

Entering Extension Outreach Presentations

An ***Educational/Outreach Presentation*** is a presentation or lecture as Extension/public service to schools, governments, civic groups, etc. or a presentation at an in-service/professional development event.

- For guest lectures in formal courses, use the Teaching Activity *Guest Lectures*.
- Use the Professional Activity *Technical Assistance* for providing expert assistance to clients.



For questions or assistance, please contact
Sunshine Jordan at suni@uga.edu
or call 706-542-8837



UGA Elements
UNIVERSITY OF GEORGIA

Entering Extension Outreach Presentations

Log in to UGA Elements at <https://elements.uga.edu/>

On the *Home* page, find the section *Professional Activities* and click the **+ ADD NEW** link.

The screenshot displays the UGA Elements homepage. At the top, there is a red navigation bar with the UGA Elements logo and the text "UGA Elements UNIVERSITY OF GEORGIA". Below the navigation bar, the main content area is titled "Homepage". On the left side, there is a vertical sidebar with icons for home, user profile, and a list view. The main content area is divided into several sections. At the top, there is a "MY ACTIONS (3)" section with three items: "Set up your search settings", "Add your ORCID iD", and "Link your scholarly & creative works to funding". To the right of this section is a user profile card for "Sunshine Jordan", Staff, with an email address "sunj@uga.edu" and an "EDIT MY PROFILE" link. Below the "MY ACTIONS" section, there are four main content cards: "Scholarly & creative works", "Sponsored projects", "Professional activities", and "Instruction". The "Professional activities" card is highlighted with a large red arrow pointing to the "+ ADD NEW" link. The "Professional activities" card shows a list of activities: "1 administrative effort", "7 educational/outreach presentations", and "3 memberships: committee". The "Instruction" card shows "You have no instruction." Each card has a "+ ADD NEW" link and a "VIEW ALL" link at the bottom.

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A list of activity types will appear. Select **Educational/Outreach Presentation**.

Add a new professional activity



Select professional activity type

Administrative effort	Broadcast interview	Clinical/Diagnostic service	Congressional testimony
Consulting	Distinction/Award	Editorship	Educational event
Educational/Outreach presentation	Employee supervision	Event administration	Event judging
Event participation	Expert witness	External organization/program review	Extracurricular advising/mentoring
Gift & fund development	Legal brief	Library/Archive/Museum services	Marketing/Public relations
Media distribution	Membership: Association/Society/Club	Membership: Board	Membership: Committee
Print interview	Professional development	Professional mentoring (non-student)	Proficiency/Skill
Project (e.g., applied research/instructional initiative)	Promotion/Tenure assessment	Recruitment	Reviewing/Refereeing: Conference
Reviewing/Refereeing: Curriculum	Reviewing/Refereeing: Grant proposal	Reviewing/Refereeing: Journal	Reviewing/Refereeing: Manuscript (other than journal)
Technical assistance	UGA program/unit review		

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Enter details in the *Essential Information* section.
Note – Fields with asterisks are required.


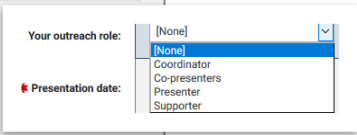
Essential Information


*** Presentation title:**


Co-contributors:

Add another person:


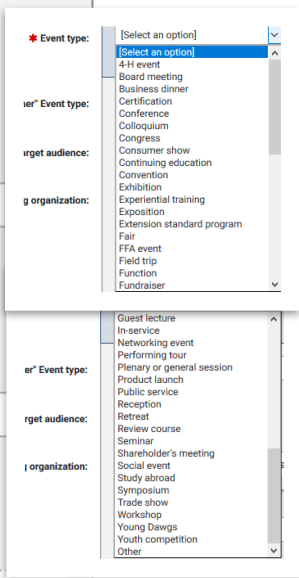
Last name (required)	Initials	
<input type="text"/>	<input type="text"/>	<input type="button" value="✚ Add"/>

Your outreach role:  


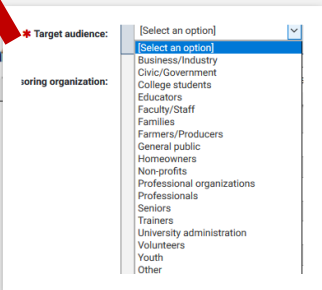
*** Presentation date:** 

End date: 


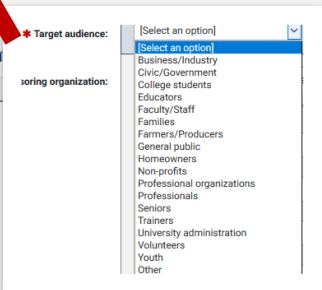
Event name:

*** Event type:**  

Description of "Other" Event type:

*** Target audience:**  

Sponsoring organization:

*** Target audience:**  

Sponsoring organization:



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For county level presentations, choose “Local” in the *Scope* field.

Name

Institution

Department

Street address

City **State or province**

Country **Zip code/postcode**

+ Add

*** Scope:** [Select an option]

County: [None]

Invited?:

Keynote?:

Number of participants:

Number of sessions:

Contact hours:

Reported to GaCounts?:

*** Scope:** [Select an option]

- [Select an option]
- International
- National
- Regional
- State
- Local
- University
- School/College
- Department

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Please be sure to enter the *Number of Participants* and the number of *Contact Hours*. If you presented more than one session, total up the number of participants and contact hours.

Number of participants:

Number of sessions:

Contact hours:

Reported to GaCounts?:

! If the presentation is led or coordinated by a county agent, check this box. This prevents duplication by agents' numbers reports in GaCounts.

Next, expand the *Additional Information* section by clicking on the arrow.

Additional Information 5 additional fields >

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Enter any desired additional information.

Additional Information 7 additional fields ▾

Description of presentation/event

Location

No Location - please add...

Name

Organisation

Department

Street address

City State or province

Country Zip code/postcode

Total CEU/CLEs awarded

CEU type (if CEU is awarded) [None] ▾

Mode of delivery [None] ▾

Fee per participant (\$)

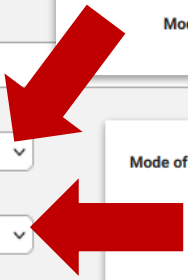
Total fees collected (\$)

CEU type (if CEU is awarded):

- [None]
- [None]
- Category I CEUs
- Category II CEUs
- Category III CEUs
- No CEUs

Mode of delivery:

- [None]
- [None]
- Fully at a distance
- Partially at a distance (>50%)
- Hybrid (<=50%)
- Face-to-face



If you charged a fee for your training, enter the cost of the training for each participant and the total amount collected.

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After you have entered all of the information about your presentation, click the **Save** button.



You will then see your completed presentation entry. Click the **Edit Record** button to make changes to your entry.

