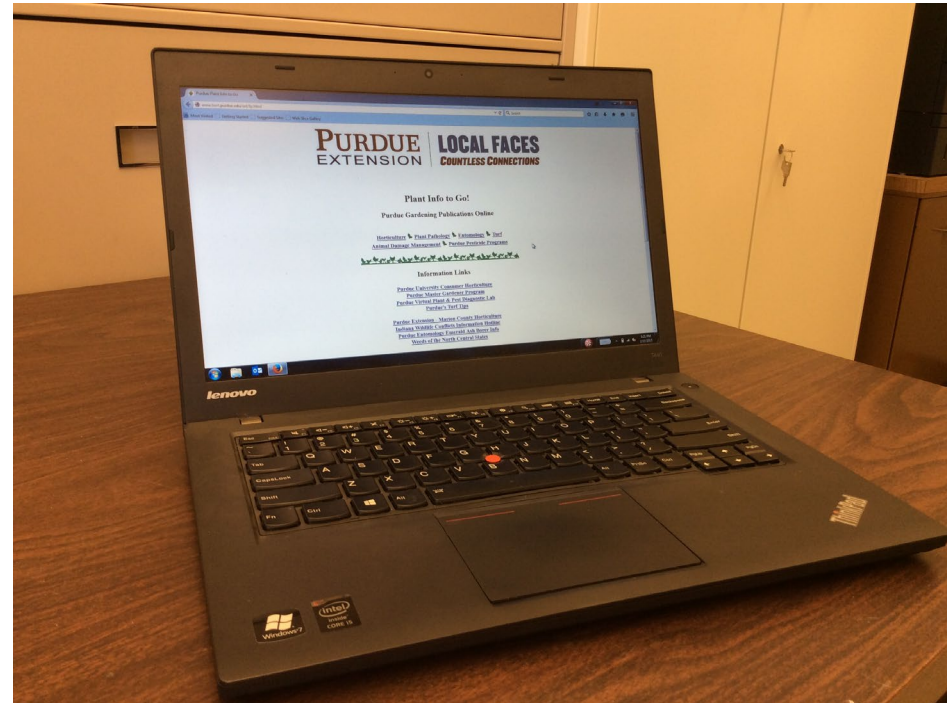


- Please wear your Purdue Extension Master Gardener name badge (or Intern badge) while working in the booth.



# MASTER GARDENER PROGRAM

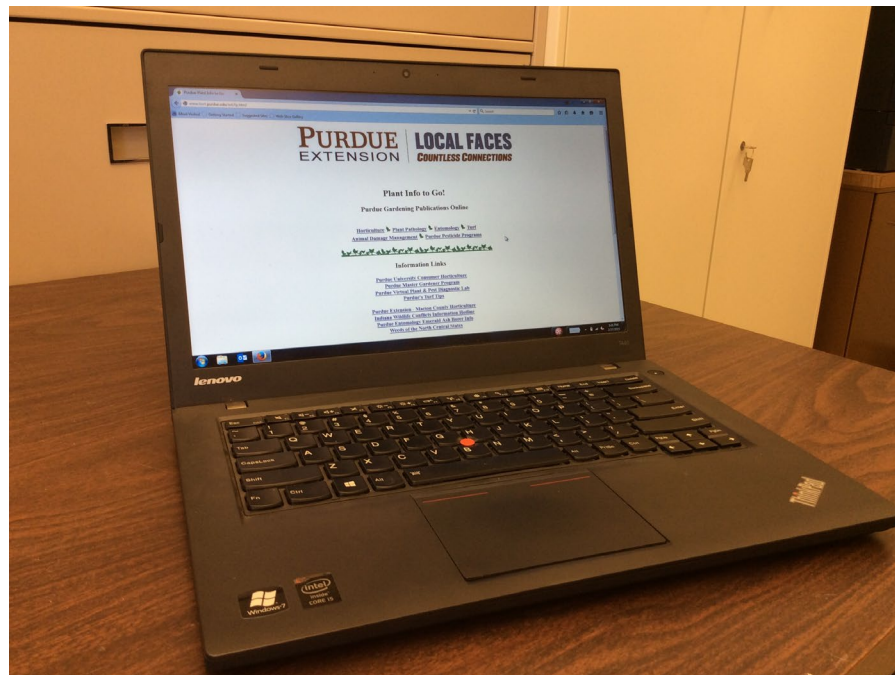
- A computer is provided to serve as a tool for you to provide information for visitors.
- The computer has a live internet connection.
- Please do not allow the public to use the computer.





