

temg.tennessee.edu



Entering volunteer service hours online

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

After Signing In the first screen is your 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** to select one of the 10 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**.

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

Maury County Master Gardeners are required to complete the "Tennessee Extension Volunteer Application Form." The Interns from 2018 and 2019 and most members have completed the forms. If you are able to register then your Volunteer form was completed and the information was entered by an Extension Agent. If you are unable to register then either the form was not completed or it was not entered by an Extension Agent.

There are currently 10 projects to chose from:

Approved Member Projects - like landscaping for your church

Area/Landscape Beautification Maury County Sr. Center – current club project

Club Support – mentoring, meetings, publicity including web and newsletter, sunshine, budget, etc

Maury County Fair

Plant Sale

Public Area Beautification – like a library or a town

Rippavilla Gardens – current club project

Seed Package Assembly

Speaking Engagements - presentations for our club or other organizations

Weed Wrangle (whatever that is)

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