

New Volunteer Hours Reporting System – Cheat Sheet

****Log-In (First time ONLY)****

1. Go to <https://texas.volunteersystem.org/>
2. At the bottom of the page, click on “New User/Password Problems” – this will take you to a forgotten password page. Enter in the email address you provided for the LRBMGA Roster
3. Click “Receive email to access portal” button.
 - a. You will receive an email with a ***temporary password***. Copy the ***temporary password***.
 - b. Go back to <https://texas.volunteersystem.org/> enter your personal email and **Paste** the temporary password.
4. Once you’ve logged in, go in to the “Edit Profile” section and Change Your Password to something you will remember. (Note: It is toward the bottom of the page. It’s a box that says “Change Password.” After you have chosen a password, make sure to hit the “Save Information” button at the bottom of the page.)
5. From now on, you will log in with your personal email and your password that you chose.

Change Password	<input type="text"/> Passwords must be at least 7 characters in length with no spaces and contain a number or special character.
E-Mail Address	<input type="text"/>
Upload Photo	<input type="text"/> <input type="button" value="Browse..."/> (image will be resized for web use)
Edit Interests	
Other Interests	<input type="text"/>
<input type="button" value="Save Information"/>	

Updating Profile Information:

E-Mail Address	<input type="text"/>	<ul style="list-style-type: none">● Add your photo● Enter your interests in the “Other Interests” space● Click “Save Information” when you have finished
Upload Photo	<input type="text"/> <input type="button" value="Browse..."/> (image will be resized for web use)	
Edit Interests		
Other Interests	<input type="text"/>	
<input type="button" value="Save Information"/>		

How To Report New Hours:

1. On the left hand side of the page, click on “Add New Hours”
2. Enter an Event Description, Event Date, Apply to Project (drop down menu), and the number of hours.
 - a. Note: There are 2 categories for hours. *Please make sure you either enter Volunteer Hours or Continuing Education Hours.*
3. Click on Save Hours at the bottom of the page. You **MUST** save your hours each time you enter or they are not reported.

*Note: Individuals may enter miles for personal records to be utilized on annual tax returns. **For information visit <http://www.irs.gov>**

Add Volunteer Hours For

Event Description	<input type="text"/>
Event Date	<input type="text"/>
Apply to Project	Select a Project <input type="text"/> REQUIRED
Miles Driven	<input type="text" value="0"/>
Volunteer Hours	<input type="text" value="0"/>
Continuing Education	<input type="text" value="0"/>

Population Served

Contact Ethnicity	Male Adult	Male Youth	Female Adult	Female Youth
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hawaiian / Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Viewing Your Reported Hours:

1. On the left hand side of the page, click on “View Your Hours”
2. You will be able to see each event you have added and can export the information in to Excel by clicking the “Create Excel” button for personal records.
3. MG Coordinator reviews reported hours and may request changes as required.

Your Information Edit Your Profile Add New Hours Viewing Your Hours	Volunteer Hour History For Start Date: <input type="text"/> End Date: <input type="text"/> <input type="button" value="Submit"/> <input type="button" value="Create Excel"/> <table border="1"><thead><tr><th>Date</th><th>Activity</th><th>Project Name</th><th>Miles Driven</th><th>CE Hours</th><th>Vol. Hours</th></tr></thead><tbody><tr><td>23-Apr-13</td><td>Business Meeting</td><td>MG Administration</td><td>0</td><td>0.00</td><td>1.00</td></tr><tr><td>Totals</td><td></td><td></td><td>0</td><td>0.00</td><td>1.00</td></tr></tbody></table>	Date	Activity	Project Name	Miles Driven	CE Hours	Vol. Hours	23-Apr-13	Business Meeting	MG Administration	0	0.00	1.00	Totals			0	0.00	1.00
Date	Activity	Project Name	Miles Driven	CE Hours	Vol. Hours														
23-Apr-13	Business Meeting	MG Administration	0	0.00	1.00														
Totals			0	0.00	1.00														

Event Calendars
General Information Member Roster Projects Newsletters/Documents Photo Albums

This information is on the Homepage. You can view Events on the Calendar by clicking link. At this time, we are not keeping the calendar current. You can also view the Member Roster. This is now the location for the current LRBMGGA Roster. The Newsletters/Documents section will now have all of the MG forms, for example, the LRBMGGA Bylaws.

Volunteer Hours Categories:

Select a Project	REQUIRED
Select a Project	
Adult Education	
Community Garden	
Continuing Education	
Media	
MG Administration	
Youth/Jr. Master Gardener	

Examples of Volunteer Hours:

Adult Education:

- A volunteer prepares and/or presents a program as a representative of the Master Gardener Program through the LRBMGA Speaker's Bureau
- Performs an essential task regarding an exhibit, educational program, etc
- Provides education in one-to-one consulting - site visit, diagnosis, problem solving
- Prepares published printed material – website, news article, publication
- Clients Trained – report audience number, ie. 1-neighbor; 8 at Veggie Demo (When reporting hours, it will ask you for ethnicity of your contacts. If you are unable to determine ethnicity, please use the “Unknown” category.)

Demonstration Garden: TDG or any other pre-approved garden

Continuing Education: LRBMGA programs, garden center seminars, arboretum/botanical garden guided tours, state MG conference sessions, Extension Horticulture programs

Media: Website, publicity, television, radio, Facebook, blog

MG Administration: LRBMGA Board, Fundraising, Plant Sale

Youth/Jr. Master Gardener: Support of a registered Jr. Master Gardener group, Extension sponsored youth program

Privacy & Security:

The Texas Master Gardener Volunteer Management website is a “secure” website. It has been reviewed by the Texas A&M System (Contracts & Grants division). If you notice the website address, it says “https” – the “s” in the address means that the website is secure. Your personal information will not be shared or accessed by unauthorized users.