

Little Green Light

Westbury Community Garden

User Manual v.2

Ver 5/25/2022

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Access privileges

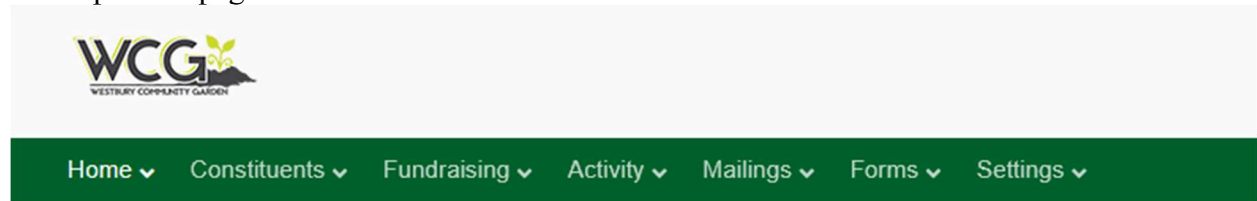
All users of the Little Green Light application will have the role of Fundraiser. This will allow the user to send emails to their groups as well as look up information in the application.

Introduction

This manual is help you navigate the Little Green Light application that we are using for the Westbury Community Garden. With this application you can send emails, print reports, look up information on a specific gardener. In this application each person / gardener is called a Constituent. You will see this word throughout the application.

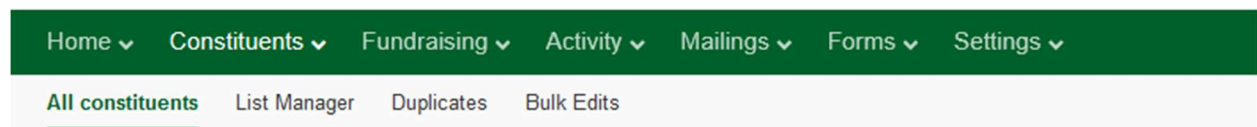
Logging in to LGL

Go to <https://wcg.littlegreenlight.com/login> and enter your email and password. The top of the page will look like:



Main Menu

At the top of every screen is a green menu bar. And it has items for different functions. When you click on any menu item, it will have several options associated with that menu. The most used is Constituents. Here is the Constituents menu:




When you select “All Constituents” this is the search window that appears:

Advanced Search

Show constituents where

All of the following are true

contain

[Add more criteria](#) · [Advanced options](#) 

The image shows a search interface titled "Advanced Search". It starts with the text "Show constituents where". Below this is a light blue box containing the search criteria. The criteria are listed as "All of the following are true". There is one active criterion: a dropdown menu with "Names" selected, followed by the word "contain" in another dropdown menu, and an empty text input field. At the bottom of the search box, there are two links: "Add more criteria" and "Advanced options" with a small question mark icon.

The field “Names” can be changed to search all the gardeners. Some of the different fields that can be searched are Bed, Groups (Committees) and Volunteer Hours. Click the down arrow in the first box to see all the fields that can be searched.

Constituents by Groups

There is a function in LGL called Groups. Each constituent can be marked as belonging to a certain group or groups. All of the active gardeners are marked for the “WCG Members” group. And if that gardener belongs to a specific committee or function, that group can also be marked.

Select all appropriate groups for this constituent. If the group you are looking for is not available, then you can type in a new one below.

<input type="checkbox"/> Bee Apiary	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Team Member
<input type="checkbox"/> Board Member	<input type="checkbox"/> Planning	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Community Outreach	<input type="checkbox"/> Pocket Prairie	<input type="checkbox"/> Volunteer Coordinator
<input type="checkbox"/> Compost	<input type="checkbox"/> Purple Martin Houses	<input type="checkbox"/> Watering
<input type="checkbox"/> Education	<input type="checkbox"/> Seeds and Plants	<input checked="" type="checkbox"/> WCG Members
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Site Maintenance	<input type="checkbox"/> Work Day Coordinator
<input type="checkbox"/> IT Support	<input type="checkbox"/> Specialty Gardens & Orchards	
<input type="checkbox"/> Membership	<input type="checkbox"/> Staff	

To select all the current gardeners, use this query:

Advanced Search

Show constituents where

All of the following are true

includes any
[Add more criteria](#) · [Advanced options](#)

If you want to find all the gardeners that are on a specific committee, click the Edit button and select that committee. In this example, we want to find all the gardeners that are on the Bee Apiary committee.

