

## Welcome to the online system

First, go to <http://www.clemson.edu/extension/mg/>

The topics listed for MG Volunteers are all full of useful ideas. The Online topic takes you to the statewide online page for your reporting hours. The topics "What Counts" and "Activity Codes" provide excellent information on how the hours you volunteer are counted.

After acquainting yourself with the general reporting information for volunteers, go to the online reporting page <http://www.clemson.edu/cemg/> where you will be asked to login with your user name and your password .

Enter these and check the "remember me" box if you want to save logging in every time you go to the site.

Then hit "submit". This should take you to your own personal reporting page. The first thing to do is to click the "EDIT" button next to your name. Then look through the information there and see if everything is filled in - and done correctly. Try to correct anything that needs it...and if it won't correct, just email me or Laura Lee with a description of the problem and we'll get it worked out.

Next, prepare to enter the volunteer hours you've done. The hours which most count toward your maintaining your MG Active status are under the category of "Educational Service", so first click "ADD" next to educational service.

This takes you to the page where you enter your volunteering info. Look through the "Educational Service" descriptions to see if one fits your work; if so, check it and fill in the rest of the info requested. If not, then check the other categories (Continuing Education, Community Service, Administration) and see if they fit your work.

(By the way, at a recent meeting of leaders in Columbia, I learned that "Administration" actually is designed to catch hours which have nothing to do with the actual MG mission; it's designed to record hours on things like planning a Christmas party or fixing lunch for a group of MGs. Actually administering the program itself counts as "Educational Service"!)

If you can't figure it out, just email me or Laura Lee, and we'll get it sorted out.

Be SURE you hit "SUBMIT" at the bottom of the page after entering or changing anything. If you don't, it will not be recorded.

You should note that the calendar part of the page is movable backward, so you can actually enter hours volunteered in previous months...and even previous years.

This online system is the only way the hours are kept, so it's vital to keep up with the system and your reporting.

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