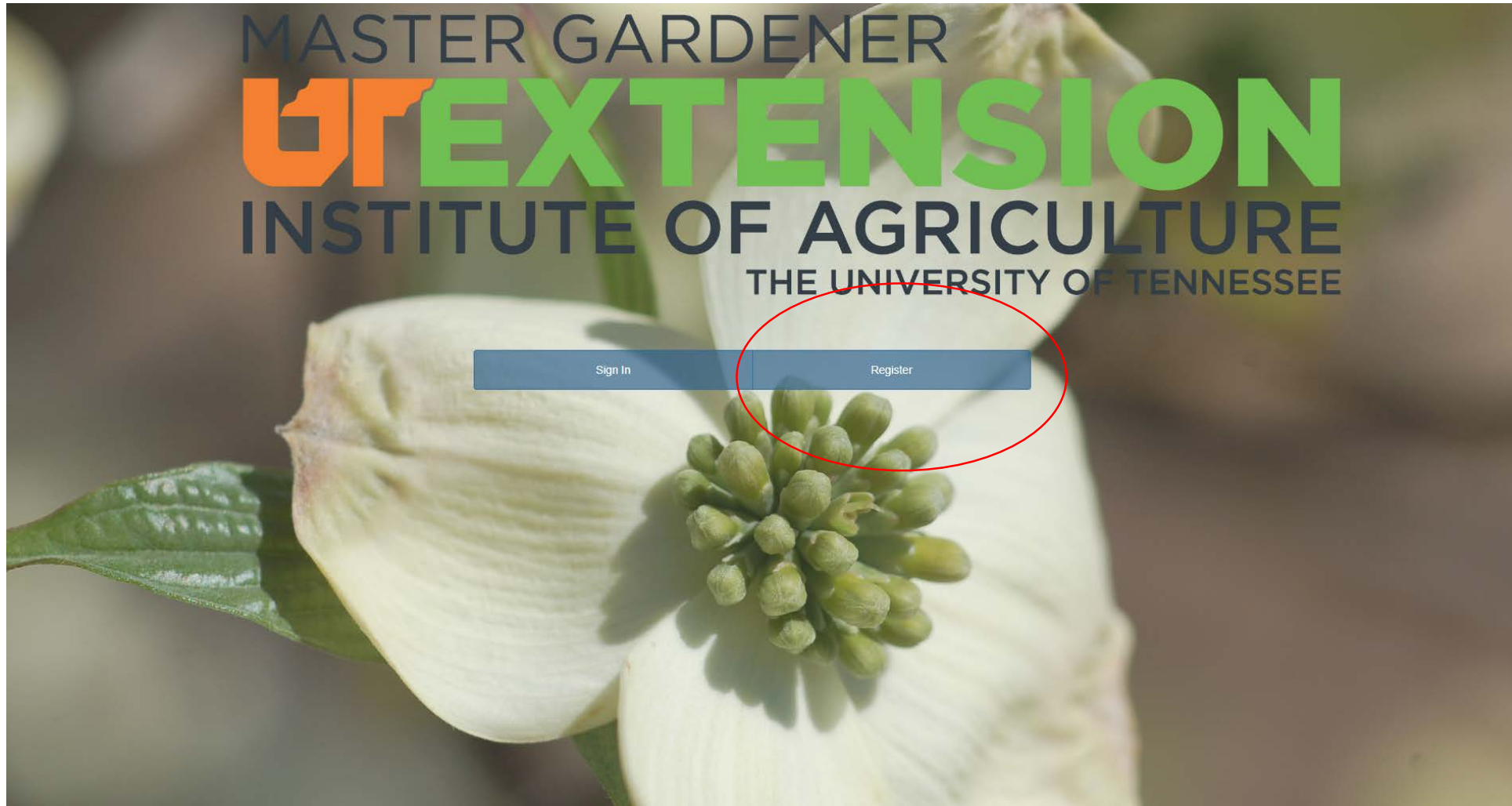


Go to the homepage
(<https://www.temg.tennessee.edu>), click on register



All volunteers (even experienced ones) will need to create a new account. Put in your email and then create a new password of your choosing.

MASTER GARDENER
UEXTENSION
INSTITUTE OF AGRICULTURE
THE UNIVERSITY OF TENNESSEE

Home ▾ CEU Project Register Log In

Register.

Create a new account.

Email

Password

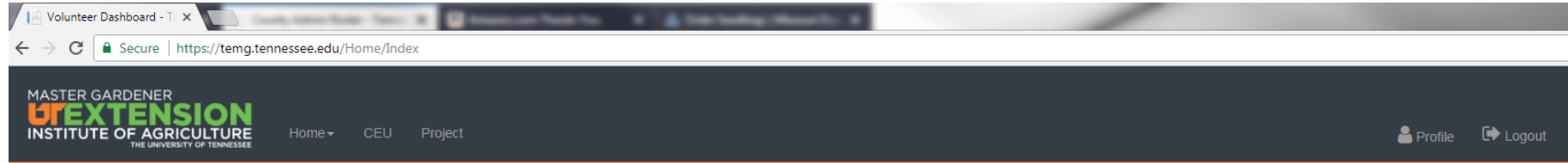
Confirm password

After you enter your email, it will be cross-referenced with emails in our Extension volunteer database.

1. If your email matches, then you will be registered in the system and asked to go to your profile page on the new website to update information.

2. If the email doesn't match, you will be asked to contact your agent to update emails in our main volunteer system.

Once you register and then log in, this is the main volunteer dashboard where you can see all your service and education.



