# Master Gardener Record Keeping

The How and Why of Keeping Track of your Volunteer and Educational  Hours

# Why do record keeping?

Keeping your ***contact information*** up to date will ensure we can reach you with educational and volunteer opportunities.

The Master Gardener (MG) Program is not based on a one time certification.  To be a MG you must earn a Basic Certification and then an ***annual Re-certification***. Certifications are awarded based on hours recorded.

Your volunteer outreach demonstrates the **impacts** of the MG Program in local communities throughout Michigan. We need your efforts documented for decision makers. MG volunteers are involved in efforts to enhance environmental stewardship; provide access to healthy, affordable food; improve communities and enrich the lives of young people through gardening.

# How to Log on to the system:

## https://mi.mgrecord.com/login.php

Note: If you "book mark" this address, be sure to do it BEFORE you enter the log in information!



**Michigan Master Gardener**
Michigan State University Extension
*Volunteer Record Keeping System*

**Sign In**

Username [ ]
Password [ ]
[ Submit ]

I lost my username and password.

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Enter username and password, provided by your program coordinator.

I lost my username and password.

If you forget **your login or password,** click here and the system will automatically re-send it to the **email address** listed in your contact information on the system.

# Welcome to the Master Gardener Record Keeping System



Michigan Master Gardener
Michigan State University Extension
*Volunteer Record Keeping System*

smith migration
(email: winegar8@msu.edu - click here to update)

Home  Sign Out  Help

**Client Tasks**
Submit hour reports
Hour submission history
Edit my contact information
Change my password

Sign out

**Messages**
2009-08-19 - Added Certification for MG BASIC 2009

Old Messages

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The system will post messages to keep you up to date on changes to your records since the last time you logged in, including certifications earned.

"Old Messages" will allow you to refer back to messages in subsequent sessions.

# Welcome to the Master Gardener Record Keeping System
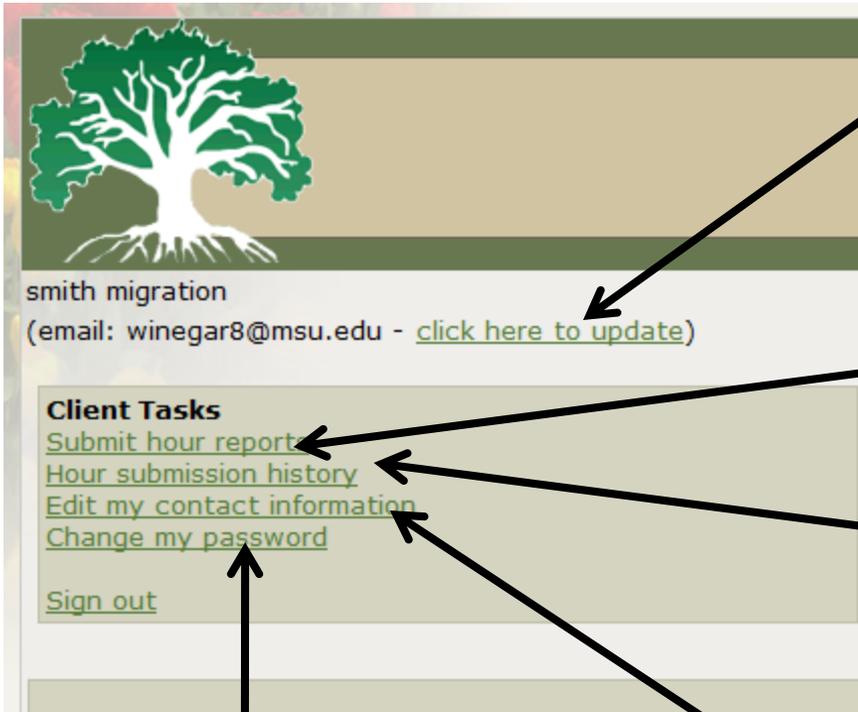
It's easy to forget to tell everyone about a change in email addresses, so we give you a reminder and quick click!
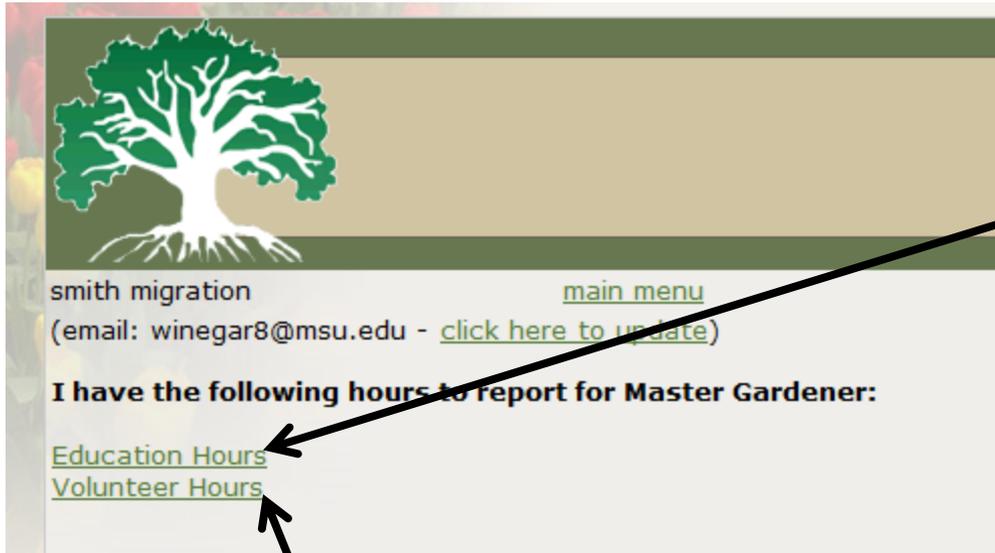
To enter your volunteer and/or educational hours.

