

## Extension Master Gardener Re-enrollment in Better Impact

Re-enrollment through Better Impact will be completed through the Qualifications section of the volunteer's profile rather than through paper forms. If for some reason you have some volunteers who need to use a paper form (ex. do not have a computer or lack the necessary computer skills), please enter the details of their signed form into Better Impact to ensure everything is tracked and completed.

### Volunteers

On an annual basis, volunteers will need to go into their My Profile tab (top right corner) and click into the Qualifications subtab. They will be required to read and agree to the following:

- Checking/updating their contact information and other profile information
  - Contact information and Additional Information subtabs
- Voluntary disclosure
- EMG Standards of Conduct
- EMG Volunteer Agreement

Volunteers should read through the statements and agreements by clicking the information button next to the qualification. They will need to set the expiration date for the end of the calendar year (ex. 12/31/2021), as this needs to be completed annually. You will need to confirm that they set the correct expiration date through the qualification approval process. If it's incorrect, you can change it or ask them to edit their entry. To edit, hit "accept" first and then you will be able to change the date by editing their profile.

### Administrators

At the end of the calendar year or very beginning of the next calendar year, an administrator should set the four re-enrollment qualifications to empty for non-Emeritus volunteers. This will help track those who have completed this task each year. To do this, go to:

- People > Qualifications > Bulk Update User Qualifications
- Search your volunteers, scroll to the bottom of the page and select the qualification value you want to remove.
- Click the button that says "Remove the existing value for every selected person" and Update.

Once a volunteer has completed their online re-enrollment, you can set the Qualification of "Reenrollment" to Yes. You will have to approve their statements as they come in (Home page > Qualification Approvals), which should help keep track of completion.

Use the Search function to find volunteers who have/have not done these tasks (People > Search > Add Search Criteria > Search type to "Qualification."

You can use the Qualification "Re-enrollment" as a requirement when setting up volunteer activities. This will ensure only those volunteers who have gone through the re-enrollment process can sign up for opportunities and log hours.

Please email Kathleen Reed ([reedka@vt.edu](mailto:reedka@vt.edu)) with any questions you have about this process.