

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



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

**Entering volunteer service hours online**

Go to the website <https://temg.tennessee.edu/> 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**.