Instructions for Online Registration and Reporting

As a Master Gardener, you are responsible for turning in a volunteer hour report. You may choose to enter your own volunteer hours or have the designated record keeper enter them for you. To do this, everyone must register to be verified as a legitimate Master Gardener by a Extension agent. If you do not have access to a computer, please have the designated record keeper register you and enter contact, profile and hour information.

Step 1. Go to the Tennessee Master Gardener Website.
http://mastergardener.tennessee.edu

Step 2. Click on the "Master Gardener Resources" link on the right column.

Step 3. Read the page. If you have not registered, click the word "register."

Step 4. Enter your first and last name, then your entire email address. Use the dropdown menu to search for your agent's name. Click the "Submit" button.

Step 5. Wait for an email confirmation from your Extension agent. You should have a new username and password. If you do not have a response within a week, please contact your county Extension office and ask to be verified.

Step 6. Log on the Master Gardener Resource Website (at the bottom of the page) by entering your user name and password. [If you have forgotten you password contact your agent to look it up on your profile. At this time usernames cannot be reset but this can also be verified by your agent.]

Step 7. Enter your contact information and submit. Be sure to indicate if you would like to be included in the county directory.

Step 8. Enter your profile and submit.

Step 9. Enter your volunteer hours. You can enter hours for each separate project.
    A) Indicate if you are a project leader (see guidelines for description).
    B) Name the project or describe the activity.
    C) Indicate which type of volunteer hours the project or activity should fall under (see description of Administrative, Community and Education in Guidelines)
    D) Insert the number of miles travel to project (if any). Mile records are for your documentation only (a reference if you deduct miles on your taxes), they do not count for MG or Extension benefit.
    E) Report any gift or grant dollars earned for this project (only if you are the project leader).
    F) Click "Submit"

Step 10: Enter CE credits.
    A) Name the educational event.
    B) Enter the date(s) you attended this event.

C) Click "Submit"

Please enter your ours on a regular basis to maintain your registration.