Extension ZSuite – MG Volunteer Hour Reports

The following instructions are to help report Master Gardener Volunteer Hours.

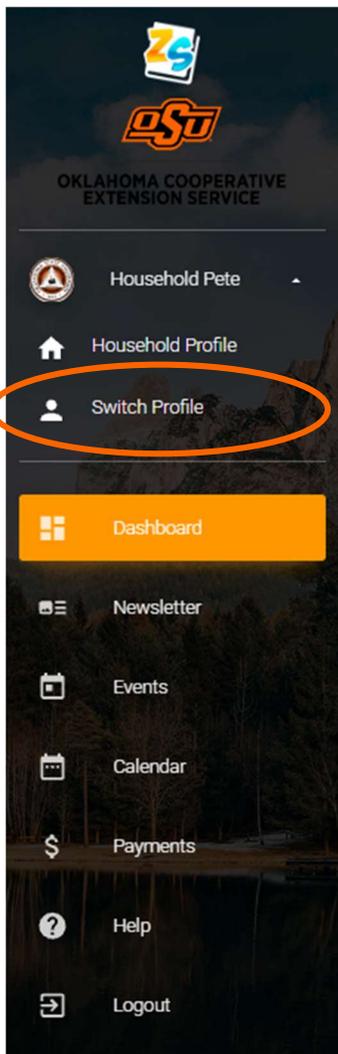Log into your Extension ZSuite account - https://okextension.online

#1

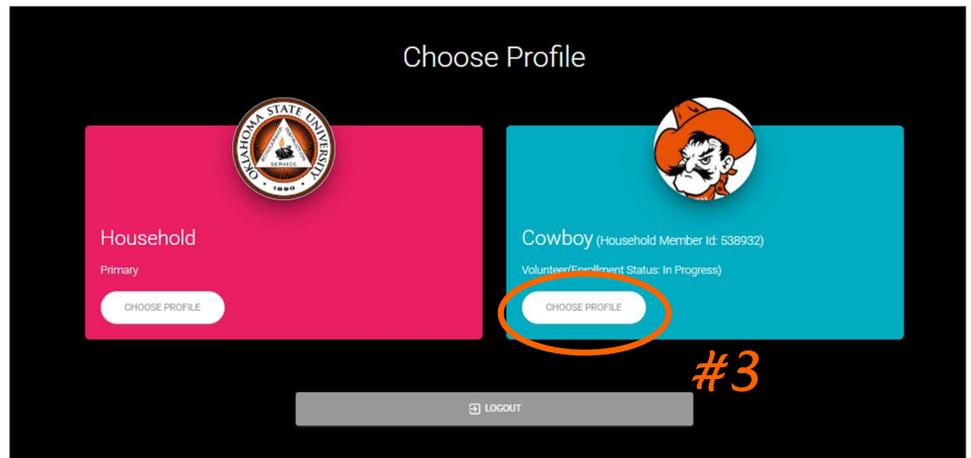**Extension ZSuite**
https://okextension.online

#2

Once logged in, ZSuite will direct you to Household Dashboard. For the system to recognize the appropriate family member you will need to 'Switch Profile' in upper left corner of menu.

1) Log in to ZSuite Account
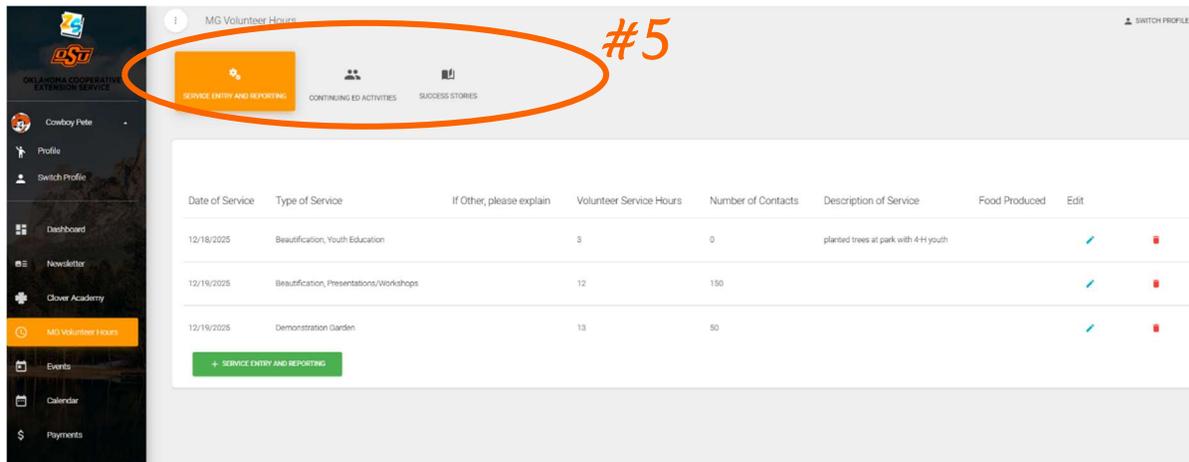2) > Switch Profile
3) > Choose Personal Profile