Advanced Search

Show constituents where

All of the following are true

includes any
[Add more criteria](#) · [Advanced options](#)

You can also use the Search feature for other information. As an example, you want to find all gardeners that have 3 hours or more of volunteer time. You can use a query like:

Advanced Search

Show constituents where

All of the following are true

✕ Total vol. hours is greater/equal 3

✕ Groups includes any WCG Members Edit

[Add more criteria](#) · [Advanced options](#) ?

Submitting Volunteer Hours

You can submit your Volunteer Hours via a web form on the garden website, <http://westburycommunitygarden.org>, under the Documents tab. There will be a link for: “Enter a 202X Volunteer Hours event” where 202X is the year you want to enter your time for.

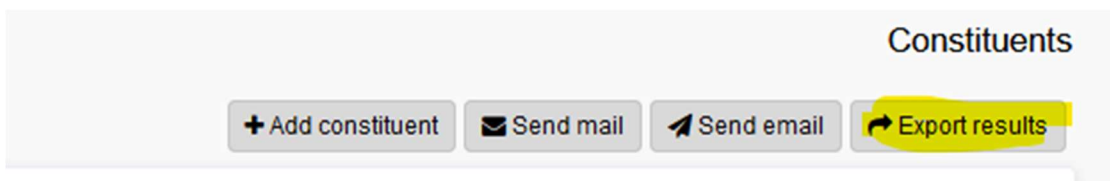
Search hint (?)

<saving a search>

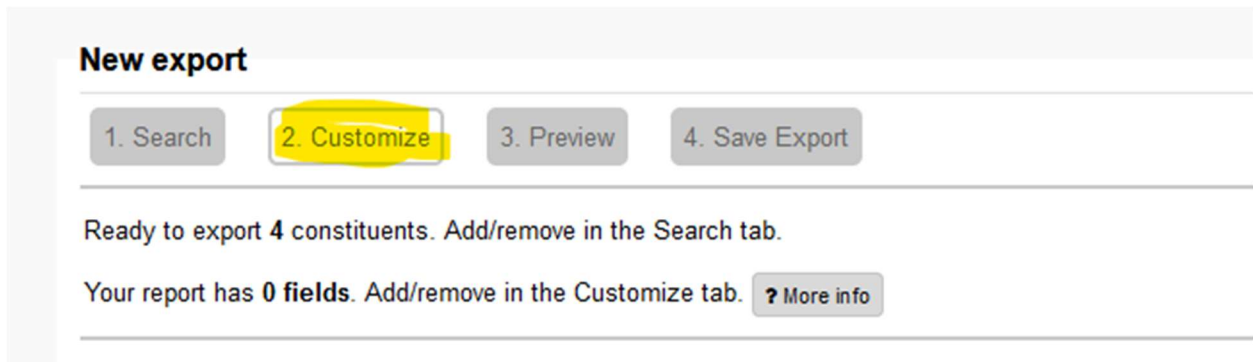
Creating a report

A report can be generated using the data in the Constituent records. Sample reports can be a list of which gardener is in what bed or what a gardener has entered volunteer hours.

