

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>

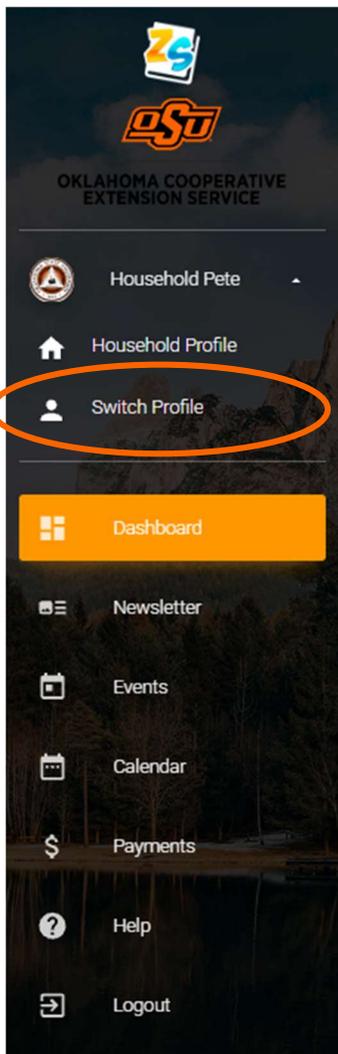
#1



Extension ZSuite

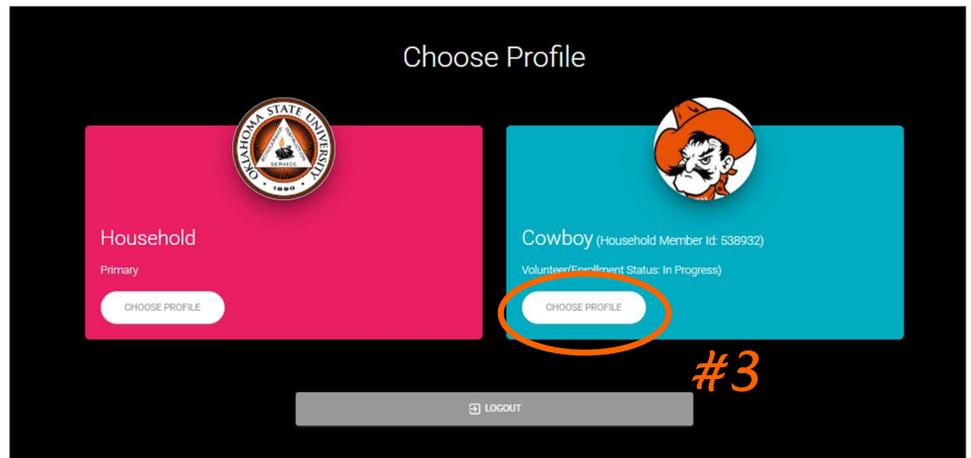
<https://okextension.online>

#2



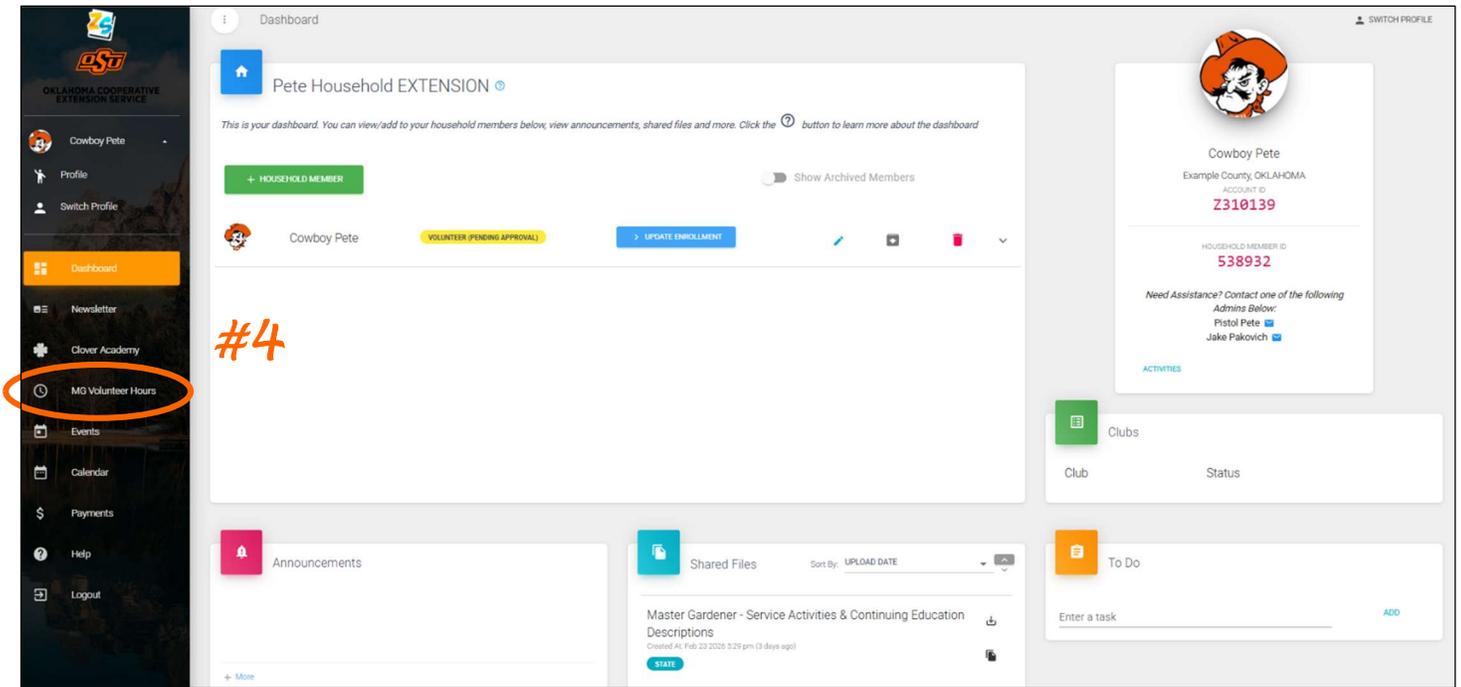
Once logged in, ZSuite will direct you to Household Dashboard. For the system to recognize the appropriate family member you will need to 'Switch Profile' in upper left corner of menu.

