Online Hour Reporting Refresher Guide
Reporting Site: ksuemg.org

Entering Volunteer Hours

- Log on to the system using your own username and password
    - If you have forgotten your password, click on the "Forgot Username or Password" link and it will email the information to you.
- Click on "Access the Reporting System"
- Click on "Report New Hours"
- Select a project category and subcategory
    - All EMG projects are sorted under different categories. You pick the category, then choose the subcategory where our EMG projects are listed.
    - **Administration** – Please list anything you do to support the EMG program's business, like board meetings, general meetings, committee meetings, prep time, etc. under this category
    - **Outreach** – Anything that you do to educate the community including the Courthouse Gardens, Trial Gardens, Extension Office Gardens, Seeds for Kids, Hotline, Garden Symposium, Garden Tour, etc.
    - **Fundraising** - Plant Sale
    - **Advanced Training** – All trainings, field trips, etc. go here.
        - **Subcategories**
            - Marais des Cygnes – Any trainings offered by the MdC District
            - K-State – Any trainings offered by other EMG groups or K-State
            - Other – Any APPROVED trainings that are provided by non-EMG groups or non K-State EMG groups.
- Click on the calendar box and select a date.
    - We like for them to be as accurate as possible, but these dates do not have to be exact.
- Enter the number of hours you wish to report.
- Please enter something descriptive in the Location and Description boxes so it is clear what you did.
- Please enter the estimated number of people you came in contact with as an EMG at that event.
- Click on "Save." To enter more hours, you will need to click on "Add New."
- Repeat these steps as needed until you have entered all your volunteer projects and advanced training hours.

If possible, please begin entering an estimated number of people that you had contact with as an EMG. This is very helpful when we are doing reports.