

Instructions to file the OHA Society Annual Report over the web.

1. Log in to the GardenOntario web site
<http://www.gardenontario.org/admin/login.php>



If you need a password, contact webmaster@gardenontario.org

2. click on Annual Report 2011 for Societies - Enter your report. (see below)



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[Annual Report 2011 for Societies - Enter your report.](#)

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Welcome **Peter Langtvet!** ([Edit my account](#))

This is the OHA Extranet - the site within a site for District or Society site or to the [WebGateway](#) - page of the WebGateway for an introduction to the Help page.

Please protect the OHA site - don't give your user name or password to anyone.

Be sure to check that your [Horticultural Society](#) information is up to date.

If you have any questions about content on this page, please contact webmaster@gardenontario.org.

Thank you!

3. Click on the pencil/edit icon (see below)



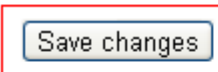
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Manage OHA Society Annual Report information

Name	Contact	District	Publish	Action
Madawaska Valley Horticultural Society	Don Isbister	2	YES	In Progress

4. Complete the form. Click the “Save Changes” button to save your changes.

Please complete this form to submit this information to your Section A will be sent to OHA Secretary for Trillium & Youth Newsletters, I



Section A: Mailing Address & Contact Information for 2012

*Society Name:

District Number:

Floral emblem:

Founding date:

Society Mailing Address:

5. When you click “Save Changes” you will see the message:
 * The society annual report information has been edited successfully.

Manage OHA Society Annual Report information

*** The society annual report information has been edited successfully.**

Name	Contact	District	Publish	Action
Madawaska Valley Horticultural Society	Don Isbister	2	YES	In Progress

6. Edit the report information until complete and Save Changes.

7. When the report is complete, at the bottom of the form, click “yes” and Save Changes.

Is this Annual Report Complete?:

Mark this complete if all of the information has been entered and is correct. Please mark the form complete when you are done to let your District direct know the form is done. Once this is marked complete you will not be able to edit the information. webmaster@gardenontario.org can re-open the form for you if needed.

yes no

8. Your District Director will see that your report is complete.

Manage OHA Society Annual Report information

* **The society annual report information has been edited successfully.**

Name	Contact	District	Publish	Action
Madawaska Valley Horticultural Society	Don Isbister	2	YES	 Complete