To see a current status of the hours you have already submitted.

The system assigned a nonsensical password to get you started, but you can change it to something easier to remember!

Keep your contact information up to date.

# Submit Hours Reports



smith migration  main menu
(email: winegar8@msu.edu - click here to update)

**I have the following hours to report for Master Gardener:**

Education Hours
Volunteer Hours

**Education Hours**
Hours spent in classes, learning more about horticulture. Your connection to MSU provides you with access to continuing education that gives you the latest science-based information. It will help you better serve your community and protect the environment.

**Volunteer Hours**
Hours spent educating others through volunteer projects and putting on educational programs. MGs are involved in efforts to enhance environmental stewardship; provide access to healthy, affordable food; improve communities and enrich the lives of young people through gardening.

## Education Hours - Master Gardener

Class Date
(Y-M-D)

Group - Focus Area

(calendar)

Enter the date you attended the educational event in yyyy-mm-dd format, or click the "calendar" and choose the date.

**The Group - Focus Area** will help us accumulate MG efforts across the state, to show contributions in learning about environmental stewardship, growing healthy, affordable food; improving communities and enriching the lives of young people through gardening.  It's not just about where you learn, but that your learning will have a positive impact.

Switch to Volunteer Hours

Class Title/Description

Instructor

Actual Class Hours

Save

Enter descriptive information about the class and instructor, and the actual number of hours spent in the class or training.

Always click Save!

## Volunteer Hours - Master Gardener

**Date**
(Y-M-D)

**Group - Focus Area**

(calendar)

Enter the date you performed the volunteer activity in yyyy-mm-dd format, or click the "calendar" and choose the date.

**The Group - Focus Area** will help us accumulate MG efforts across the state, to show contributions in sharing information about or working on environmental stewardship, growing healthy, affordable food; improving communities and enriching the lives of young people through gardening. It's not just about where you volunteer, but that your efforts will have a positive impact.

