CERVIS: How to register for an Event

Access CERVIS (the online Master Gardener Event Registration system) from the **metro Master Gardener website** <u>www.metromastergardeners.org</u>

- In the menu at the left, <u>click</u> **CERVIS Event Registration** (Hint: It's the second last item)
- Click Register for an Event
- Enter your email and CERVIS password, then click "Login into CERVIS"
- Next page is Events Available for Registration; events listed in chronological order.
- Scroll down to desired event
 - If you are looking for a specific event, click **"Filter Events by Interest"** just above the event list box. (Figure 1)
 - To return to the complete list, click either Show All or Hide Interest Filter.

Home	Alok I 🕀 Contact Us I 😃 Logout	tension Se
Who we are	Originary Chata	
Clackamas County		
Multnomah County		
Washington County		
What we do	25	ter Gardenet
Organization	MG program Event Registration	Garo
Community Service		JOIN US ON
Farmers' Markets & Fairs		facebook
Master Gardener Training	Please select an event or enter an event registration code.	IACEDUUK.
Resources		
Online Resources	Volunteer Name: 3	FOLLOW US ON
Frequently Asked Questions	Alok G.	twitter
OSU Gardening Encyclopedia		
OSU Gardening Calendar	Event Date - Event Name: 1	
10-Minute University™	Filter Events by Interest	
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Community & Urban	Mon, Sep 30 - Thu, Oct 31, 2013 Various Times	
Horticulture	Clackamas County Phone Clinic	
Learning Gardens Lab	Fri, Nov 1 - Wed, Nov 27, 2013 Various Times	
MG Community	Clackamas County Phone Clinic	
MG Referral Forum	Fri, Nov 1 - Wed, Nov 27, 2013 Various Times	
Moodle	Multnomah County Phone Clinic	
Newsletter	Fri, Nov 1 - Wed, Nov 27, 2013 Various Times	
Forms	Washington County Phone Clinic	

To select an event

- Locate the Event name
- Click the bubble (small circle) to the left of Event name
- Click Register for Selected Event.
 - A list of volunteer shifts opens, indicating the number of volunteers needed
 - To register for a shift, click the box to the left of Event date & time, as is shown in Figure 2

(Shifts listed as "Closed" or "Full" are unavailable.)

(Continued on next page)





- After selecting your desired volunteer shift(s), click Complete Registration.
- Record the date(s) in your calendar. (Note: Each event description includes an option to add the date to your google or i-calendar.)
- You will receive a confirmation e-mail (Figure 3) for each registered volunteer shift. (If the email isn't in your Inbox, look your Spam folder.)
- You will receive a reminder e-mail 7 days before your shift.

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8)	Thank you for volunteering to serve with OSU Extension Service Master Gardener program. This E-mail is to confirm that you have successfully registered for the event listed below. If you have any questions about this event or if you need to cancel your registration for any reason, please contact the event organizer using the contact information provided at the bottom of this	
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	Event Name: Washington County Phone Clinic	volunt
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k Nautiyal ⊦ (<u>http://m</u>	Event Date/Time: Fri, Nov 8, 2013 – 01:00 AM - 04:00 PM Add to Calendar: i <u>Cal</u> / <u>Google Cal</u>	Beco
/ Malik life'	Event Meeting Location: Washington County Extension Office	Earn
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deep brar	Katie Johnson katie johnson@oregonstate.edu	gogree
ind world w	503-821-1150	Self I

Figure 3

Cancellation and substitute policy:

- Please only sign up for shifts that you know you can make. If you need to cancel your participation in a shift, it is your responsibility to find a substitute.
- Contact the event coordinator for a list of possible substitutes. Interns sub for Interns; Vets for Vets.
- Do not use the "unregister" function in CERVIS unless you have found a substitute for your shift and have communicated the change to the coordinator.
- The **unregister** option is closed 6 days before the event.
- If you need a sub <u>or</u> at the last minute, contact the event coordinator.
- If you have questions about an event or registration, contact the event coordinator.