

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.

The screenshot shows a login form with the following elements:

- A gray box containing the text "TAG89".
- Text below the gray box: "For validation, enter the characters shown above. The code is NOT CASE SENSITIVE."
- A yellow box labeled "Validation" containing an empty text input field.
- A brown box labeled "Admin Authentication*" containing an empty text input field. An arrow from step 5a points to this field, which is also circled in red.
- Text below the admin authentication field: "For Agents or other administrative personnel only. See note below."
- A "Submit" button at the bottom.

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.