

Instructions For Using The SC Master Gardener Volunteer Reporting System

You can find the link to the Reporting System Login by choosing "Online Reporting" from the side navigation of the Master Gardener website. Alternately, you can bookmark this URL: <http://cumastergardener.wpengine.com>

The screenshot shows the website's navigation menu with categories: ACADEMICS, RESEARCH, EXTENSION, ABOUT, GIVING, PROGRAMS, COUNTY OFFICES, PUBLICATIONS, RESOURCES, and CONTACT. The main content area is titled "SC Master Gardener Volunteer Reporting System". It includes a sidebar with a menu where "Online Reporting" is highlighted. The main text explains the benefits of reporting hours, such as helping coordinators and providing accurate data. A red arrow points to the "Reporting System Login" link. Below this, there are instructions on how to use the system and a note about the replacement of the old reporting system starting in July 2018.

ACADEMICS RESEARCH EXTENSION ABOUT GIVING
PROGRAMS COUNTY OFFICES PUBLICATIONS RESOURCES CONTACT

Home
About the MG Program
Find Your Local MG Coordinator
Volunteering
Online Reporting
Associations
Store
For Coordinators
Online Reporting

SC Master Gardener Volunteer Reporting System

What are some benefits to reporting your hours?

- **Helps your MG Coordinator!**
- **Provides Accurate Program Data!**
- **An Effective and Convenient Way to Report!**
- **Please help us promote the impacts of the SC Master Gardener Program!** We need SC Master Gardeners to report their hours in this system. Only when volunteers report their hours can we show the world the true impact that you make in your community.

Reporting System Login ←

Instructions

We've tried to make the reporting system simple and easy to use. Click here to download instructions.

What happened to the old reporting system?

The old system has been replaced with a new, user-friendly system. Please use the [Reporting System Login](#) for reporting all volunteer and continuing education activities beginning July 1, 2018. The old reporting system may be accessed for

When you get to the Log In screen, enter your username OR email address and password. If you forget your password, click the link to reset it.

The screenshot shows the login page for the SC Master Gardener program. At the top is the Clemson Cooperative Extension logo. Below it is the South Carolina Master Gardener logo, which includes a palm tree and a crescent moon. The text "SOUTH CAROLINA Master Gardener A CLEMSON EXTENSION PROGRAM" is displayed. A yellow "Log In" button is prominent. Below the button are input fields for "Email" and "Password", followed by a "Log In" button. A link "Click here to reset password" is located below the input fields. At the bottom, the copyright notice "© 2018 SC Master Gardener. All Rights Reserved." is visible.

CLEMSON
COOPERATIVE EXTENSION

SOUTH CAROLINA
Master Gardener
A CLEMSON EXTENSION PROGRAM

Log In

Email Password Log In

[Click here to reset password](#)

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Once logged in, the “My Activities” page will appear. Click “Add Activity” to enter a volunteer or continuing education activity.

[Add Activity](#)
[My Profile](#)
[My Activities](#)
[Log out](#)

Search Description:

Category:

Filter by Date Range: From To


User	Category	County	Completed	Hours	Miles	Adult	Youth	Desc.	Edit/Delete
Terasa Lott	Ask A Master Gardener (not Farmers Market)	Florence	08-12-2018	2	10	24	0	Staffed ask a mg booth at xxx nursery	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Terasa Lott	Ask A Master Gardener (Farmers Market)	Florence	04-23-2017	3				Staffed Florence County Master Gardener Association Booth at Pee Dee Plant and Flower Festival	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Total Hours	Total Miles	Total Adult Contacts	Total Youth Contacts
5	10	24	0

Export to CSV:
 Reset:

This is the Add Activity page.

Add Activity



[Add Activity](#)
[My Profile](#)
[My Activities](#)
[Log out](#)

Category:

County:

Hours: **Miles:**

Adult Contacts: **Youth Contacts:**

Date Completed:

Description of Activity:

Category Description:

Educating adults or youth through phone consultations in the County Extension Office; walk-in clientele; site visits; development of educational materials (photographs, class outlines, slides, websites, and displays);...

Category: Choose the appropriate category from the drop-down menu. There are 9 sub-categories of educational service. Each has a description that appears in the gray box on the side of the page. Please use one of the 9 if at all possible. If none of the 9 are appropriate, select the main educational service category.

County: Choose the county in which the activity took place.

Hours: Enter hours in quarter hour (.25) increments.

.25 = 15 minutes

.50 = 30 minutes

.75 = 45 minutes

Contacts: Enter the number of adults reached through the activity as adult contacts and youth as youth contacts. The contacts field is grayed-out when not applicable.

