

REENROLLMENT QUICK REFERENCE GUIDE

The following steps apply to using the Better Impact website. The prompts and screens will be slightly different if you use the app on a mobile device, but all the same steps apply.

VCE Requirements (to remain an NSV Extension Master Gardener):

- Ensure you have entered into Better Impact data to demonstrate that you have completed at least 20 project hours of volunteer service on approved projects and 8 continuing education hours during 2025. Note that hour requirements for interns are different as explained in the Annual Reenrollment Guide (attached). Tips for how to determine if you have completed your hour requirements are also provided in the Annual Reenrollment Guide (attached).
- Review your contact and additional information in Better Impact for accuracy. "Contact Information" is the first button located under the My Profile tab. Be sure to **click the "Save" button** if you make updates. While you are on the "Contact Information" page, review your "Privacy Settings" on the right side of the page to be sure at least the top two boxes are checked. Part two of this step is to also review "Additional Information," which is the second button located under the Profile tab. **Click the "Save" button** if you make updates.
- Complete the four "Qualifications: (i.e., reenrollment) questions in Better Impact. The reenrollment questions are under "Qualifications," another button under the Profile tab. Please read and consider each of the "Qualifications" questions carefully before answering. After you answer, extend the expiry date for all four questions to **December 31, 2026, and click the "Save" button.**
- Complete Civil Rights Training (required annually as of 2024). Under the My Profile tab, click on "Training," then click on the "Take" button. On the next screen, click to watch the video and review the additional resources. After watching the video, click on the circle to indicate you have watched the video in full and understand the material covered. Before leaving the screen, **click the "Submit" button.**
- Complete Risk Management Training if due (required every three years beginning with reenrollment for 2025). Under the My Profile tab, click on "Training." If there is a "Take" button visible, that means you are due to take this training. Click "Take." On the next screen, click to watch the video. After watching the video, click on the circle to indicate you have watched the video in full and understand the material covered. Before leaving the screen, **click the "Submit" button.**

NSVMGA Requirement (to remain an NSVMGA member, which is optional):

- Complete the steps above, **and**
- Pay annual NSVMGA dues.

The Board voted at the September 2025 meeting that NSVMGA dues for 2026 are:

- \$20 if paid by cash or check, or
- \$21 if paid by credit card.

Cash or check payments can be made at the October or November Association meeting or mailed to Jerry Jellets, NSVMGA Treasurer at 167 Elgin Court, Rockingham, VA 22801.

Credit card payments can be made by Square:

- at the October or November Association meeting
- Using a link to be provided in an email from the NSVMGA President or Treasurer
- Through the NSVMGA website at: <https://nsvmga.org/reenrollment-is-now-open/>. This page is password protected accessible only to NSVMGA members. The password is provided on Better Impact. On the home screen, scroll down to "Contacts and Quick Links." The NSVMGA website URL is the first item listed and is followed by the password for the members-only areas.

If you have questions about any of the steps above, please refer to the attached Annual Reenrollment Guide. If you are still stuck, your County Coordinator or I can help.

Thank you.

Elaine