

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: jef3202
 - 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.

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.