#3

4) > **Volunteer Hours** will be a menu option on the left. Click **Volunteer Hours** to begin reporting.
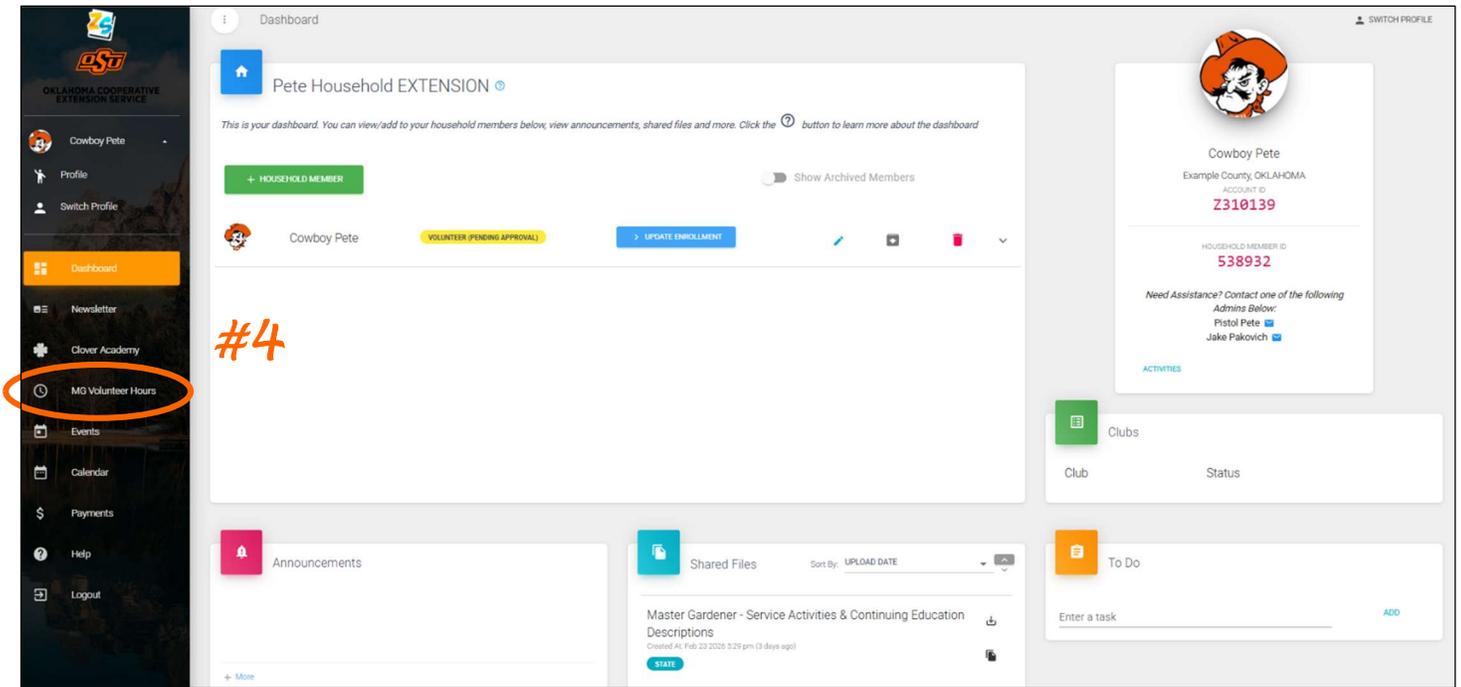
5) The volunteer will find the following tabs for reporting:
   - **Service Entry and Reporting**
   - **Continuing Ed Activities**
   - **Success Stories**

Service Entry and Reporting – (Click on Header Tab)

To report a **New Service Entry** click on **+ SERVICE ENTRY AND REPORTING**

Follow the prompts..

- *Date of Service*
- *Type of Service (following the Clientele Service Activities Definitions)*
- *Volunteer Service Hours*
- *Number of Contacts (optional)*
- *Brief Description of Service (optional)*

When finished, click **SAVE.**

Once saved the volunteer can use the blue pencil 🖊 to edit the report or use the red trash can 🗑 to delete the report posted.

