

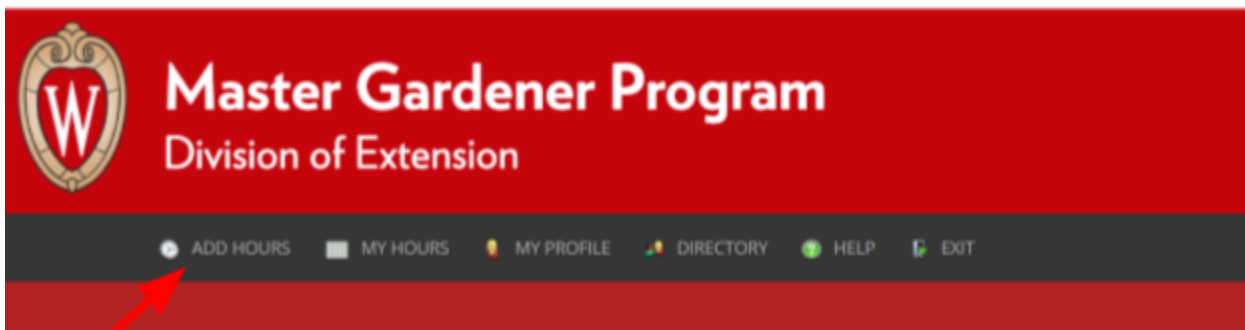
# ORS: Basic Hours Reporting, Step-by-Step

- Login:  
Visit the ORS login site: [https://volunteers.wimastergardener.org/vms/sec\\_Login/](https://volunteers.wimastergardener.org/vms/sec_Login/)  
Type in your username and password and hit the red Login button



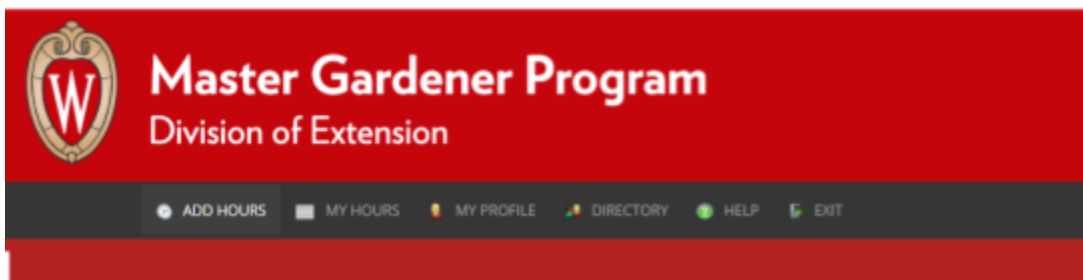
The screenshot shows the login interface for the Master Gardener Program's Online Reporting System (ORS). At the top, there is a red header with the program's logo and name. Below this, the text "ONLINE REPORTING SYSTEM (ORS)" is displayed. The login form consists of two input fields: "Username" and "Password". Below the password field, there are four links: "FORGOT PASSWORD?", "FORGOT USERNAME?", "FIRST ACCESS", and "GET HELP". A red "Login" button is located at the bottom right of the form area.

- From the main screen, click Add Hours (see circle)



These videos are best watched at FULL SCREEN, 1080p RESOLUTION. The CHROME browser is preferred but not absolutely necessary.

- Select for the type of hours you want to add. Click the red button Go. (The following protocol shows what to do specifically for Volunteer Hours. The process is very similar for Continuing Education Hours.)