# MASTER GARDENER PROGRAM

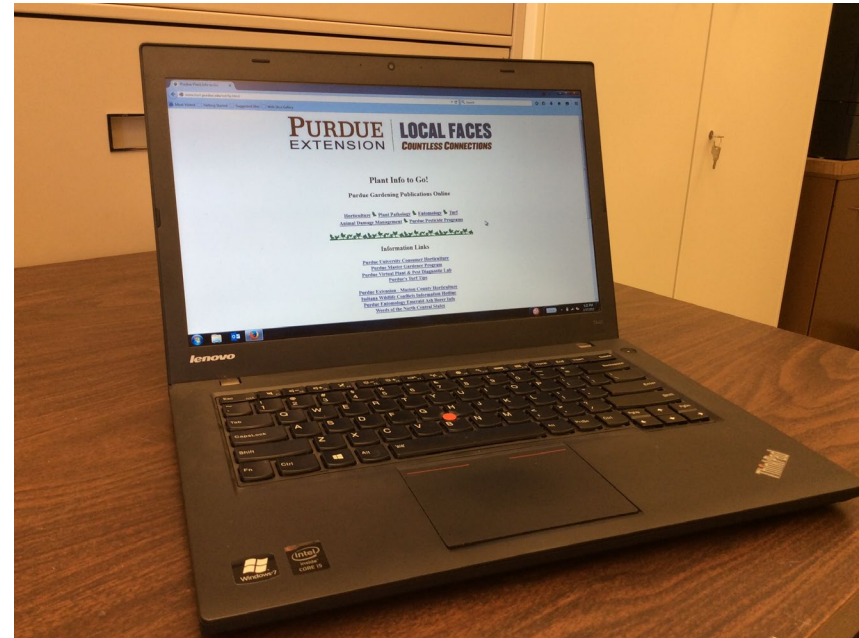
- Purdue EMG Program staff and/or designated volunteers from Hamilton or Marion Co. EMGs will open the booth each morning and start the computer.



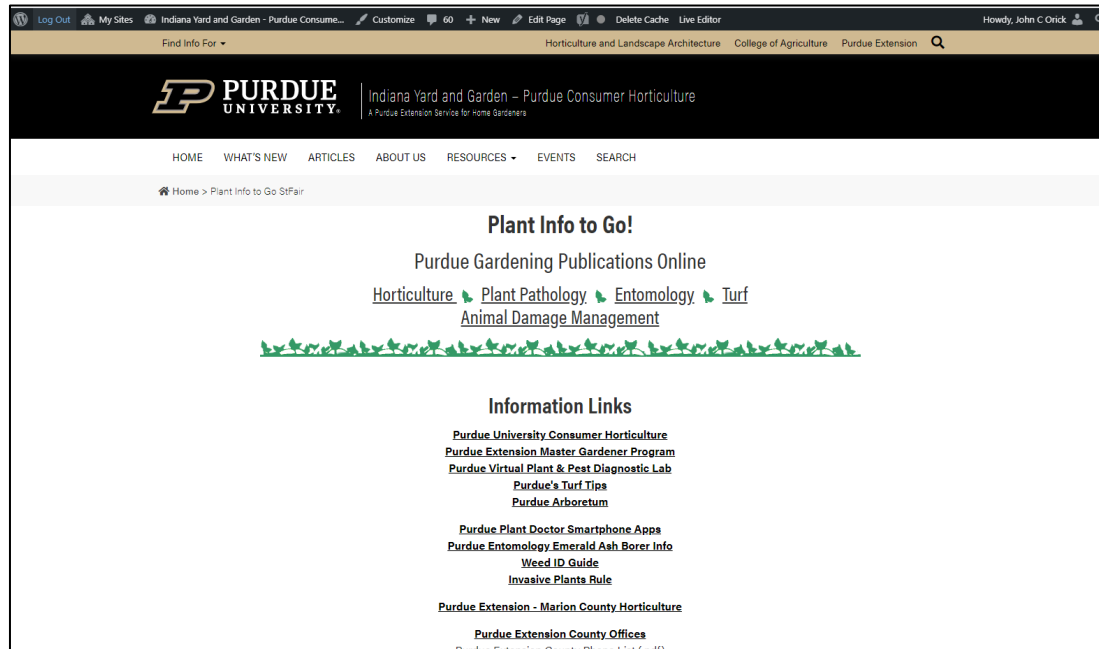


# MASTER GARDENER PROGRAM

- 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.