Continuing Ed Activities – (Click on Header Tab)

To report a Continuing Ed Activity click on   **+ CONTINUING ED ACTIVITIES**

Follow the prompts..
- *Date*
- *Type of Activity (following the Continuing Education Activities Descriptions)*
- *Continuing Education Hours*
- *Description of Training*

When finished, click **SAVE.**

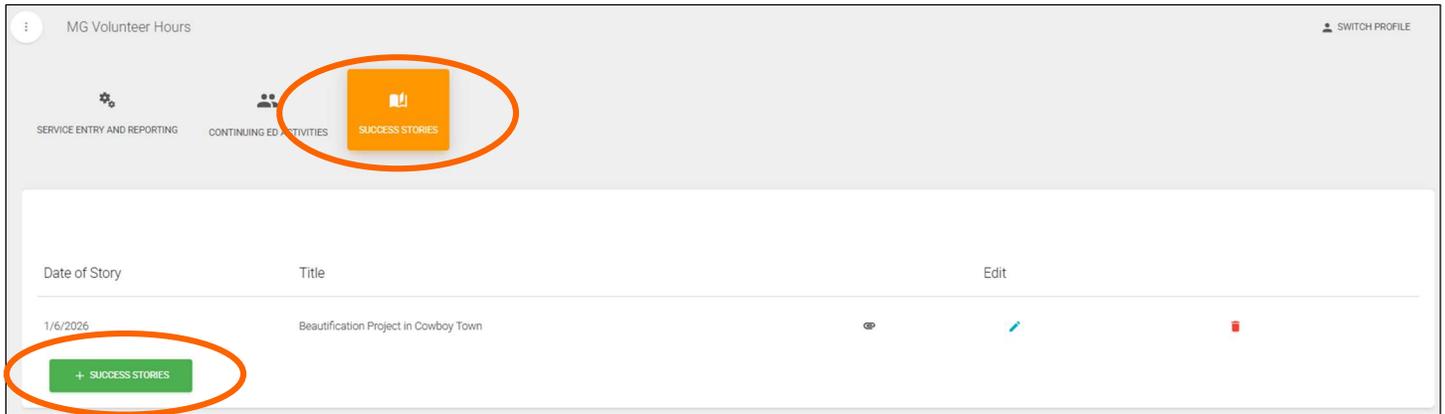Once saved the volunteer can use the blue pencil   to edit the report or use the red trash can   to delete the report posted.

Success Stories – (Click on Header Tab)

To report a Success Story click on   + SUCCESS STORIES

Follow the prompts..
- *Date of Story*
- *Title*
- *Choose File – upload a word doc or pdf (write your success story prior to uploading)*

When finished, click **SAVE.**

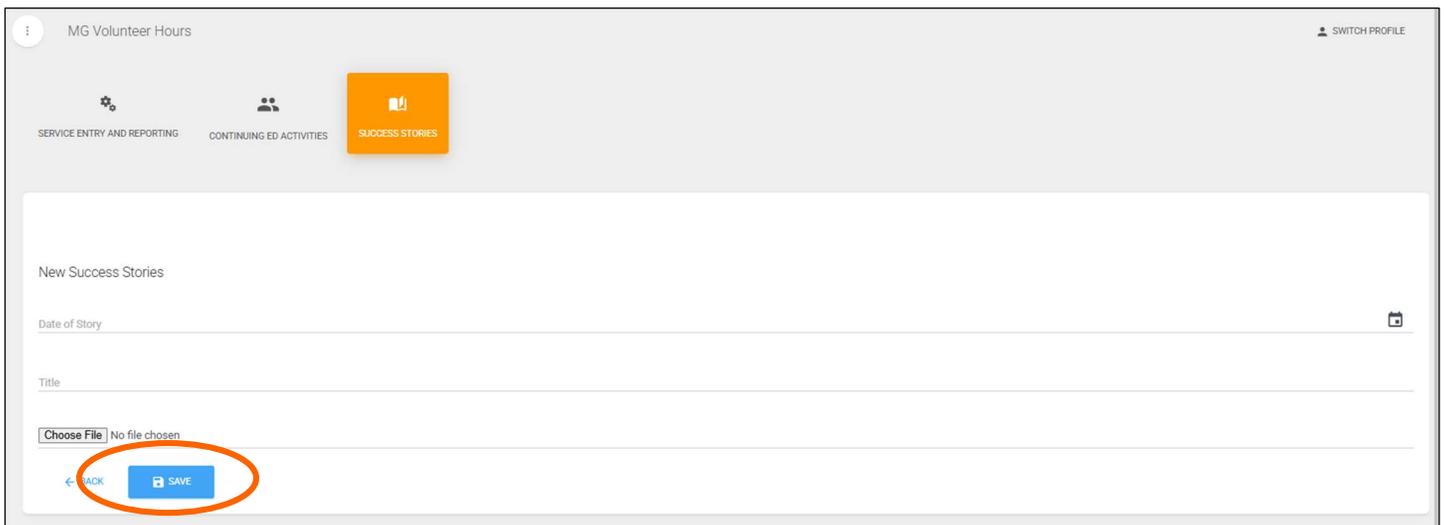Once saved the volunteer can use the blue pencil   to edit the report or use the red trash can   to delete the report posted.