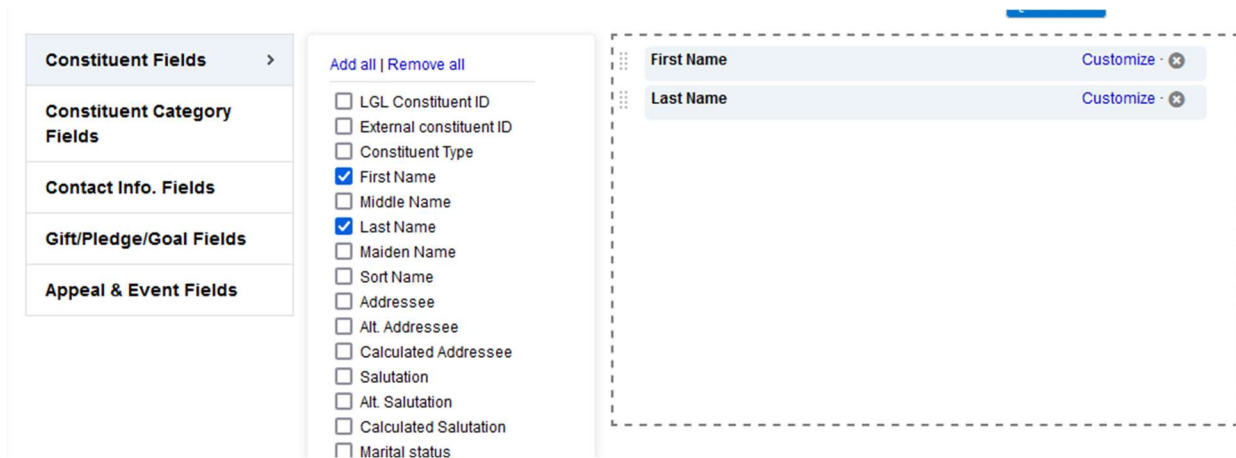
To create a report, go to the main Constituents screen and do your search. Then, in the upper right is the “Export results” button. Click that.



This will bring you to the 4-step process in creating the report. Since you already have done the search, you are now at Step 2: Customize

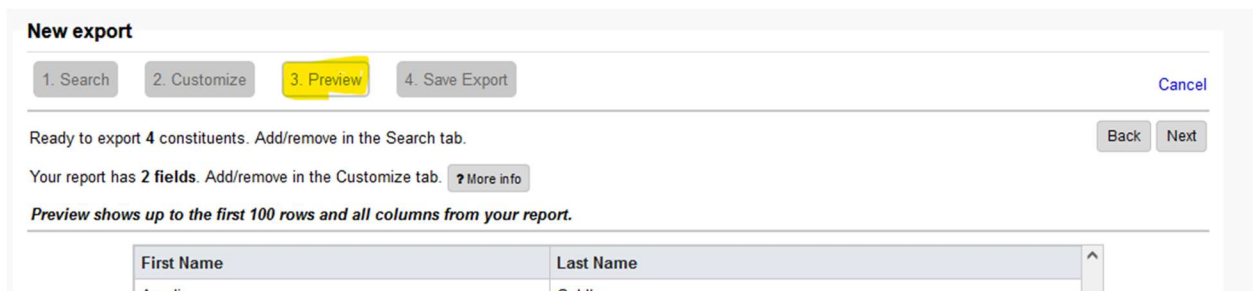


Here you select the fields that you want in the report.



You can select any field that you want. All fields are categorized into 1 of the 5 groups on the left. You may need to browse the different groups to find your field.

After selecting your field, click Next to go to the 3. Preview step.



Here, you can preview a sample of what your report will look like. If you want to change it, click the Back button. This will tell you how many Constituents will be in the report.

Click Next to go to the 4. Save Export step.

New export

1. Search 2. Customize 3. Preview 4. Save Export Cancel

Ready to export 4 constituents. Add/remove in the Search tab. Back

Your report has 2 fields. Add/remove in the Customize tab. [? More info](#)

Save export

Export Name

Description

File Format
 XLSX CSV

Create a re-usable report from this export?

Export Generation Schedule **Allow access for:**

Everyone
 Admin role
 Gift Entry role
 Fundraiser role
 Volunteer role

[Save Export](#) or [Cancel](#)

On this screen, you can select a name to save this report and a description for the report. Then select the type of output file: Excel XLSX or a CSV file.

Click the “Save Export” button to save the output.

Reports Archived reports Scheduled reports Archived Scheduled reports **Exports** Archived exports Smart Fields Manage Templates

Search exports

Name Date created All dates to [Search](#)

Results 1 - 5 of 5

Export	# records
Custom-2/25/22 — Ready for download <small>Type: Constituent • Created by: Steve Goldberg • Updated on: 2/25/22 at 09:41 AM</small>	Status: Active <input type="text"/> Actions 4

Click on the report name and it will download the report. If you selected Excel XLSX, it will open Excel with the data. You may now work with the data in Excel.