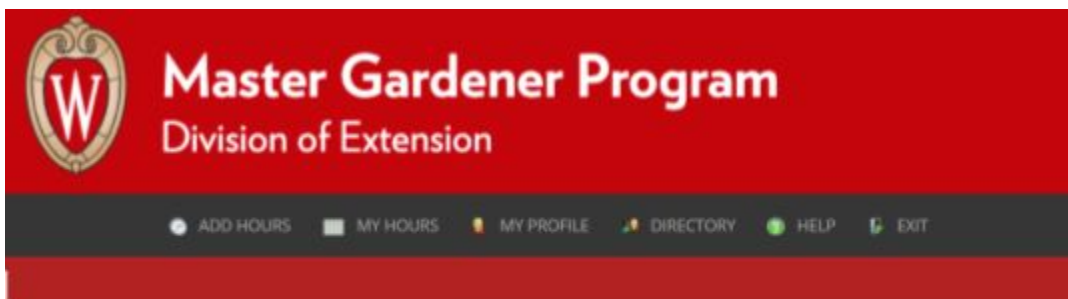
Select type of hours

SELECT TYPE OF HOURS ?  
 VOLUNTEER HOURS  CONTINUING EDUCATION HOURS

**GO**

Then click this

- In the Who, When, Where box: From the drop-down menu, select the county where your project physically took place. (Some people may have more than one, some people only have one. If you have questions about how to add counties to your profile, see the video or consult the specific guide.)



This drops down when you click it. You will see the county (or counties) where you volunteer. Select the county where the project is physically located.

