Guide to On-Line Reporting of Volunteer Hours

Go to the Boone County Extension website at

http://extension.missouri.edu/boone/mastergardeners.aspx

And at the top of the front page click on the bar Program index (which is in alphabetical order)

Note picture below

Scroll down to the M's and click on Master Gardener (this will take you to the Master Gardener Program website). At the left of the screen click on On-line Reporting which is underlined and the color RED

Program index

NEXT PAGE
Continue

The On-Line Reporting screen will first have a pop up screen referencing a System being Updated. **JUST** click the close box up in the right hand corner of the screen and it will then take you to the screen (sample shown below).

If this is your FIRST time logging in you will want to go to the first door **ENROLL** and click where it says **Enroll in program**, read what it says and you will only need to set up your username and password one time!

If you are logging in to enter your hours just go and click on the door **Enter service hours**. You will then log in with your username and password and then processed to logging in your hours.

![Missouri Master Gardener Welcome](image)

To **ENROLL** in the program, **CLICK HERE** and fill out the enrollment form. All that are required are first and last name, email address, county of residence and group affiliation (address and phone information are optional.) Create your user name and password and you’re done!

Your information is stored on a secure server for the sole use of the Master Gardener Program of the University of Missouri Extension.

After you’ve submitted your enrollment form, you’ll be taken to the **LOGIN PAGE** where you enter your newly-created user name and password in the Login form above, and you’re directed to your personal homepage.

From your homepage you can view and print your service records, update your personal profile and insert new service records into the state-wide database.

Begin by ENTERING your service hours into the state-wide database. The only other people who will have access to your service record will be your county -level coordinator and the state coordinator of the Master Gardener program (and their agents) all of whom maintain the confidentiality of your information according to the terms and conditions of the University of Missouri Extension.