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



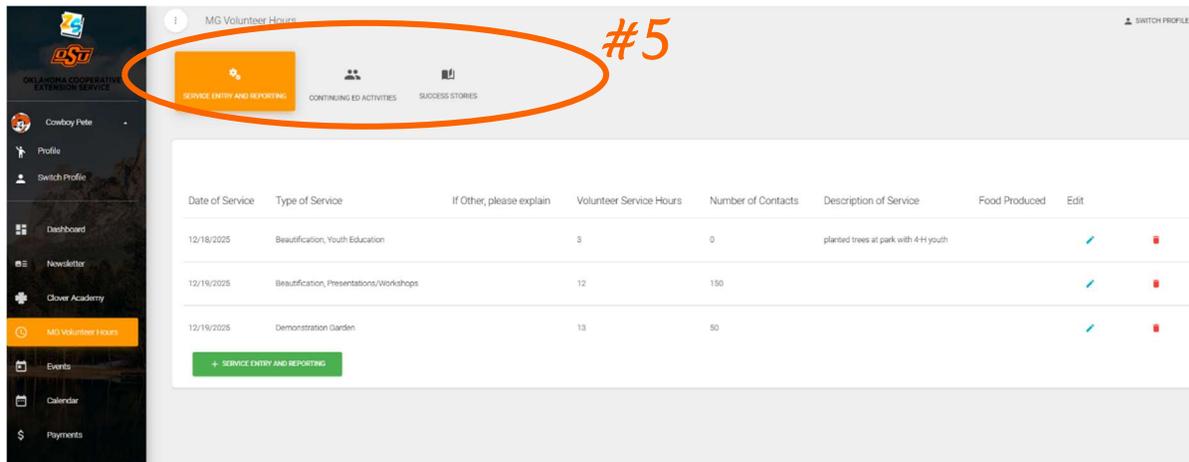
#3

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

The screenshot shows the MG Volunteer Hours dashboard. The 'SERVICE ENTRY AND REPORTING' tab is highlighted with an orange circle. Below the navigation bar is a table with the following data:

Date of Service	Type of Service	If Other, please explain	Volunteer Service Hours	Number of Contacts	Description of Service	Food Produced	Edit
12/18/2025	Beautification, Youth Education		3	0	planted trees at park with 4-H youth		
12/19/2025	Beautification, Presentations/Workshops		12	150			
12/19/2025	Beautification, Demonstration Garden		13	50			

A green button labeled '+ SERVICE ENTRY AND REPORTING' is circled in orange at the bottom left of the table area.

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)*

The screenshot shows the 'New Service Entry and Reporting' form. The 'Type of Service' dropdown menu is open, showing the following options:

- Answering Questions
- Beautification
- Community Outreach Events
- Demonstration Garden
- Food Production
- Hospitality
- Other
- Presentations/Workshops
- Writing/Media Outreach
- Youth Education

The 'SAVE' button is circled in orange at the bottom left of the form.

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

The screenshot shows the 'MG Volunteer Hours' dashboard. At the top, there are three tabs: 'SERVICE ENTRY AND REPORTING', 'CONTINUING ED ACTIVITIES' (highlighted with an orange circle), and 'SUCCESS STORIES'. Below the tabs is a table with the following columns: Date, Type of Activity, If Other, please explain, Continuing Education Hours, Description of Training, and Edit. The table contains three rows of data:

Date	Type of Activity	If Other, please explain	Continuing Education Hours	Description of Training	Edit
12/19/2025	Tours, Self-Paced		12	botanical gardens	 
12/19/2025	Non Extension Led		10		 
12/18/2025	Extension Led		1	County Monthly MG Mtg.	 

At the bottom left of the table, there is a green button labeled '+ CONTINUING ED ACTIVITIES' (highlighted with an orange circle).

Follow the prompts..