**ADD EDU HOURS**   **Add**   **Back**

↳ **SUBMIT VOLUNTEER HOURS**

**REQUIRED FIELDS(\*)**  
All fields marked with an asterisk are required.

**WHO, WHERE, WHEN**

MASTER GARDENER \*  
Maddox, Kathy

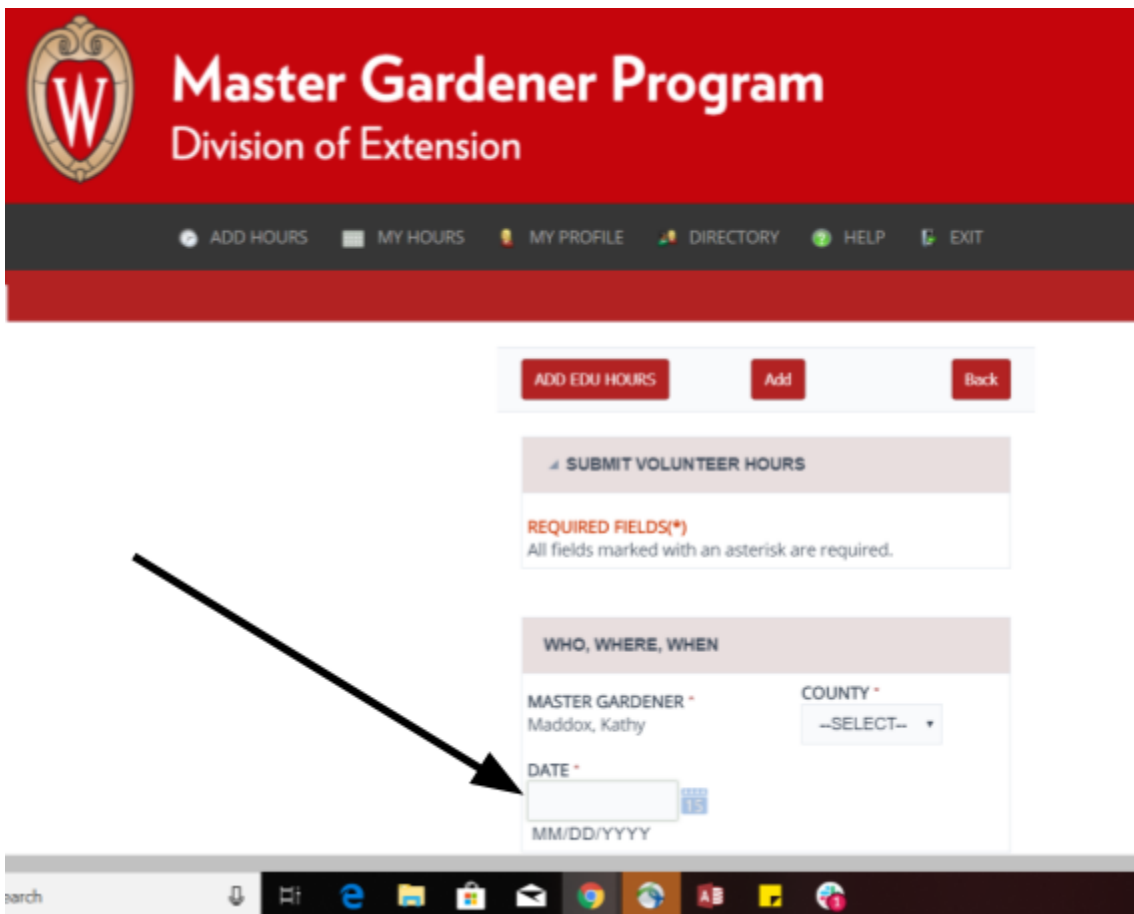
DATE \*  
MM/DD/YYYY

COUNTY \*  
--SELECT--



- Select the date the hours took place. You can type in the date as indicated or click the little blue calendar icon and click to the correct date.

*\*\*Please note: you are NOT REQUIRED to enter hours for each time you volunteered on an individual project. You can enter them in bulk. For example, if you did three separate 4 hours shifts at a Farmer's Market, you can pick one date and enter all 12 hours you did for the year. The specific date is not a critical piece of data but must be entered to keep the system happy, but the hours should be from the reporting year. (Meaning don't enter hours completed in prior reporting years. For example, in 2019, you should enter all hours completed in the 365 days prior to Oct. 1, 2019. Some small exceptions may apply; see your coordinator with questions.) If you prefer to enter them in by individual dates, you are also welcome to do that.*



Scroll down to see the rest of the information needed.

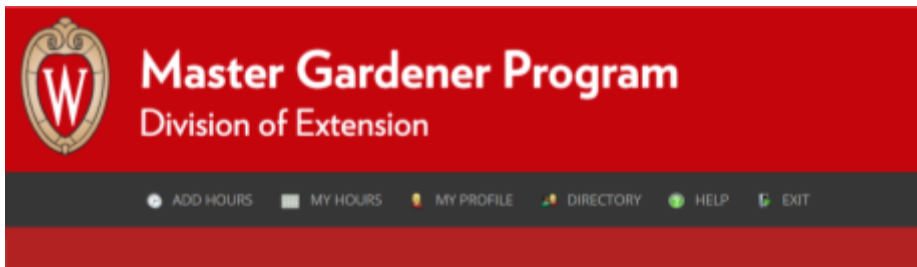
- Fill out the rest of the information. Details and image below.
  - In the Description box:
    - Select the project name from the drop-down menu. If you have questions or don't see your specific project, contact your local coordinator for guidance.

-Select the type of work from the next drop-down menu. If you have questions about what each of these mean, there is a box at the bottom called Activity Types Explained. (You may need to scroll down.) Click that and read if needed.

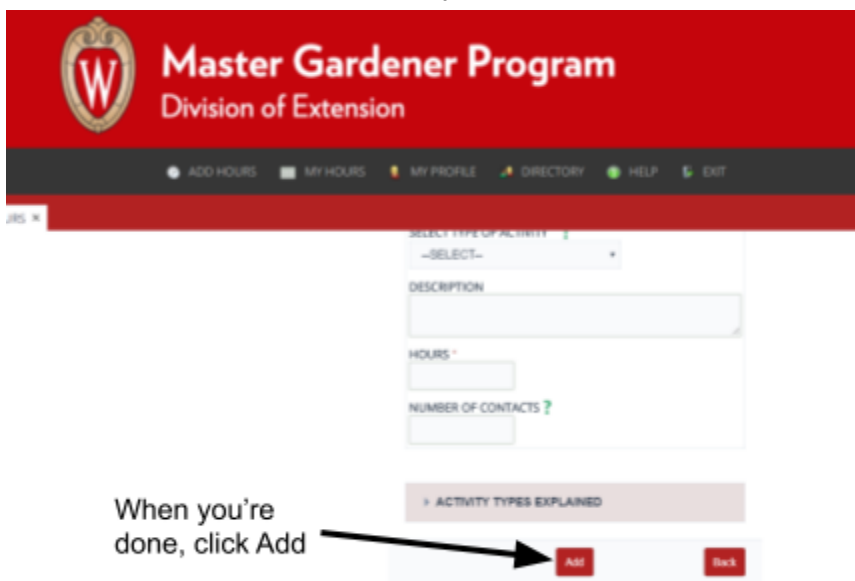
-Optional: Enter a *very brief* description of the work you did.

