Entering Master Gardener Hours Online for Central MO Master Gardeners

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Updated 04/2019

Trainees are required to submit 30 approved hours by Nov. 30, the year after they complete their training. After the required hours are met and the extension center is able to approve them, the trainee will become an active Master Gardener and will be awarded a nametag. Travel does not count towards the initial needed hours. Please direct further questions to Jane Kempker at 573-634-2824 or kempkerj@missouri.edu

To remain active, all MG's are required to submit 26 hours annually by Nov. 30. Six or more of these hours must be in education (advanced hours count). Hours can not be carried over.

Emeritus MG's are not required to turn in hours **but** every hour counts and they are encouraged to enter all hours earned.

Hours earned in December must be entered January 1 of the following year or they won't be counted. The extension center is unable to see December MG hours.

Submit hours as they are earned at: https://report.missourimastergardener.com/

https://report.missourimastergardener.com

Missouri Master Gardener
UNIVERSITY OF MISSOURI EXTENSION

≡   🏠 Home   👤 Create an MG Account   ⚙ Create An Admin Account   ? Get Help   🔑 Log In

This is the home page for the **University of Missouri Extension Master Gardener Volunteer Reporting and Record Keeping System (VRS.)**

- 👤 **Missouri Master Gardeners** must have an account in system. To create an account, fill out the on line Registra... created an account, you can log in to the system and start recording your hours.
- 👥 **Master Gardeners who as...** County Admin Access. If that's... and we'll change your permiss... Admin account.
- ⚙ **MU Extension Staff** involved in the Master Gardener program can also create an account to monitor active MG progress and make reports as needed. To set up an account, fill out an Admin Registration Request form. You will be emailed instructions about what to do next.
- 🔑 If you have an account, you can log in by clicking the 🔑 Log In menu item above.

Watch the guided tour!

🎥 Guided Tour Video

For Master Gardeners

This video gives a tour of the new reporting system and goes into detail about how to navigate to and fill out the volunteer hours report form. It's about 15 minutes long.

👤 Forgot Your Username?
🔒 Forgot Your Password?
❶ Don't create a new account.

All accounts and information stored in th old reporting system were moved to this new one. Your username and password are still valid. Use them to log in. Unless you've forgotten them.

Get Your Log In Info

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The three horizontal lines under the logo can pull up the MG Home page to report hours; view and edit hours. *DO NOT hit the "back arrow" at the top of the page.*

**March 24, 2015**

Recent updates and/or bug fixes:

- The "**Report My Hours**" form has an improved interface. **Adding Contacts** is more intuitive and clear.
- **Passwords** now require more complexity and are hidden from view in all profile forms. Should you wish to change your password (highly recommended) you will need to have at least 8 characters including one upper case letter, one lower case letter, one number and one symbol.
- **Passwords** must now be reset, they cannot be retrieved in plain text through an email.
- **Select the year** for your Hours records report *before* running the report.
- There have been other, minor improvements as well. Hopefully you'll find the system even easier to use than before.

The menu for the Master Gardener is accessible by clicking the green menu icon ≡ above. Or use the menu below.

Use the Get Help menu item for answers to common questions regarding using the system. Or send a query to Technical Support.

MG Menu

Report My Hours

View or Edit My Hours

My Master Gardener Profile

My Master Gardener Group
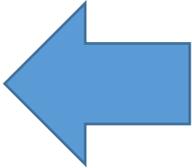
Click on any of these links to report, view or edit hours.

Current Year Totals					2016
MG	Vol	Edu	Adv	Total	Con
Jane Kempker	118.50	9.00	0.00	127.50	15
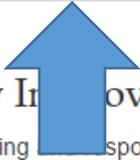
Major Security Improvements Made

We've been busy listening [and re]sponding your your bug reports and suggestions for an improved interface. We hope the [system]... than it w[as]

Total hours can been seen for the year, at the home page.