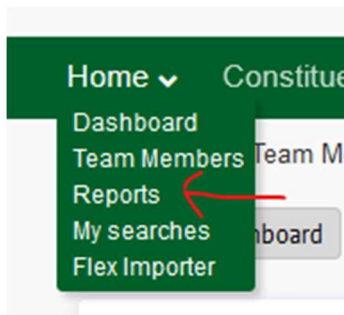
This completes the report generation process.

Prepared Reports

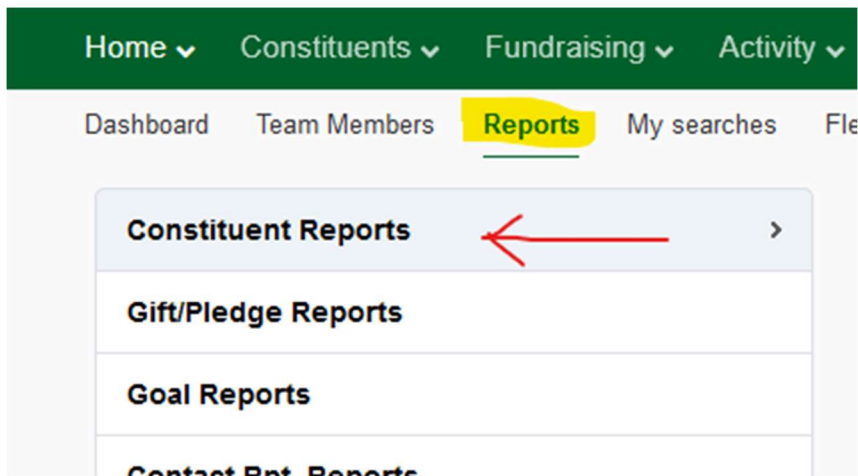
We have already created some reports for WCG use.

Bed List Report

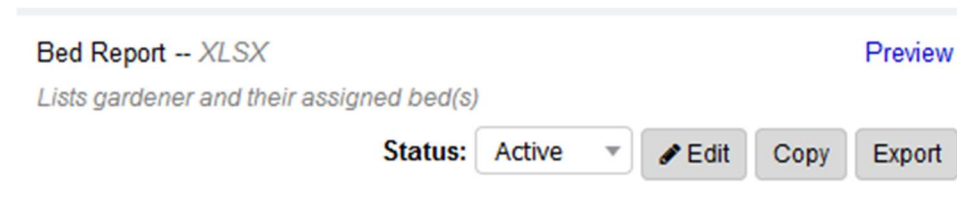
A report that lists the gardener and their beds has been created. The report can be found by going to the main menu line for Reports:



Then Constituent Reports:



Look for “Bed Report”.



From this report you can “Preview” the report. Note: The Preview command will only list the first 100 rows. Since the WCG has less than 100 gardeners, the entire list can be previewed. Pressing the Export button, you can save the output directly to Excel or a CSV file.

When you export it will add the date to the name of the report.

Save export

Export Name

Description

File Format

 XLSX CSV

Click “Save Export” to get the actual data.

This is the command to generate the report.

Advanced Search

Show constituents where

All of the following are true

Groups [WCG Members](#)

Bed

[Add more criteria](#) · [Advanced options](#)

Volunteer Hours Submitted

There is a report already created to report all the hours that have been submitted for this year. The report title is “Volunteer Hours Submitted”. You can run the report at any time. This output can be opened in Excel so it can be sorted by name or bed number.

Volunteer Hours Submitted -- XLSX

[Preview](#)

List of Gardeners that have entered Volunteer Hours.

Status:

No Volunteer Hours

There is a report that will find all the gardeners with no Volunteer Hours submitted.

Volunteer Hours is 0 -- XLSX

[Preview](#)

List gardeners with no Volunteer Hours.

Status:

