INSTRUCTIONS FOR ONLINE RECORDING OF HOURS
Washington County Master Gardeners

To enter hours
Go to uaex.uada.edu
- Click Yard and Garden, then click Master Gardener
- Scroll down and click on Enter Volunteer Hours

Logging In
- Username: Your email address
- Password: The first time you log in, click on *Forgot Password* to set up your password. A link will be sent to your email to set it up. Click on that link and follow the instructions there. *(If the link does not arrive within a few minutes, check your spam folder.)*
- Write down your password here: _____

Recording Your Hours
- Click on *Timesheet* in the header.
- Click on the picture of the calendar (▦) in the *Date* column, then click on the date you did the activity. Click the single blue arrow to go to a previous month.
- In the *Project* column, click the drop-down list to find the activity you want to record.
- In the *Hours* column, enter the number of hours you are reporting. You can click the up arrow to add time in 15-minute increments.
- In the *Miles* column, you may keep track of your mileage. Please note that this is for your personal use only and that we do not use this information.
- Click *Submit* when you are finished.
- You can aggregate hours spent on a single activity (listening to podcasts, for example) to enter them on one day rather than several different days.
- If you have entered something incorrectly, you may *Edit* or *Delete* the entry.
- Click *Logout* in the header to end your session.

If you have questions or need help, contact Annette Pianalto at annettepianalto@gmail.com or Kathryn Birkhead at kathrynbirkhead@gmail.com.

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