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

The screenshot shows the 'New Continuing Ed Activities' form. The form has the following fields: Date, Type of Activity, Continuing Education Hours, and Description of Training. A dropdown menu is open for the 'Type of Activity' field, showing the following options:

- Extension Led
- Non Extension Led
- Other
- Self-Paced
- Tours
- Volunteer Led

At the bottom left of the form, there is a blue button labeled 'SAVE' (highlighted with an orange circle) and a blue button labeled 'BACK'.

When finished, click **SAVE**.

Once saved the volunteer can use the blue pencil



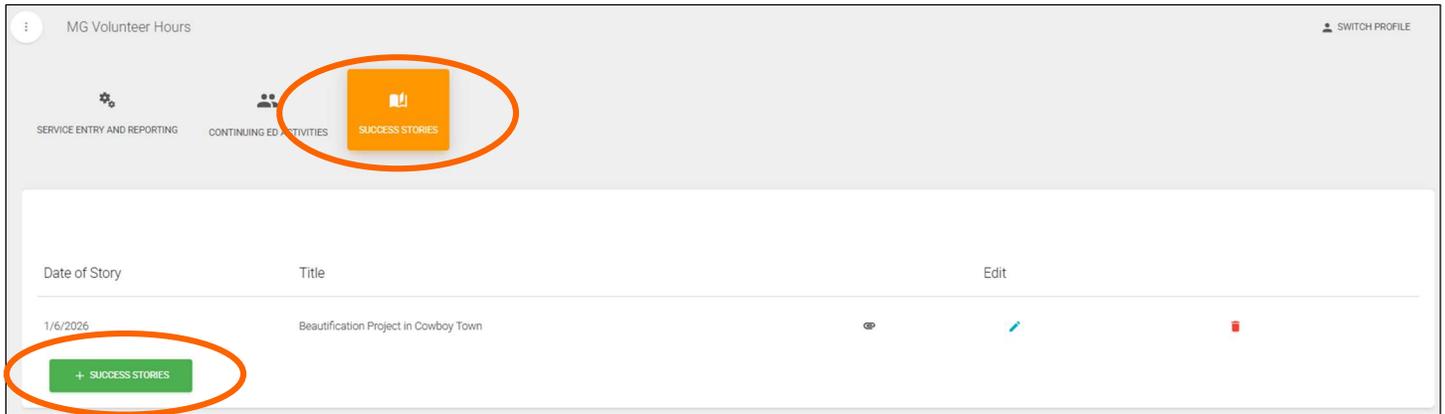
to edit the report or use the red trash can



to delete the report posted.

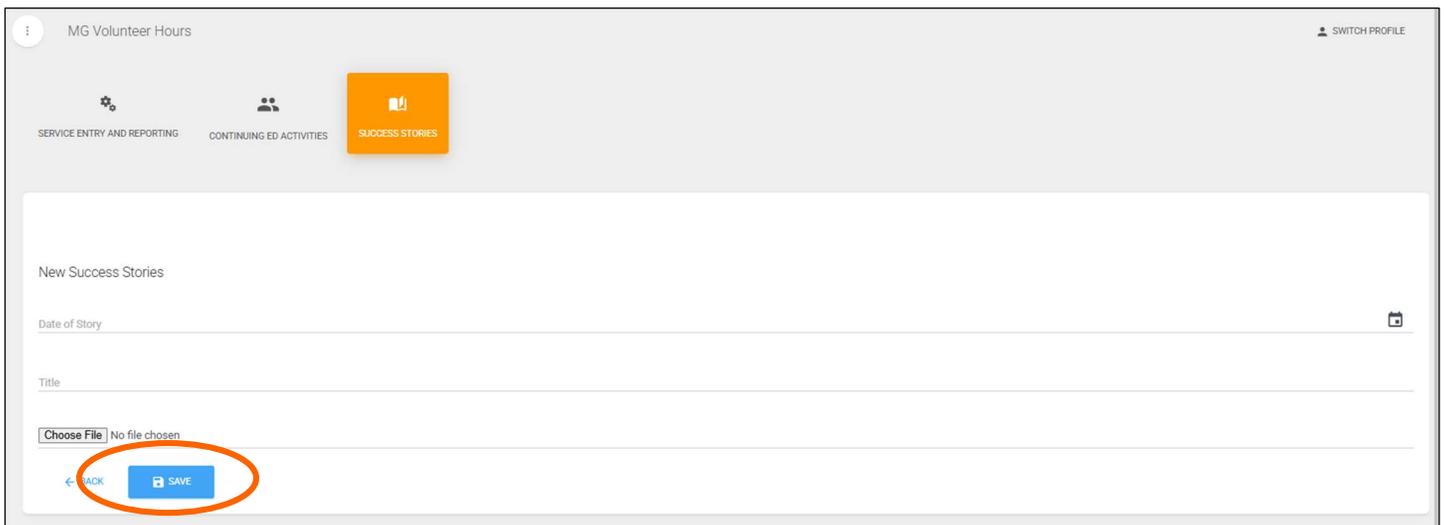
Success Stories – (Click on Header Tab)

To report a Success Story click on



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.