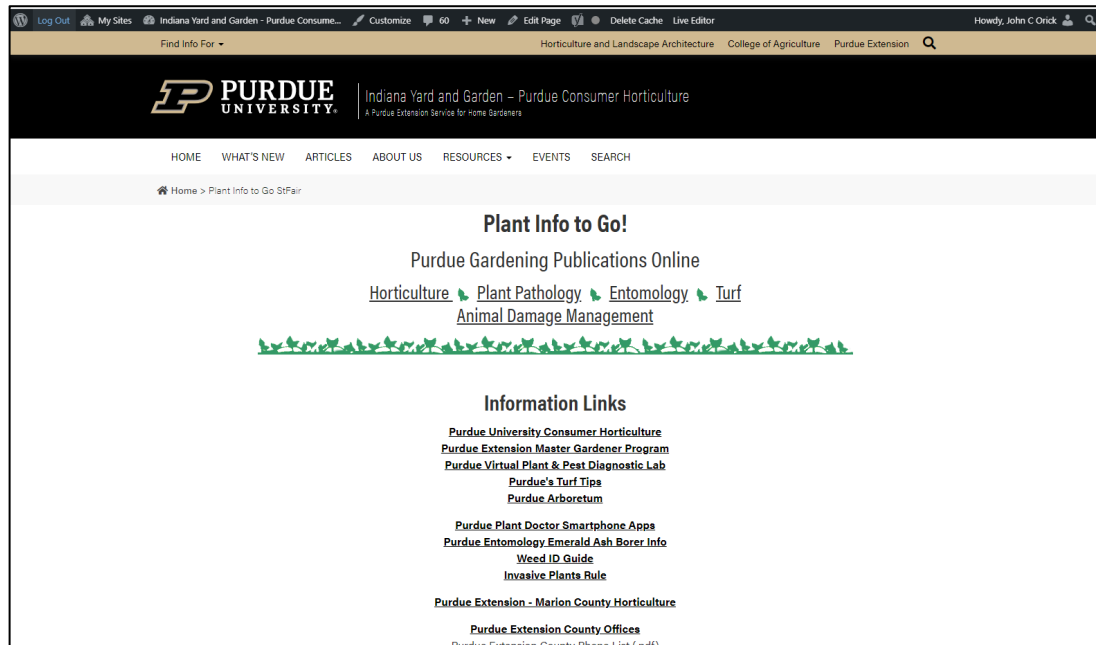
We have created a special home page that will automatically load when the computer is started.