Sending emails

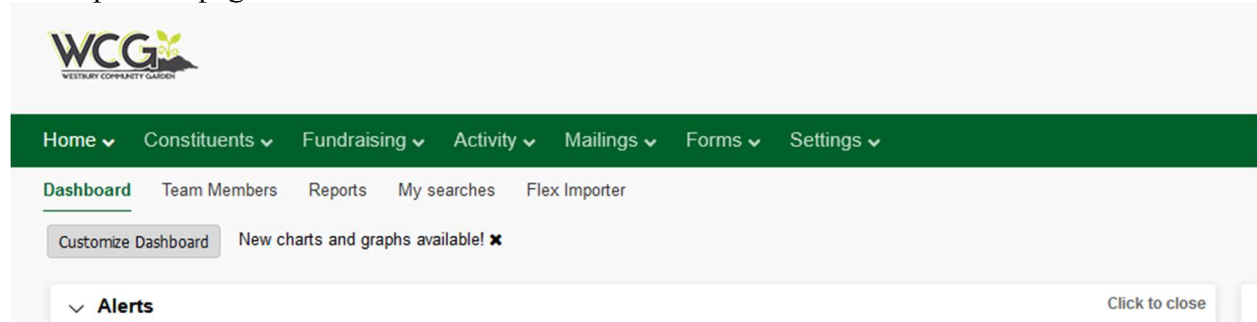
The Little Green Light application allows sending emails to any specific group of members, using predefined templates. The templates we have set up already are for “Weekly Newsletter”, “Volunteer Acceptance Letter”, “Community Day Service Reminders”, “Quarterly Volunteer Records Reminder”, and others.

To send an email takes 5 steps:

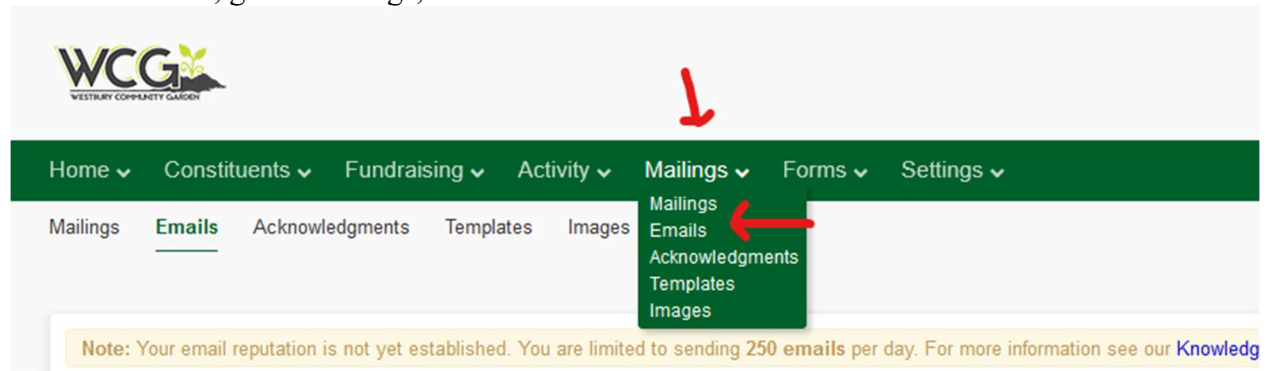
1. Log onto Little Green Light web site
2. Selecting who to send to
3. Select the template
4. Review
5. Send the emails

Step 1. Log onto LGL web site

The top of the page will look like:



From this menu, go to Mailings, Emails



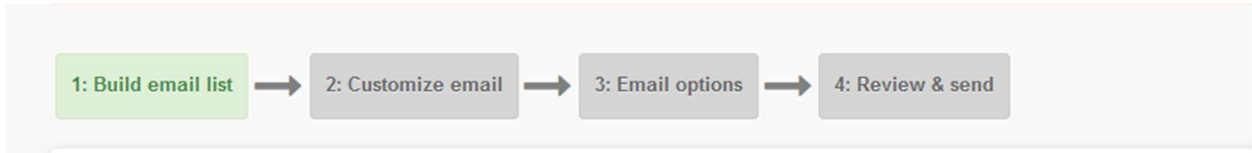
On the far right press “Send Email”



This will bring up 4 steps that are needed to send an email:

