



INSTRUCTIONS FOR ON-LINE RECORDING OF HOURS **Washington County Master Gardeners**

Go to wcmgar.org and click on “Enter Volunteer Hours” at the top right of the home page.

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.*)
- If you don't remember your password, click on the “Forgot Password” button, and a link to reset it will be sent to your email.
- 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 On-line Hours Managers
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Kathryn Birkhead at kathrynbirkhead@gmail.com., Phone – 479-445-2163.

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