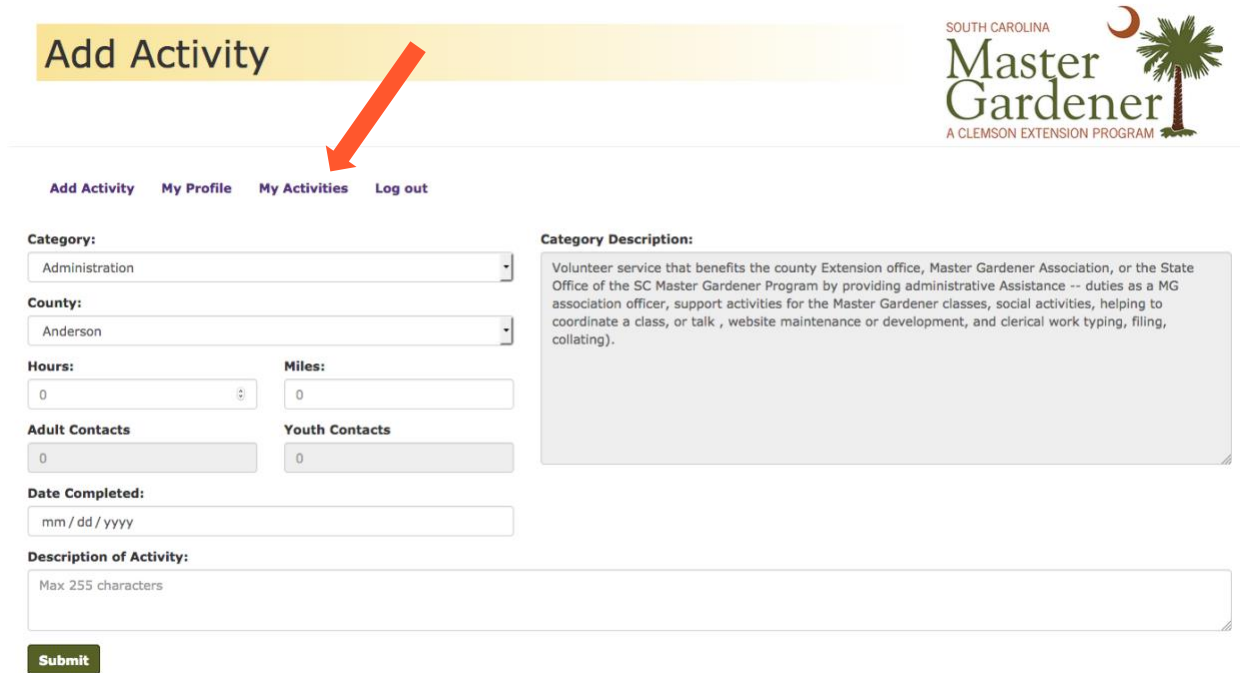
Date Completed: Enter the date of the activity in the form mm/dd/yyyy

Description: Enter a brief description of the activity (max 255 characters). For example, “Staffed Ask-A-Master Gardener Booth at John Smith Nursery as part of Native Plant Week.”

Save: Click the green “Submit” button to save the activity.

Viewing Your Activities

Click “My Activities” to see a record of the activities you have entered.



The screenshot shows the 'Add Activity' form with a navigation bar at the top. The navigation bar includes links for 'Add Activity', 'My Profile', 'My Activities', and 'Log out'. A red arrow points to the 'My Activities' link. The form fields are as follows:

- Category:** Administration
- County:** Anderson
- Hours:** 0
- Miles:** 0
- Adult Contacts:** 0
- Youth Contacts:** 0
- Date Completed:** mm / dd / yyyy
- Description of Activity:** Max 255 characters

The 'Category Description' field contains the following text: "Volunteer service that benefits the county Extension office, Master Gardener Association, or the State Office of the SC Master Gardener Program by providing administrative Assistance -- duties as a MG association officer, support activities for the Master Gardener classes, social activities, helping to coordinate a class, or talk , website maintenance or development, and clerical work typing, filing, collating)."

The 'Submit' button is green and located at the bottom left of the form.

Sorting Activities

There are a number of ways to sort your activities. You can use one or more of the search or filter options. You can “Search Description” or filter by “Category” or filter by “Date Range”.

My Activities



[Add Activity](#) [My Profile](#) [My Activities](#) [Log out](#)

Search Description:

Category:

Filter by Date Range: From To

User	Category	County	Completed	Hours	Miles	Adult	Youth	Desc.	Edit/Delete
Terasa Lott	Ask A Master Gardener (not Farmers Market)	Florence	08-12-2018	2	10	24	0	Staffed ask a mg booth at xxx nursery	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
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Total Hours	Total Miles	Total Adult Contacts	Total Youth Contacts
5	10	24	0

Export to CSV:

Search Description: This feature allows you to search the description for a keyword. For example, perhaps you want to see how many times you performed service at a specific location. You would type that location into the “Search Description” field and click “Search”. Be sure to click on “Reset” before performing another search/filter. Otherwise, the results will be limited to activities that meet both requirements.

Category: You can filter your activities by category which will allow you to only see a particular category. This is useful if you want to know how many hours of educational service you have recorded.

Filter by Date Range: This tool allows you to see activities during a specific timeframe.

Export: The export button will allow you to export your activities to a .csv file. This file opens with Microsoft Excel. This feature is more likely to be used by Association Administrators and Master Gardener Coordinators for the purpose of verifying hours and creating reports.

Editing and Deleting Activities

You can easily update certain fields within an entry. Simply click “Edit” and make the necessary changes. Be sure to click “Update” to save the changes. You’ll want to note you can’t edit the category. If you made an error, simply delete that activity and enter it with the correct information. You can find the edit and delete buttons to the right of each activity.

Editing Your Profile

You can edit most fields in your profile. Those that are not editable will be grayed out. If you notice an error or need to change your Association, please contact your local Master Gardener Coordinator.

[Add Activity](#) [My Profile](#) [My Activities](#) [Log out](#)

First Name Terasa	Last Name Lott	
Email* terasa@g.clemson.edu	Home Phone	
Cell Phone 843-269-5904	Work Phone	
Street		
City	State SC	Zip
Status Certified	Class Year 2011	Historical Hours N/A
County 1 Florence		
Gender Female	Race White	Ethnicity Non-Hispanic or Latino
Update Profile		

My Associations

Association 1 Florence County Master Gardeners Association

Association 2

Questions:

If you have questions, you should first ask your Association Administrator. If he or she is unable to help you, contact your Master Gardener Coordinator. If your Master Gardener Coordinator is unable to solve the problem, he or she will contact the State Master Gardener Coordinator.

**Thank you for all you do to help South Carolinians.
There is no doubt you make a difference and it is truly appreciated!**