

# 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



The screenshot shows the website interface for the Boone County Extension Center. At the top, there is a navigation bar with links: Home | People | Locations | Program index | Calendar | News | Publications. A green '4-H' button and a 'Continuing education • Seminars' link are also visible. Below this is the University of Missouri Extension logo and a search bar. A secondary navigation bar lists various program areas: Agriculture, Natural resources, Lawn and garden, Home and consumer life, Nutrition and health, Families and relationships, Community and leadership, Business and careers, and Emergency management. The main header features a map of Missouri with Boone County highlighted, the text 'Boone County Extension Center', and the 'Missouri Master Gardener' logo. The breadcrumb trail reads: home > boone county extension center > heart of missouri master gardeners. The main content area is titled 'Heart of Missouri Master Gardeners' and includes a section for 'Heart of Missouri Master Gardeners club meetings' with details about meeting times and location. Below this is a list of club officers and their contact information.

Location	<b>Heart of Missouri Master Gardeners</b>		
Faculty and staff	<b>Heart of Missouri Master Gardeners club meetings</b>		
Services	The club meets on the third Tuesday of every month at 7 p.m. at the Boone County Extension Center, 1012 N. Highway UU, Columbia, Mo. There is NO club meeting in December.		
Plans and reports	Newsletters and minutes		
County extension council			
Local programming			
4-H			
Boone's Lick Master Naturalists			
► Heart of Missouri Master Gardeners			
Newsletters and minutes			
Precision Agriculture			
Employment opportunity			
	<b>President:</b>	Evette Nissen	573-474-3055
	<b>Vice president:</b>	Marie Pasley	573-474-5245
	<b>Secretary:</b>	Annette Triplett	573-882-2428
	<b>Treasurer:</b>	Sandy Perley	573-882-9197
	<b>Newsletter editor:</b>	Laura Redfield-Jacobs	573-657-9003

**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 show 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.



[Enroll](#)  
[Missouri MG Home Page](#)  
[Missouri Ext. Home Page](#)  
[Send Comment](#)  
[Back to Last Page](#)

[Text -](#) [Text +](#)

Current Reported Totals:

Year	Serv Hrs	Edu Hrs	Adv Trng
2012	68168.65	10930.54	2066.03
2013	38671.50	5741.06	1206.40

Log In Here:

User Name:

Password:

Remember me:

[Forgot your password?](#)

Not enrolled?

[Enroll now and see](#)

### Welcome to the Missouri Master Gardener Service Hours Website

Tuesday, November 12, 2013

The University of Missouri Extension is pleased to offer this site to Master Gardeners all across the state of Missouri. This will enable you to report your service hours and keep track of them in a password-protected environment, which you can access and update when necessary. Getting started in the program is easy...just **ENROLL**, **LOGIN** and **ENTER** your service hours.

[Enroll in program](#)   [Login to homepage](#)   [Enter service hours](#)

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.

[Enroll Today](#)