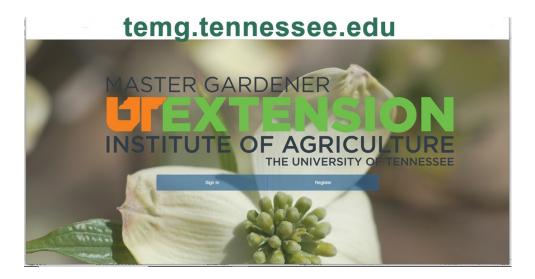
Maury County Master Gardeners Entering Service Hours Online February 1, 2022



Project Names	Description
Club Support	mentoring, meetings, officer and/or committee duties
County & UT Extension Assistance	office help, 4H, garden trials
Individual service projects	public area beautification, landscaping for non-profit organizations, etc
MCMG group service projects	Senior center, Polk Home, etc
Plant Sale	Annual Plant Sale
Shows and Fairs	Maury County Fair, Home and Garden Show, etc

Entering volunteer service hours online

Go to the website <u>https://temg.tennessee.edu/</u> and **Log in** or Register.

After Logging In the first screen is your Volunteer Dashboard.

You should see a large green button labeled **Report Project.** There are also options to select CEU or Project from the menu across the top.

To enter your project hours, select the green **Report Project** button or Project from the top menu. Three options will appear, Log Project Hours, Edit Report, Delete Reporting. Select **Log Project Hours**.

A menu will appear at the bottom of the page called **User Project Reporting** with a drop down menu to select project. Click on the **down arrow** and select one of the 6 projects AND THEN click on the **magnifying glass icon** which will create another menu at the bottom.

Enter the hours, miles (if applicable), and project date by selecting the calendar icon and select **Submit**.

To enter CEU hours, select the CEU tab at the top and follow the prompts.

You can continue entering project hours or CEU's or **Logout**.