Volunteer Dashboard

Service Hours Current Year: 6.00

CEU Hours Current Year: 10.00

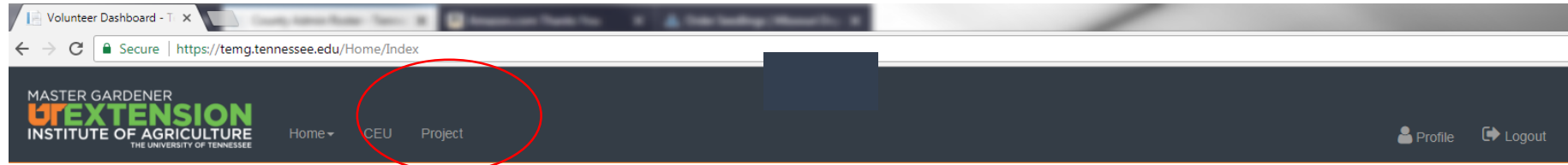
Year-To-Date Project Reporting [Report Project](#)

Project Hours/Miles

Project Name	Category	Service Date	Hours	Miles
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1

Showing 1 to 5 of 6 rows rows per page < 1 2 >

Click on the project icon at the top of the page to log service hours.



Volunteer Dashboard

Service Hours Current Year: 6.00

CEU Hours Current Year: 10.00

Year-To-Date Project Reporting [Report Project](#)

Project Hours/Miles

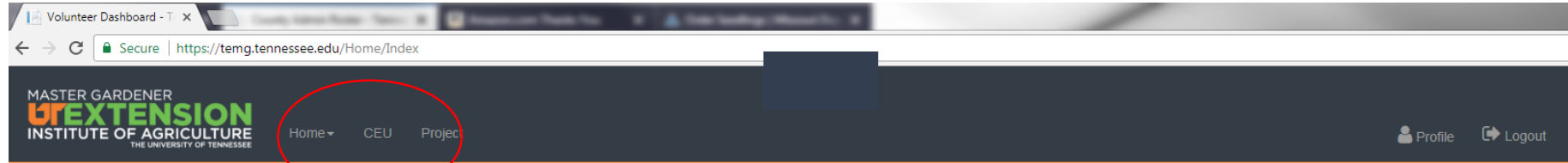
Project Name	Category	Service Date	Hours	Miles
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1

Showing 1 to 5 of 6 rows rows per page < 1 2 >

Click log project hours (it will turn green). Then select from a project in your group from the drop down menu. Make sure to click the magnifying glass to go to that project.

The screenshot shows the 'Project Reporting' section of the website. At the top is a dark navigation bar with the logo for 'MASTER GARDENER UTEXENSION INSTITUTE OF AGRICULTURE THE UNIVERSITY OF TENNESSEE' on the left, and 'Home', 'CEU', 'Project', 'Profile', and 'Logout' on the right. Below the navigation bar, the heading 'Project Reporting.' is followed by a button labeled 'Log Project Hours' with a person and plus icon. Below that is the heading 'User Project Reporting' with a 'Select Project' dropdown menu. The dropdown menu shows 'Select Project...' and a magnifying glass icon. Three red arrows point to these elements: arrow 1 points to the 'Log Project Hours' button, arrow 2 points to the dropdown menu, and arrow 3 points to the magnifying glass icon. At the bottom of the page, the text 'Real Life Solutions' is partially visible on the left, and 'The University of Tennessee Institute of Agriculture' is on the right.

Click on the CEU icon at the top of the page to log education hours.



Volunteer Dashboard

Service Hours Current Year: 6.00

CEU Hours Current Year: 10.00

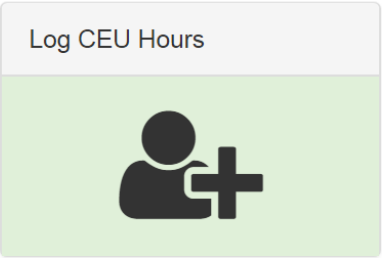
Year-To-Date Project Reporting [Report Project](#)

Project Hours/Miles

Project Name	Category	Service Date	Hours	Miles
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1
Administrative and Organizational Support	Administrative and Organizational Support	03/06/2018	1	1

Showing 1 to 5 of 6 rows rows per page < 1 2 >

Click on the log project hours (it will turn green). Then boxes will pop up in the screen below to enable you to input your education hours.

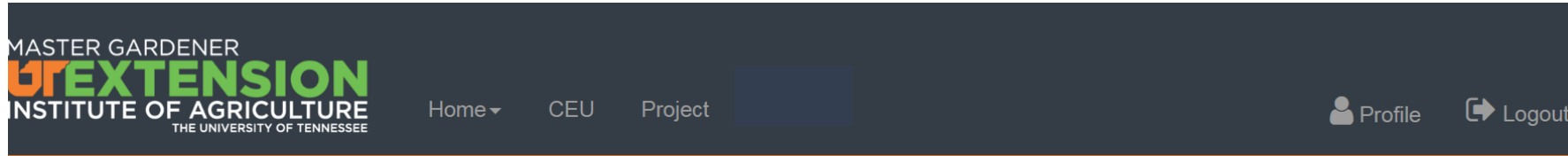


User CEU Reporting

Program Name:

Description:

Add in the program name and description. Then choose from a range of categories (just select what best describes the event). Add in your hours and the date and hit submit.



User CEU Reporting

Program Name:

Description:

Category

Hours:

Program Date:

