

Master Gardener Online Volunteer Hours Record System

New Users' Guide

Registering:

1. Go to www.aces.edu/mgmanager
2. On your first visit, select the "Click Here" link at the top.



Master Gardener Service Report Login

First Visit? [CLICK HERE](#) to register and begin participating.

E-Mail

Password

Remember Me Yes (see note below)

REMEMBER ME?: Checking the "Remember Me" box will allow this page to preload your e-mail address on subsequent visits. It does not remember your password. Still, **DO NOT** use this when logging in from publicly accessible computers (Library, Ext. Office, etc.). If this has already happened, use the **Forget Me** function below.

HELP! I forgot my password!

FORGET ME?: To cancel the "Remember Me" cookie, [click here](#). You will be brought back to this page.

TROUBLE LOGGING IN?: This site requires your computer to accept cookies. This allows the site to authenticate you and allow access.

[Master Gardener Service Report](#)

3. Fill out the registration form:
 - a. Select your County or your MG Association, wherever you will be reporting your hours.
 - b. If you do not have an email address, use your telephone number. This is a SECURE site, your information is only as available as you make it, and not available to non-site users.



Auburn ACES Master Gardener Program

[<< Return to Login](#)

Fields shown in yellow indicate required information.

Select Your County

First Name

MI

Last Name

Nickname

E-Mail

IMPORTANT The site uses email addresses for login. **If you do not have an email address** please enter your 10 digit home telephone number with no dashes or spaces.

Password

Your password needs to be at least 5 alpha/numeric characters, all lower case, no spaces. Passwords are not case sensitive.

4. Enter the validation code found in the gray box. This code tells the website that you are a human and not a random computer spammer
5. Enter your county's admin code for automatic access.
 - a. YOUR ADMIN AUTHENTICATION CODE IS: _____
 - b. THIS IS NOT YOUR PASSWORD
 - c. If you do not enter the code, you will have to wait for approval before being allowed to log in.

The screenshot shows a login interface. At the top, a gray box contains the validation code 'TAG89'. Below it, text reads 'For validation, enter the characters shown above. The code is NOT CASE SENSITIVE.' There are two input fields: one labeled 'Validation' with a yellow background, and another labeled 'Admin Authentication*' with a brown background. An arrow points from the 'Admin Authentication*' label to its input field. Below the 'Admin Authentication*' field, text reads 'For Agents or other administrative personnel only. See note below.' A 'Submit' button is located at the bottom of the form.

6. Write down your password for easy access to the system in the future
 - a. MY PASSWORD: _____

Logging in:

1. Enter your email address and the password you chose when registering and click Enter
2. Go to "My Page" the first time you visit the site.
 - a. Click on "[Edit my Contact Info](#)"
 - b. Select your privacy level at the top of the form
 - i. Show All Contact Info
 - ii. Hide Addresses Only
 - iii. Hide All Contact Info
 - c. Upload a photo if you want – reduce size if very large
3. From the "My Page" tab, you may also edit your volunteer interests, gardening interests, and other information

Reporting Volunteer Hours:

1. Click on the "Hours" tab at the top of the page
 - a. This page shows you a summary of your volunteer hours for the current year
2. To report pre-2010 hours (in bulk), click the gray "Report pre-2010 Hours" tab
3. To enter hours for the current year, select the gray "Enter Hours" tab
 - a. Fill out the information on the form
 - b. Click submit
 - c. You will be returned to a blank submission form with a blue message at the top if your hours were entered correctly.

Volunteer Hours Categories Guide

Below are some EXAMPLES of activities that would fall under each category. This list is not all-inclusive. If you have questions about how your volunteer activity should be recorded, please check with your agent. Please note there is no longer an "Other" category.

Category	Description	Examples
Public Outreach		
Advanced MG Outreach	All volunteer hours for the Advanced Certificate are specific to the certificate's topic. The requirements are: At least one community/civic education project related to the study outline; At least one project directly linked to the MG Program and ACES.	<ul style="list-style-type: none"> • teach an MG class • give a presentation/workshop at the state conference or to a local MG association • give or support a community education workshop • develop written materials and Powerpoint presentations • conduct other public programs, assist an ACES agent in program delivery
Community Landscape Project	long-term project at a park, school, or streetscape; are primarily beautification and not educational, but has local MGA support	<ul style="list-style-type: none"> • Maintaining planted beds such as roses, herbs, etc at a botanical garden • Maintaining gardens at a public park • Landscaping around public buildings/areas (botanical gardens, courthouses, city halls, historical sites, churches, cemeteries etc) • Maintaining municipal flower beds for city beautification • Installing landscapes at charitable organization buildings (such as Habitat for Humanity) • And other beautification projects
Community Special Project	NON-landscape activities. Special projects are often designated by each local MGA.	<ul style="list-style-type: none"> ▪ Assisting fund raiser such as plant sale for botanical garden, special group, plant society, etc (NOT for MGA or ACES fundraisers) ▪ Volunteer work with charities and non-profits (i.e. working at a food bank, miscellaneous at botanic gardens) ▪ Serving on Arbor Day committee ▪ Decorating for open house at a public, historic, etc. buildings ▪ And other NON-landscape related projects

