Maryland Master Gardener Tracking System User Guide
For Master Gardeners and Master Gardener Interns

Before you can log in, you need a user name. When they are ready, a County Admin of the Master Gardener Tracking System will assign a user name to you. When this happens, you will get an email with a link in it where you can go and create a password for your user name.

Log in here with your user name and password: http://www.agnr.umd.edu/MG

The recommended browser for the Master Gardener Tracking System is Firefox. Other browsers like Internet Explorer, Chrome, or Safari will work, but the system will work best and look best in an up-to-date version of Firefox.

Welcome to your home page! Notice the tabs near the top of the window:

[Profile] [Vol Hours Log] [Education Log] [Comments] [Reports]

The Profile tab is where you can update your contact info. Some of the fields are grayed out. These are fields that only County Admins can update. If you make any changes, be sure to click [Save User].

To start entering volunteer hours: Click the Vol Hours Log tab. As the little pop-up box will remind you, click [Add Hours] to get started, and if you want to modify an existing row, double-click the row. After you enter the information about a particular event, either click [Update] (if you are done adding events for now), or [Update & Continue Adding] (if you have more rows of events to add). Note that you will be unable to update if you have not entered some text into the description field.

A note about site codes: These are county specific and not all counties use site codes, so don’t be surprised if there are no choices here. If there is a list of choices and you are unsure what to pick, ask for guidance from the Master Gardener Coordinator in your county.

Entering education hours is very similar to entering volunteer hours. Click the Education Log tab to get started.

One more step: After you have entered your hours, click [Submit Hours to County] so that the County Admin can review them. Notice that your information turns blue, and that the Status column on the far right shows that you have submitted these hours today.

A note about the approval process. After you have submitted your hours, a County Admin will look at them and will have the option to modify your entries, approve your entries, or deny your entries. Each row will show the status as either submitted, approved, or denied. Ultimately, only approved hours will count!

Logout when you are finished. Click [Logout]