



INSTRUCTIONS FOR ON-LINE RECORDING

Member Instructions

<http://members.arkmg.org>

For 2013 ONLY Reporting year is October 1, 2012 – December 31, 2013. For 2014 and forward, reporting year is January 1 – December 31.

Site address

You can log onto the reporting site on the web under the Master Gardener open site. www.uaex.edu then go to Home & Garden and then Master Gardener.

OR

The address for the on-line hours reporting is: <http://members.arkmg.org>

Do not put the address in a search engine such as Google or Yahoo, you will not find it! You must type the address in the menu bar at the top of your screen and hit "enter".

Username/Password

Your county manager will provide you with your username and a temporary password. Then you will be asked to reset your password. Be sure to write this down. This is now your password to get into the site.

Checking your contact information

Click on Active Members, scroll down until you find your name and click on "Modify". Check to make sure that your address, phone number and e-mail address are correct.

Entering hours

To enter your hours, click on "Enter Hours".

Under "Date" click on the picture of the calendar. You can use the arrow to the left of the month to go back to the month you wish to start recording in. Click on the day on the calendar.

Under "Project", scroll down to find the committee, project or education you wish to record.

Under “Hours” type in the number of hours you worked. Click on the arrow to the right to add 15, 30 or 45 minutes. **Make sure you click UPDATE to record your hours.**

Mileage - Keeping track of your mileage is optional for those who need it for tax purposes.

Forgot password

If you forget your password enter your username and then click on the “Forgot Your Password” button. Then you will enter your email address to verify the email address and a temporary password will be sent to your email account.

Viewing hours on your timesheet

You can view your timesheet by clicking on “Timesheet”.
Be sure to logout when you are finished.

Make sure that you record ALL of your hours for 2013.

For 2013, you will report hours from October 1, 2012 – December 31, 2013

This year (2013) will actually have a 15 month reporting time. In 2014 and forward, it will be 12 months like the calendar year.

If you need additional help you can click on the “Help” button or call: your online recording manager in your county. (NAME, PHONE NUMBER and EMAIL ADDRESS OF MANAGER(S))

TIPS

BEST FRIEND #1

Your best friend in this system is the UPDATE or NEXT button, which are usually highlighted in green. Be sure to click those buttons when you are making changes to any page. (Changing your email address, changing your mailing address, etc.) It is most important to use the UPDATE button when you are entering hours. If you don’t click on the UPDATE button after entering hours, you can lose that information.

BEST FRIEND #2

Your second best friend is the MENU on the right column of the page. Click on these options to navigate within the system. **It is best to not use the back arrow as it can log you out of the system.**

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