1. Build email list
2. Customize email

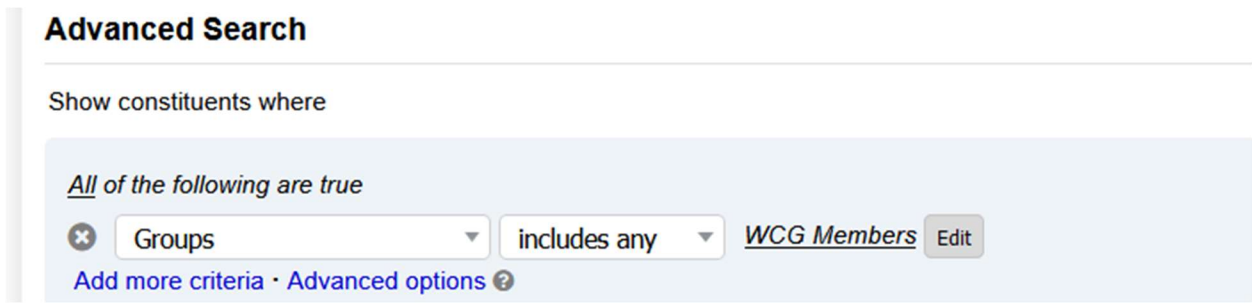
3. Email options
4. Review and send



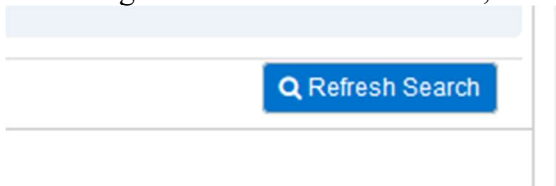
For this documentation we will describe the process to send the weekly WCG update from the President.

Step 1: Build the email list. This is where you select the group of people to receive email. For the Weekly Update email, this will be everyone in the Group list marked as WCG Members.

In the Search window, change Names to Groups and select “WCG Members” group.



On the right hand side of the window, click “Refresh Search”.



This will return all the gardeners in the WCG Members group. It will show a count of how many were selected.

Build email list

Send email to 76 constituent/s.

▼ Add constituents to your email list

Search (76)	<input checked="" type="checkbox"/> Use search to add constituents to your email list in bulk.
	Send mail to constituents where
	<i>All of the following are true</i>
	<input type="checkbox"/> Groups includes any <u>WCG Members</u> <input type="button" value="Edit"/>
	Add more criteria · Advanced options
Ind. Additions (0)	<input type="checkbox"/> Look up and add one or more individual constituents to your email list.
Ind. Removals (0)	<input type="checkbox"/> Look up and remove one or more individual constituents from your email list.

From this point you can scroll down to see all the names that were selected. Names may be individually added or removed from the Member list if needed. Use the two check boxes above to add or remove names.

Click Next at the bottom of the window go to Step 2: Customize email.

1 2 3 4 5 6 >

s. or Cancel


Click on the “Email template” box and select “WCG Newsletter”.

Customize email

Send email to 70 constituent/s.


Send A Test Email

Email template

-- no template -- 

-- no template --

Newsletter Templates

- WCG Newsletter 1/21/2022 [email] 

Other Templates

- Volunteer Acceptance Letter [email]


Reminder Templates


- Feb 2022 Community Service Day Reminder [email]
- Jan 2022 Community Service Day Reminder [email]
- March 2022 Community Service Day Reminder [email]
- April 2022 Community Service Day Reminder [email]
- Quarterly Volunteer Records Reminder [email]
- Membership Inquiry Response [email]
- Community Service Record-Keeping For Attendees [email]

This will bring up a text box that will have the contents of the email.

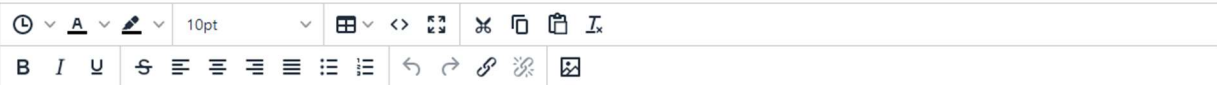
At this point you can / need to change the Subject of the email, and the contents of the email. Go into the text box and put in the current message.


Email template
WCG Newsletter 1/21/2022 [email]

From
Debbie Gordon <debbie@digiroo.co> 
Note: Only verified and approved LGL Team Members of your account may send email

Subject
WCG Newsletter January 20, 2022 

Email Content



Dear [[salutation]], 

In This Edition

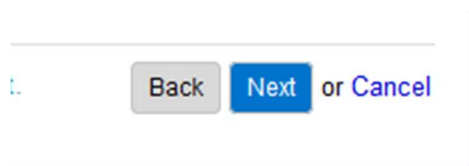
1. **Monthly Service Day is Saturday, January 22, 2022.**
2. **2022 Gardener Agreements will be available to sign and will accept required dues for eligible gardeners this Saturday, January 22.**
3. **The last of the Organic Honey will be available on Saturday, January 22.**
4. **Gardeners not renewing have 2 more weekends to clean their beds.**

1. **Our regular fourth Saturday Service Day is this Saturday, January 22.** We need to finish some of the tasks the MLK Day volunteers started. Tasks include weeding and covering wee in Butterfly Beds and Orchards.