-Hours: Enter in the number of hours you volunteered. (Remember, you can enter bulk hours for the entire year if you wish.) Decimals are ok, too: ex. 2.5 hours

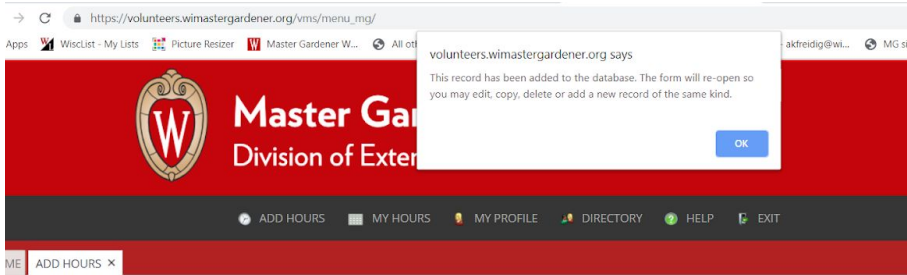
-Contacts: Ok to leave blank for now.



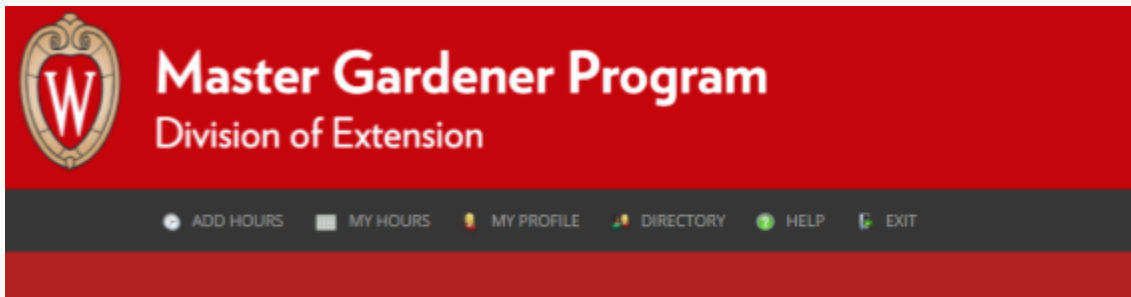
- Click the red button Add. (You may need to scroll down.)



- A confirmation message will appear at the top of your screen. Read it and click OK. The information you just entered will reappear on the screen. This doesn't mean that your hours weren't submitted to the database- they were! It just appears again so you have chance to edit it if you need to.



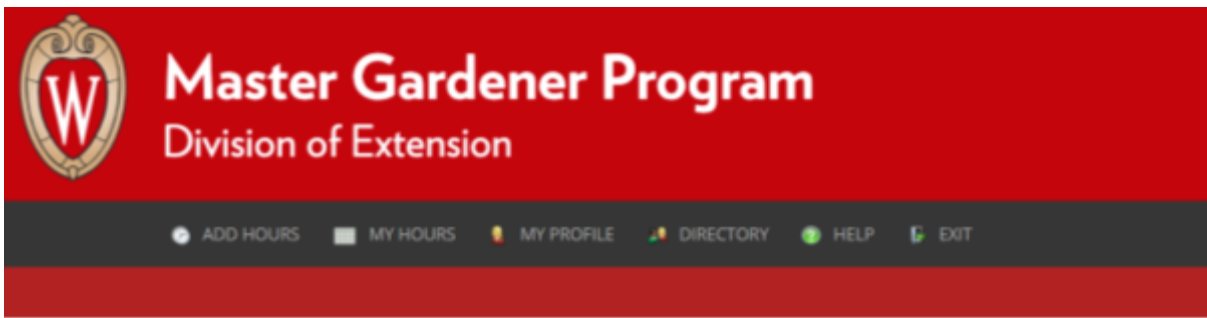
- If you need to edit, click the field where you need to make changes, make the changes, and then click the red Save at the bottom or top. It will say Changes Saved.



