



Master Gardener Better Impact Quick Guide

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November 2023

Visit myimpactpage.com to access your volunteer portal or use the free My Impact app available for IOS and Android devices. Here is an overview of how to use the application.

Home Tab (Top Left)

Choose this tab anytime you want to go back to your Home Page.

- **News:** This section is where the latest information will be listed.
- **Get Social:** This includes the link to our SDSU Extension Master Gardener Facebook page.
- **Files:** Different files provided to you as a Master Gardener.

My Profile Tab (Top Right)

- **Contact Information:** You can upload your profile picture, update your contact information, and adjust your privacy settings.
- **Additional Information:** This allows us to get to know you better. Most of it is not required.
- **Qualifications:** Select the Master Gardener Club you belong to and keep track of when you might need to provide us with updated documentation.
- **Training:** If you need training or paperwork updates, this is where you can find those. We will also notify you when something is available to find here. These notifications will be on your home page in the **News** section, or you will receive an email notification.
- **Change Password:** Select this and follow the instructions if you need to change your password. If you are having trouble, please select the Contact tab, and email the Volunteer Coordinator.
- **Files:** Select this menu item to find documents for reference. For example, the Master Gardener Volunteer Policy Guide.

Contacts Tab

Select this menu option to easily contact your program coordinator.

Hours Tab

To enter your volunteer hours, select the **Activity pull-down**, under the **Hours Completed**, and choose the category that fits best.

- **Educational Outreach:** Formal and informal education that occurs inside or outside of the classroom. Examples include teaching workshops, demonstrations at fairs or other locations,

interviews (radio, TV, or other), working in a school garden, answering calls for local hotlines, instructing individual homeowners, writing news articles on horticultural topics, or staffing an information table at the local farmer's market at which you are educating the public.

- **Service:** Garden-related services provided by you to a community but is not considered a direct educational outreach. These services must however still have an educational tie-in. Examples of this type of work include gardening services for city, county, or state beautification projects, helping to plant trees at schools, parks, or other locations if they will be used for educational purposes, and projects such as community gardens or school gardens that enhance horticulture education or food access.
- **Support:** Activities that are not direct education but do support Master Gardener activities. Examples include attending a club meeting (one hour per month limit), planning and preparing a garden event, helping with the Annual Update, prepping to host booths to promote programming, and developing presentations or education materials for Master Gardener programs.
- **Travel Time:** Do not include travel time when reporting volunteer hours.

To enter your continuing education hours, select the **Activity pull-down** under the **Yearly Continuing Education** and choose **Continuing Education**. Enter the date and time spent volunteering and fill out the request of the questions listed. Once the questions have been completed, make sure to click the yellow Save button.

- Continuing Education is a requirement of Master Gardeners to enhance their education. It is important for Master Gardeners to stay up to date on the latest research and information to properly inform the public.
- Master Gardeners can fulfill the ten-hour annual continuing education requirement by participating in courses or activities that meet the continuing education definition.
- As with volunteer hours, continuing education hours are reported according to their time value. For example, attending a 1.5-hour horticulture seminar equals 1.5 hours of continuing education.

Reports Tab

How to easily see your hours:

- Select the Report tab – Under the Hours Completed – Scroll down to the Detailed Hours Report section.
- Click in the Date Range field, and choose your time period, ie: Year to date or date range to choose your own dates.
- Sort choice must be Activity name
- Click on View Report button and see results on the screen or Export Report if you want a pdf of this report.



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