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

# EMAILING PUBLICATION WEB LINKS

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

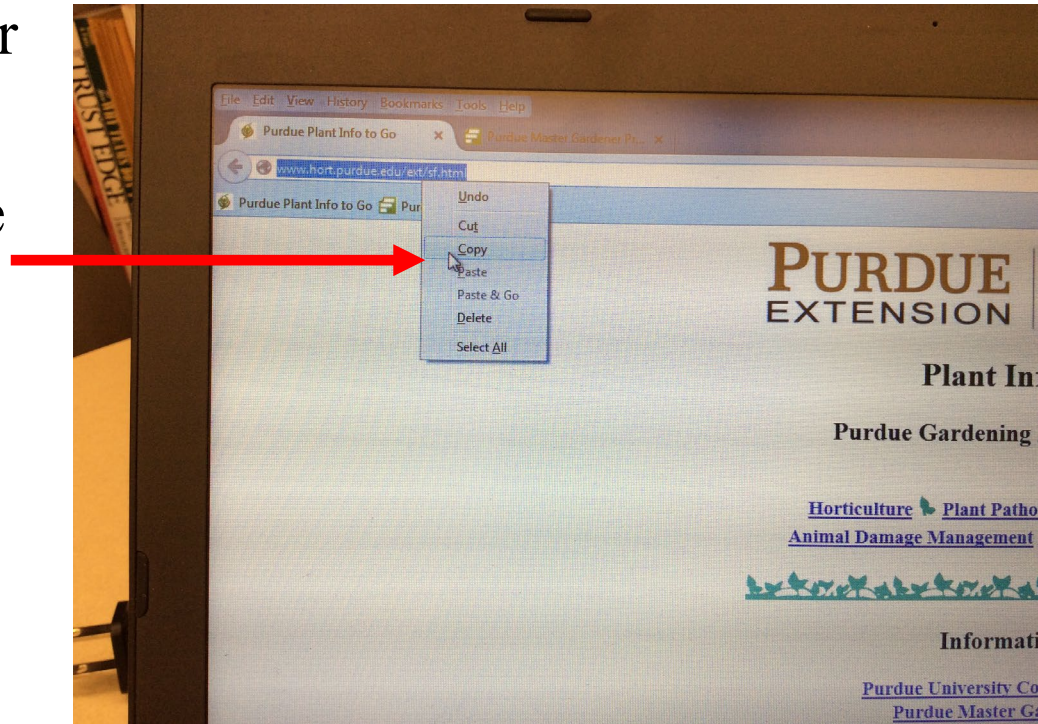




## EMAILING PUBLICATION WEB LINKS

**Step 1:** Ask the fair 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.

The screenshot shows a web browser with two tabs. The first tab is 'Plant Info to Go StFair - Indiana'. The second tab is 'Purdue Master Gardener Program', which is highlighted with a red arrow. The URL bar shows 'purdue.ca1.qualtrics.com/jfe/form/svN3z91rPNDZj65'. The page header features the Purdue University logo. The main content area is titled 'Use this form to send information from the Purdue Extension Plant Info To Go Booth'. It contains two input fields: 'Recipient's Email Address \*' (a text box) and 'Recipient's State' (a dropdown menu). A black button with a right-pointing arrow is located at the bottom right of the form.

## EMAILING PUBLICATION WEB LINKS

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

Click on the arrow to continue...

Plant Info to Go Sfair - Indiana | Purdue Master Gardener Program

← → ↻ [purdue.ca1.qualtrics.com/jfe/form/SV\\_cwN3z91rPNDZJ65](http://purdue.ca1.qualtrics.com/jfe/form/SV_cwN3z91rPNDZJ65) ☆ ⚙

**PURDUE UNIVERSITY**

Use this form to send information from the Purdue Extension Plant  
Info To Go Booth