2. **Membership Chairman, Betsy Longoria will be at the garden this Saturday, January 22 with Gardener Agreements** for eligible gardeners to sign and will accept membership due

At this point you will need to change the “From” to be your name, the “Subject” and the text that you want to send. Notice that it has: “Dear [[salutation]],” at the top. This is there so the email will be personalized with the person’s name. Do not change this.

When finished making changes to the text, click the Next button at the bottom right of the window.




This will bring you to Box 3: Email Options

Email options

Send email to 70 constituent/s.

▼ Define your email settings

Email Name 

Category

Allow access for

- Everyone
- Admin role
- Gift Entry role
- Fundraiser role
- Volunteer role

▼ Appeal/Event Settings

Do you want to connect this email to an appeal or event?

Connect to appeal or event?

- No, not at this point
- Connect to appeal
- Connect to event

When finished here, click Next at the bottom right on the window.

or

This will take you to Box 4: Review & Send. There may be a pause while it processes the final set.

This will let you review the email as it will go out to the membership. If you want to make any changes to the email, there is an Edit button in the second window.

Review & send

Send email to 1 constituent.

Summary

Name Newsletter [Newsletter]	Status ⓘ Draft Queue email for delivery ⓘ	Recipients 1 recipient/s Refresh Export
---------------------------------	---	--

Email preview

From: "Steve Goldberg" <sgoldberg124@comcast.net>
Subject: WCG Newsletter test

Dear [[salutation]],

In This Edition

1. Monthly Service Day is Saturday, January 22, 2022.
2. 2022 Gardener Agreements will be available to sign and will accept required dues for eligible gardeners this Saturday, January 22.
3. The last of the Organic Honey will be available on Saturday, January 22.
4. Gardeners not renewing have 2 more weekends to clean their beds.

1. Our regular fourth Saturday Service Day is this Saturday, January 22. We need to finish some of the tasks the MLK Day volunteers started. Tasks include weeding and covering weeded areas with leaves in Butterfly Beds and Orchards.

2. Membership Chairman, Betsy Longoria will be at the garden this Saturday, January 22 with Gardener Agreements for eligible gardeners to sign and will accept membership dues of \$34.00. If cash, bring the exact amount.

3. Organic honey is available Saturday, January 22, for a donation of \$10.00 at the garden.

4. Gardeners who are not renewing their membership for 2022 only have two more weekends to leave their beds in good condition. Exiting members should leave in good standing in case they want to return in the future. New gardeners will be assigned beds on February 1. If any gardener has second thoughts of renewing their bed, they need to notify the Membership Committee Chairman as soon as possible.

Recipients

Constituent search [Search](#)

1 result

Address and Letter

[Edit](#)

Email preview

Email Status: Pending
Date: TBD
From: "Steve Goldberg" <sgoldberg124@comcast.net>
To: "Goldberg, Steve" <sgoldberg124@comcast.net>
Subject: WCG Newsletter test

When you are satisfied with the email, click the blue button “Queue email for delivery”. This will put in the queue ready to be sent. Now click the “Send now” button to send the email

Status ⓘ

Queued

[Remove from queue](#) [Send now](#)

Your email is queued to send on 1/25/22 at 08:43 AM

After a few seconds, the window will change to Pending with the number of emails being processed. This process can take several minutes, depending on the number of emails being sent. Please be patient.

Status 		Re
Pending	1	1 r
Delivery is in progress and cannot be canceled. The length of time required to send email depends on how many emails are being sent.		

When the emails have been sent, you will get a status screen like this showing the number delivered.

Status 	
Processed	1
Delivered	1
Of 1 delivered:	
- Unopened	1

After the emails are sent, log off the web site with the “Sign out” button on the upper right of the web site.

<end of process>