Switch to Education Hours

**Description of Volunteer Work**

**# People Directly Educated**

**Actual Hours**

Save

Choose from the drop down the type of work performed. Were you sharing information, doing hands on work at a site or perhaps planning?

The **# People Directly Educated** should represent the number of people YOU personally, directly educated during these reported hours. If you help plan a workshop, the number is zero. If you speak to 30 people at the work shop on rain gardens…the number is 30.

Actual hours spent on this volunteer effort.

Always click Save!

# Keep your personal information up to date!



Click here to update your contact information or change your password.

# Keep your personal information up to date!

**Client Information Page**

| | | | |
|---|---|---|---|
| Title | First Name smith | Middle Name | Last Name migration |
| Informal Name | Sub-Title (jr, etc) | | |
| Address 1 123 Main St. | Address 2 | | |
| City Hometown | State MI | | Zip 49770 |
| Email winegar8@msu.edu | Password 5fffe | | |

Location | Phone Number | Extension
Add
(Include area code)

Update | Cancel

After changing any information, you must click the "Update" button for those changes to be saved.

**You can update your email here.**

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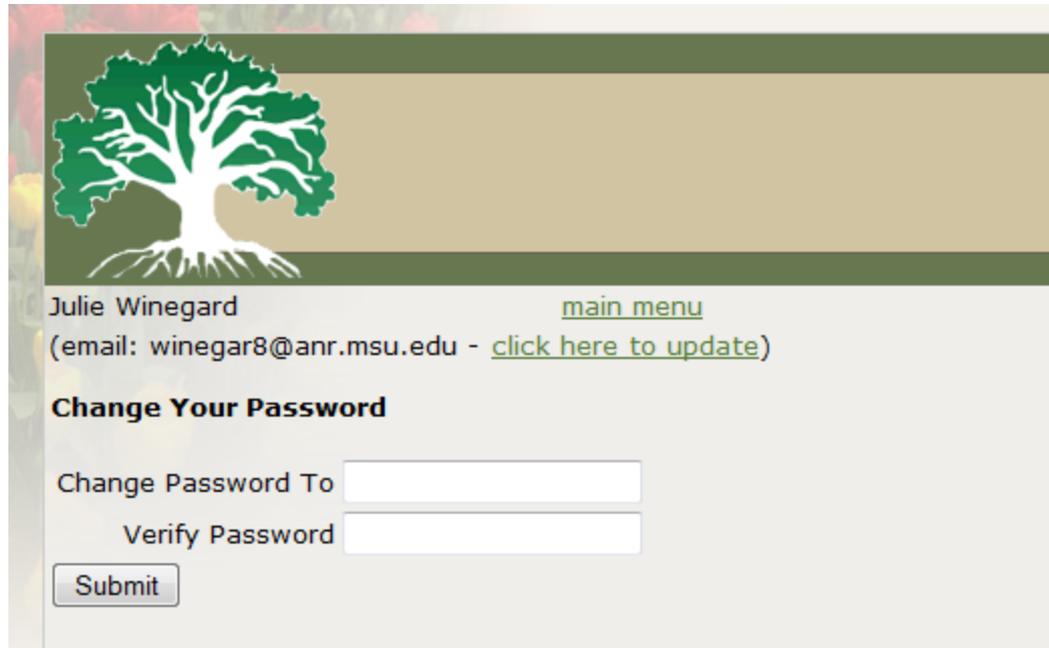Edit my contact information
Change my password

Sign out

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The system assigned a nonsensical password but you can change it to something easier to remember.

Julie Winegard                              main menu
(email: winegar8@anr.msu.edu - click here to update)

**Change Your Password**

Change Password To [                    ]
    Verify Password [                    ]
  Submit

Since you've already correctly entered your current password to get into the system, all you have to do here is enter the new (easier to remember) password and re-enter to verify. **Remember to keep your email address up to date if you ever want the system to remind you of your login or password. Up-to-date email addresses are also important for staying connected regarding upcoming MG events and other MG Program news.**