Recipient's Email Address \*

Recipient's State

→

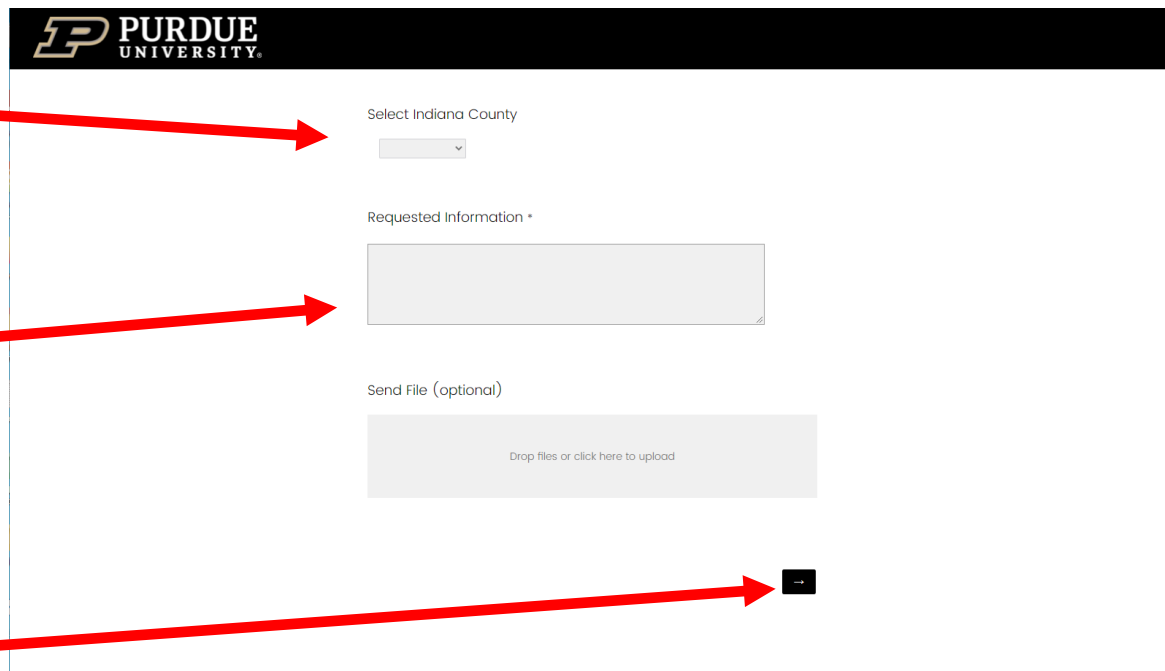


## EMAILING PUBLICATION WEB LINKS

**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.

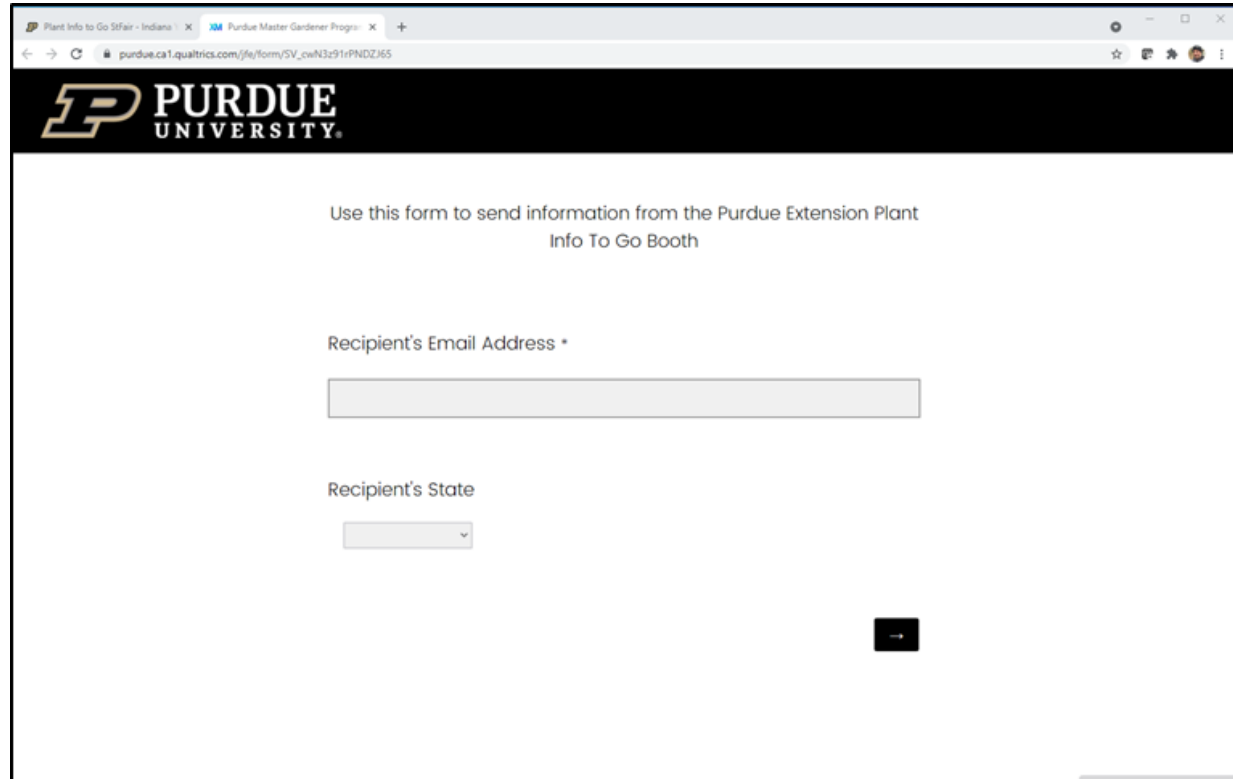
Click on the arrow to continue...



The screenshot shows a web form with a black header containing the Purdue University logo. The form includes a dropdown menu labeled 'Select Indiana County', a text area labeled 'Requested Information \*', and a file upload section labeled 'Send File (optional)' with a button that says 'Drop files or click here to upload'. A red arrow points from the 'Select Indiana County' dropdown to the text in Step 5. Another red arrow points from the 'Requested Information \*' text area to the text in Step 6. A third red arrow points from a small black arrow button at the bottom right of the form to the text 'Click on the arrow to continue...'.