Volunteer hours are separate from education and advanced hours.
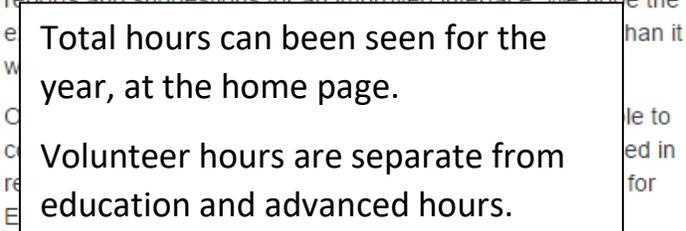
Insert Record

Project *
--Select-- ▼
ⓘ
Required field

Local Category or Project
--Select-- ▼

The "Local Category or Project" drop down menu is a list of group-specific categories, one a sub-category of a specific project from the official project list. If this drop down is populated, it's because your group coordinator wants to further categorize MG activitie Please check to see if there is a category which applies to your record.

Location
--Select-- ▼

These are group-specific locations. If this drop down menu is populated, then your gro coordinator has added some locations for you to select when appropriate.

Description

When entering hours, select "**project**" or what best describes the project.

Select "**none**" at "**local category or project**".

Skip "**location**".

It is okay to lump hours together for similar events. Give a brief description at "**description**".

When lumping hours, use the last date of the event and give a brief description.

Enter hours in quarter segments; do not enter odd hours like 43 minutes. Round up or round down.

- 15 minutes = 0.25
- 30 minutes = 0.50
- 45 minutes = 0.75

Seldom do MG's have "**contacts**" unless teaching a program to non-MG's or when assisting/answering questions at a non-MG event.

Click "**insert record**" to enter transaction.

Project *
Master Gardener Meetings ▼ ?

Local Category or Project
NONE or Not Listed ▼

The "Local Category or Project" drop down menu is a list of group-specific categories, each one a sub-category of a specific project from the official project list. If this drop down is populated, it's because your group coordinator wants to further categorize MG activities. Please check to see if there is a category which applies to your record.

Location
--Select-- ▼

These are group-specific locations. If this drop down menu is populated, then your group coordinator has added some locations for you to select when appropriate.

Description
March MG meeting   ?

Date *
03/28/2017 📅 mm/dd/yyyy ?

Vol Hours
0.75 ?

CE Hours
0.5 ?

Adv Trng Hours
?

Add Contacts
If you need to add contacts information, fill out and save this hours record FIRST by clicking the "Insert Record" button. Then a Contact Demographics form will appear below.

* Required field(s)

Insert Record

At the MG Home page, click on **"view or edit my hours"**. Hours will show the most recent date on top. This information can be exported, print or go back. Hours can also be edited at this screen.

List - My MG Hours List   12/16/2016

	ID	Date	Project	Category	Location	Description	VOL	EDU	ADV	TOTAL	CON
1	180174	11/23/2016	Community, School, Church - Landscapes/Gardens/Beautification	NONE or Not Listed		11/16 church grounds	10.00	0.00	0.00	10.00	0
2	185804	11/21/2016	Community, School, Church - Landscapes/Gardens/Beautification	NONE or Not Listed		st. stan	0.50	0.00	0.00	0.50	0
3	180173	10/31/2016	Community, School, Church - Landscapes/Gardens/Beautification	NONE or Not Listed		10/16 church grounds	10.00	0.00	0.00	10.00	0
4	180172	09/30/2016	Community, School, Church - Landscapes/Gardens/Beautification	NONE or Not Listed		09/16 church grounds	10.00	0.00	0.00	10.00	0
5	180171	08/31/2016	Community, School, Church - Landscapes/Gardens/Beautification	NONE or Not Listed		08/16 water and take care of church grounds	10.00	0.00	0.00	10.00	0
6	180175	07/08/2016	Horticulture Answer Service (including time to research	NONE or Not Listed		took out 48 roses at church because	8.00	0.00	0.00		

Group By   XLS   Print   Back

Questions?????