

Making a website education award submission

Submitting educational content prepared in 2011 for use on your Master Gardener Association's website takes four(4) steps. The steps areas follow:

Step 1. Obtain the Website Education submission form.

Step 2. On the Internet, open your Association's website. Next, go to the part of the site that has the educational material you want the judges to evaluate. Using our example it will look something like this: **<http://www.victoriang.org/edutrimming.html>**. Write that down.

Step 3. Make an exact copy of the Educational material you want the judges to evaluate on your computer as a Web Archive, single file (.mht) type file. Using Internet Explorer if you are not already there, go to the part of your Association's site that has the educational material you want the judges to evaluate. Using our example it will look something like this: **<http://www.victoriang.org/edutrimming.html>**. Click on the "File" tab at the upper left of the browser and select "Save As" from the list of options, click it. The "Save Webpage" window will open. In the "Save In" box select where you want to save your file. In this example I selected "Desktop". Under "File name:" type in the file name according to instructions in the Awards Program Handbook for Website Education. In this example I typed in "Victoria_WebsiteEducation". Under "Save as type: Select " Web Archive, single file (.mht)". Then click the "Save" button at the bottom to save the file.

Step 4. Using the instructions in the 2011 TMGA Awards Handbook, complete the Website Education form filling in all of the form's sections. Save it without changing the file name. When ready to submit your entry, deliver both files to your County Agrilife Extension Agent/Master Gardener Coordinator for review, approval, and transmission by email to the 2011 TMGA Awards Committee.