## EMAILING PUBLICATION WEB LINKS

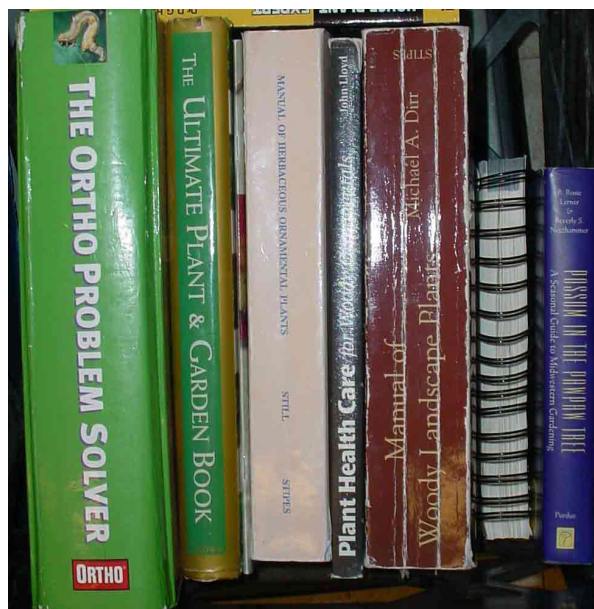
After submitting the information, the form will refresh for a new entry.



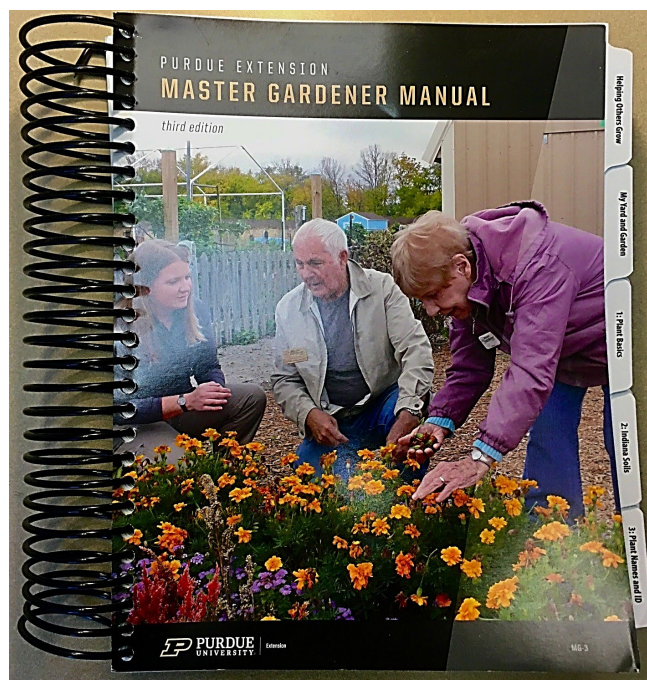
The screenshot shows a web browser window with two tabs: "Plant Info to Go Sfair - Indiana" and "Purdue Master Gardener Program". The address bar shows the URL "purdue.ca1.qualtrics.com/jfe/form/SV\_cwN3z91rPNDZj65". The page header features the Purdue University logo. The main content area has the text "Use this form to send information from the Purdue Extension Plant Info To Go Booth". Below this, there are two input fields: "Recipient's Email Address \*" with a text input box, and "Recipient's State" with a dropdown menu. A black button with a white right-pointing arrow is located at the bottom right of the form area.

# PURDUE EXTENSION MASTER GARDENER PROGRAM

## 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.





## 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.



Front side

Back side

## 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).

## NEW! PURDUE EMG LAWN WEED CHALLENGE!



- We have added an interactive activity... *The Lawn Weed Challenge!*
- Interactive quiz to allow show patrons to practice their lawn weed identification skills on live plants!
- Printed quizzes will be available in the booth and an answer key for EMG's staffing the booth.
- A small prize will be available for the public.

## 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.

### State Fair Tally Sheet 2021

County:

Date: Friday, July 30, 2021

Time: Noon – 6:00 PM

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

#### Email Address


## TRACKING VISITORS

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





## **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.

## 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.



## 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.



## 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 Fair!**