

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

1. **Log in** to the GardenOntario web site (use the separate instructions you have been provided to log in.)
2. Once you are logged in, click “**Annual Report 2015 for Societies - Enter your report.**” (see below)

gardenontario
ONTARIO HORTICULTURAL ASSOCIATION ON THE WEB

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Logout

OHA Extranet Home

OHA WebGateway

Manage Your Society or District Web Site

Annual Report 2015 for Societies - Enter your report.

Volunteer Hours 2015 for Societies - Enter your report.

Welcome **Jeff Blackadar!** ([Edit my account](#))

This is the OHA Extranet - the site within a site for OHA executives. You can navigate from this page to your District or Society site or to the [WebGateway](#) - which is the tool for managing the OHA site. See the front page of the WebGateway for an introduction to that tool. More information is available on the WebGateway Help page.

Request an Insurance Certificate

[Request an Insurance Certificate from Cooperators.](#)

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

Thank you!

<- click here

3. On the page titled “Manage OHA Society Annual Report information.” **Click on the pencil/edit icon** beside your society name (see below)

gardenontario WEBGATEWAY
ONTARIO HORTICULTURAL ASSOCIATION ON THE WEB

Log Out

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Help

MANAGE MAIN SITE CONTENT

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Manage OHA Society Annual Report information

[Instructions](#) to enter the society annual report for the OHA.
Below, click the pencil and paper next to your society name to view, edit or print the form.

[List completed reports.](#) | [List contact data and membership.](#) | [Scholarship Report](#) | [Trillium Report](#) | [2013 reports](#) | [2014 reports](#)

Print the back of a District Brochure:

Name	Contact	District	Publish	Action
Acton Horticultural Society	Audrey Lee	6	YES	Click here - >
Agincourt Garden Club	Bruce Vodden	5	YES	

- Complete the form. Click the “**Save Changes**” button every 20 minutes or so to save your changes. Some information will be there from the previous year, so this will need to be updated if it has changed.

Please complete this form to submit this information

IMPORTANT Click the Save changes button to save your changes at least once every 20 minutes.

Section A: Mailing Address & Contact Information for 2016

*Society Name:	Acton Horticultural Society
District Number:	6
Floral emblem:	<input type="text" value="Pansy"/> Leave what has not changed ->
Founding date:	<input type="text" value="1918"/>
Society Mailing Address:	<input type="text" value="163 Longfield Rd"/>
*City/Town:	<input type="text" value="Acton"/>
Province:	<input type="text" value="ON"/>
Postal Code:	<input type="text" value="L7J 2K7"/>
Society Telephone:	<input type="text" value="519-856-2505"/> (ie. 999-999-9999)
Society Fax:	<input type="text"/> (ie. 999-999-9999)
Society Email:	<input type="text" value="acton@gardenontario.org"/>
Email Address to Receive Trillium:	<input type="text" value="acton@gardenontario.org"/>
Member Fee:	<input type="text" value="\$7.00"/>

President: **Update changes ->**

- After you click the “**Save Changes**” button you will see a message: “The society annual report information has been saved.” Also it will show “**In Progress**” (See below.

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Print the back of a District Brochure:

*** The society annual report information has been saved.**

Name	Contact	District	Publish	Action
Acton Horticultural Society	Audrey Lee	6	YES	In Progress

- Click on the pencil/edit icon beside your society name to go back and finish changes. When your report is complete, go to the bottom of the report and select “**yes**” to answer the question “**Is this Annual Report Complete?**”. Then click “**Save changes**”

Date Modified: 2015-12-20 - 2015-12-20

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. Print a copy for your Society records.

yes no


Please complete all the mandatory fields () before submitting this form. Otherwise, you will lose the i

IMPORTANT Click the Save changes button to save your changes at least once every

7. The report is now complete. You will see the message: “The society annual report information has been edited successfully. The report is complete. Please e-mail your District Director to inform them of this. Print a copy for your society records.” Also, the word “**Complete**” will be displayed beside your society name. **You can complete the volunteer hours form the same way.**

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Print the back of a District Brochure:

*** The society annual report information has been edited successfully. The report is complete. Please e-mail your District Director to inform them of this. Print a copy for your society records.**

Name	Contact	District	Publish	Action
Acton Horticultural Society	Audrey Lee	6	YES	Complete 