

INSTRUCTIONS FOR USING THE VOLUNTEER REPORTS SYSTEM (VRS)

Master Gardener volunteers are asked to track and report their contributed hours on an annual basis. Those hours are reported to the state office and compiled into an annual summary of hours, etc., contributed by the Master Gardener programs around the state.

REPORTING HOURS ONLINE – <http://extension.oregonstate.edu/mg/vrs>

This is the main page you will visit to complete your initial enrollment and to report your hours online. Hours can be reported as they are accrued and turned in to the coordinator by October 31st of each year. *Note: Before you begin, know that you will need to provide an email address to enroll. If you do not already have an email address, you can create a free account with such email providers as www.gmail.com, www.mail.yahoo.com or www.hotmail.com.*

From the main page, you can enroll in the Volunteer Reporting System as a Master Gardener. Simply click the link on the left hand side of the page that says 'Enrollment'. You will then be taken to the: Master Gardener Enrollment Page: <http://extension.oregonstate.edu/mg/vrs/enrollment>

After you enroll, you will need to login to access the system. Your username is the email address you entered when you enrolled. Once you are logged in, you can begin entering:

- Volunteer service hours and category of service (i.e. plant clinic in Extension office, school garden, plant clinic in farmer's market, speaker's bureau, etc.). If the category of your volunteer service hours are not listed (i.e. pruning specialist demo, compost specialist demo), please choose 'other', and write in a description of your service category. If there are enough 'other' descriptions written in for a certain category, that category may be added to the pull down options. However, that list is deliberately kept as minimal as possible for manageability, with categories applicable to all counties. (Many of the specialist programs are specific to only one or a few counties).
- Continuing / advanced education hours
- Miles driven for volunteer service (you can use this log for your tax records, to the extent permitted by law)
- Pounds of produce donated from your private garden or community garden to a local food bank or food pantry. Make sure that you do not double report a group donation. Thus, if you and five other community gardeners donated a total of 50 pounds of produce to a local food bank, you would want to be sure that all five of you do not report donating 50 pounds.

To log out, click the 'Log Out' link near the top left hand of the web page. This link can be found just to the left of the 'Contact Us' link.

Information needed to enroll in the Master Gardener™ VRS reporting system:

All items marked with an asterisk (*) require an answer. Items without an asterisk are optional.

Email*: type in your email. This email will also be your 'username' that you use when you log into the online volunteer reporting system.

Password*: choose a password, between 6 and 10 characters in length, that you will remember. Your local Master Gardener Coordinator and the statewide Master Gardener Coordinator will not be able to retrieve your password for you, should you forget.

First name*: enter your first name.

Last name*: enter your last name.

Address*: enter a street address. Your mailing address will not be distributed, shared or made public. The mailing address will be used only if your local or the statewide Master Gardener program staff needs to contact you in connection with Master Gardener business.

Address: enter an apartment number, or other additional address information.

City*: enter your city.

County*: this is the county in which you report your Master Gardener volunteer service hours, and not necessarily the county in which you live. (Some Master Gardeners are associated with a Master Gardener program in a different county than their county of residence).

Zip*: enter your zip code.

Phone*: enter a contact phone number. This phone number will be used only if the local or statewide Master Gardener program staff needs to contact you in connection with Master Gardener business.

Are you a dues-paying member of the Oregon Master Gardener Association? Answer yes or no. If you would like to learn more about the Oregon Master Gardener Association, ask the program coordinator to direct you to your chapter representative, or visit <http://extension.oregonstate.edu/mg/omga>

Last year you were certified*: select your certification level for the last year.

Year you became an MG*: this is the year that you graduated from being a Master Gardener Trainee, and were awarded a Master Gardener badge.

Help documents for VRS can be found here:

http://extension.oregonstate.edu/mg/vrs/VRS_Information_Sheets.php