



Get Ready! Get Set!

Report Your Hours!

The Online Reporting System (ORS) Is Up & Running

New this year is an online hours reporting tool for submitting volunteer and continuing education hours that takes the place of the paper forms. It is one way we collect the important data needed to tell the stories of how the Master Gardener Volunteers make a difference in lives and communities across the state.

- ✓ **Earn continuing education hours by watching the “How-To” videos**
- ✓ **Click Here to Learn more:** <https://wimastergardener.org/report-your-hours/>
- ✓ **It's as easy as 1, 2, 3!**

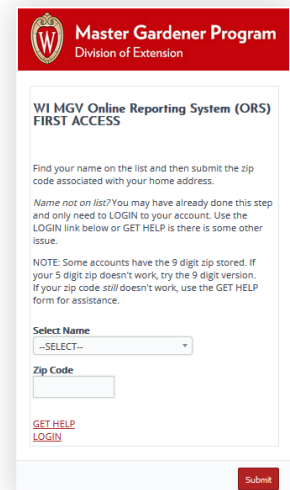
Step 1: Activate your account

- Log onto or click this link:
https://volunteers.wimastergardener.org/vms/mg_access_form/
- Select password
- Verify information

Step 2: Watch the videos - learn how the new tools work and you can count them as .6 continuing education hours

Step 3: Log your volunteer and continuing education hours

https://volunteers.wimastergardener.org/vms/sec_Login/



The screenshot shows the 'WI MG V Online Reporting System (ORS) FIRST ACCESS' page. It includes instructions to find the user's name on a list and submit their zip code. There are links for 'GET HELP' and 'LOGIN'. A 'Submit' button is visible at the bottom right.

Need Help?

Training & Working Sessions - We will have a training session to demonstrate the new tool. Bring your hours, this will be a working session. We will provide computers so you can get your hours logged during the session.

- **Wednesday, August 21, 2019 2:30 pm – 4:30 pm**
- **Tuesday, September 10, 2019 2:30 pm – 4 pm and 4:30 pm – 6 pm**
- **Walworth County Gov't Building (same building as the Extension Office)**
- **100 W. Walworth, Elkhorn - Training Center - lower level**

Have questions and just need a little help - Stop at the Lake Geneva Farmers Market on one of the following days and Suzanne will be available in the Master Gardner booth to answer questions and provide assistance.

Thursday, August 15th , Thursday, September 5th and Thursday, September 19th

**We're here
to help!**