Home Garden Consult	Home visits in which you assist a homeowner in determining and resolving a problem in the home landscape.	<ul style="list-style-type: none"> • It might also include visiting someone to suggest landscaping options and designs. Remember, ALL chemical recommendations must come from accepted Extension recommendations.
MG Helpline	This is related to any Helpline activity. Around the state these are collectively the: Information line, Hotline, Plant Info line, etc. Most Helplines are associated with the toll free line - 877-252-4769.	<ul style="list-style-type: none"> • May also include answering hort. questions in the Extension office
Municipal event/county fair	Any event in which you help pass out or display educational (MG related, or Extension related) information.	<ul style="list-style-type: none"> ▪ manning an Extension booth at a farmers' market, flower festival or other public venue ▪ passing out soil sample kits at a garden center, county fair, plant sale, etc. ▪ hosting a garden information booth at a retail garden center or county fair, market or festival ▪ preparations and take-down of the display ▪ other activities at a market, fair or festival such as: judging an event at the fair, serving on the planning committee for a fair, festival, etc.
Public education program	Education programs might be short or long, a single event or on-going workshops. There are always preparatory and behind-the-scenes activities for these events. Count your volunteer time here both when you are presenting/teaching at the event and any activities necessary for hosting the event.	<ul style="list-style-type: none"> ▪ Assist or present at an ACES sponsored workshop/event ▪ A short program at Rotary, Lion's, Garden Club, or other civic group ▪ A speaker's bureau ▪ A series of workshops at the local Community College ▪ An educational woodland walk at a city park or botanic garden ▪ Or other events where you assist or teach the public about home gardens or nature's gardens
Support Other ACES programs	This category includes volunteer activities associated with any other ACES program that is not specific to gardening.	<ul style="list-style-type: none"> ▪ Assist 4-H program OTHER than JMG or another such youth gardening program ▪ Assist the Food & Nutrition agent prepare for a program

		<ul style="list-style-type: none"> ▪ Answer phone calls for the County office
Youth program	Youth programs are any programs where you work with children or youth.	<ul style="list-style-type: none"> ▪ An outdoor classroom (time with students; see 'Gardens' for planting/maintenance in the garden) ▪ Preparing a program to teach children or youth in an outdoor or garden setting (Botanic Gardens, School, or other) ▪ Teach or assist with Junior Master Gardener ▪ Conduct/teach a program for children/youth at the botanic garden
Category	Description	Examples
Education Materials		
Multimedia	Non-print educational materials	<ul style="list-style-type: none"> ▪ Developing a PowerPoint presentation on a topic of interest ▪ Recording/editing/uploading an educational video clip for the internet or a class presentation ▪ Developing/maintaining/designing an educational website
Print	Always remember to cite/reference Extension pub's and research-based information if stating something as a recommendation. If you mention other information such as folk remedies, be certain to clearly define this information as such.	<ul style="list-style-type: none"> • Extension publications, fact sheets, pest alerts, etc • specific MGA newsletter article • This category is only used for written, educational materials that you volunteer to create - not those for payment. While it is acceptable for members to receive payment for garden articles, the time given under these circumstances does NOT count as volunteer time.
Gardens		
Community food	Gardens for which the produce is donated to a food bank or other non-profit organization	<ul style="list-style-type: none"> • maintaining, harvesting, or designing a garden that supports
Education/ demonstration	Gardens in public locations that are only for education purposes or to demonstrate a gardening technique	<ul style="list-style-type: none"> • designing, preparing or maintaining the garden • hosting or guiding tours through the garden

Horticulture Therapy	Info at www.ahta.org	
School/youth	These are the activities you do to prepare/create the outdoor space where children and youth will learn.	<ul style="list-style-type: none"> • designing, preparing, or maintaining the garden • PR activities that help to start or sustain the outdoor classroom or similar learning space.
MG Program Support		
Fund raiser	hours spent on fundraisers for local associations	<ul style="list-style-type: none"> ▪ Plant sale ▪ Cookbook sale
Manage/Teach/Assist Intern Class	Hours spent assisting, teaching, or coordinating a Master Gardener intern class are reported under this category.	<ul style="list-style-type: none"> ▪ Volunteering as Class Coordinator ▪ Preparing handouts for class ▪ Coordinating snacks, lunch, etc. ▪ Grading exams ▪ Teaching a class session
MGA/AMGA Administration	hours spent on association, both local and state, business.	<ul style="list-style-type: none"> ▪ Serving as an officer for either your local MGA or the state AMGA ▪ Editing/printing/writing/etc a newsletter ▪ Serving on any MGA committee such as the scholarship committee, projects committee, the state steering committee, etc
MGA/AMGA Meeting	The business portion of local MGA meetings counts toward volunteer hours	<ul style="list-style-type: none"> ▪ Travel time to/from meetings is only recorded for officers and those with specific meeting responsibilities (committee chairs, bring snacks, presenters, etc). This should encourage wider involvement from your membership. ▪ The educational program portion of the meeting = CEUs. ▪ 'MGA Meetings' includes time given both to local and state MGA meetings. Local MGA's hosting annual conference use this for hours to prep/planning/event hours.