Make changes and then click save to update the record

The screenshot shows the "SUBMIT VOLUNTEER HOURS" form. At the top, there are buttons for "ADD EDU HOURS", "Add New", "Copy", "Save", "Delete", and "Back". The "Save" button is highlighted with a red arrow pointing to it from the text "Make changes and then click save to update the record". Below the buttons is a table with columns "ID", "SUBMITTED", and "MODIFIED". The table contains one row with ID 11418, SUBMITTED 07/23/2019 13:58:20, and MODIFIED 07/23/2019 13:58:20. Below the table is a section titled "REQUIRED FIELDS(\*)" with the note "All fields marked with an asterisk are required." Underneath is a form section titled "WHO, WHERE, WHEN" with fields for "MASTER GARDENER \*" (Maddox, Kathy), "COUNTY \*" (Adams), and "DATE \*" (07/03/2019).

- To add another project, click the red Add New button on the top and repeat the process.



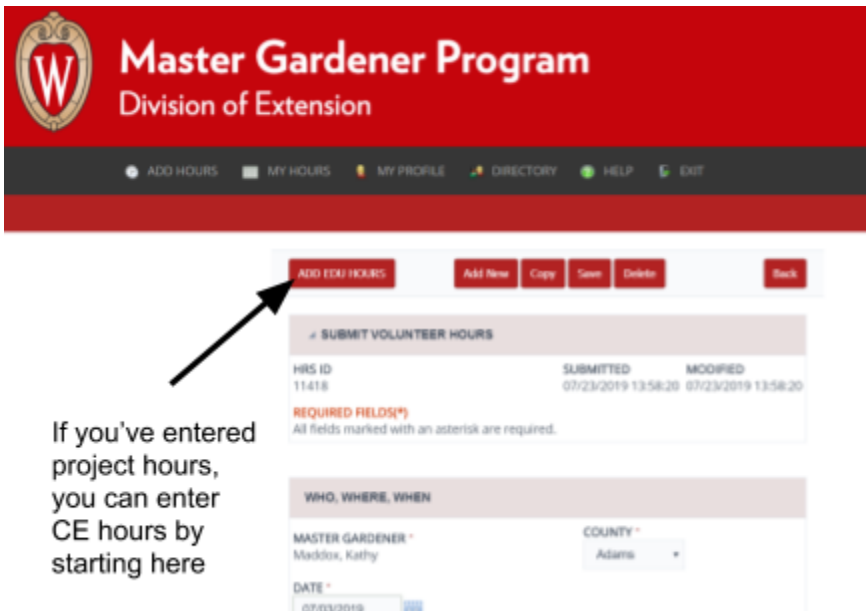
Ready to report another project's hours? Click Add New

This screenshot shows a web form titled 'SUBMIT VOLUNTEER HOURS'. At the top of the form area, there is a row of buttons: 'ADD EDU HOURS', 'Add New', 'Copy', 'Save', 'Delete', and 'Back'. A black arrow points from the text 'Ready to report another project's hours? Click Add New' to the 'Add New' button. Below the buttons, there is a table with columns for 'HRS ID', 'SUBMITTED', and 'MODIFIED'. The first row contains the values '11418', '07/23/2019 13:58:20', and '07/23/2019 13:58:20'. Below the table, there is a section titled 'REQUIRED FIELDS(\*)' with the note 'All fields marked with an asterisk are required.' Underneath, there is a section titled 'WHO, WHERE, WHEN' containing form fields for 'MASTER GARDENER \*' (with the value 'Maddox, Kathy'), 'COUNTY \*' (with a dropdown menu showing 'Adams'), and 'DATE \*' (with the value '07/03/2019').

- If you're done entering hours, you can log out of the ORS by clicking Exit.

# Adding Continuing Education Hours:

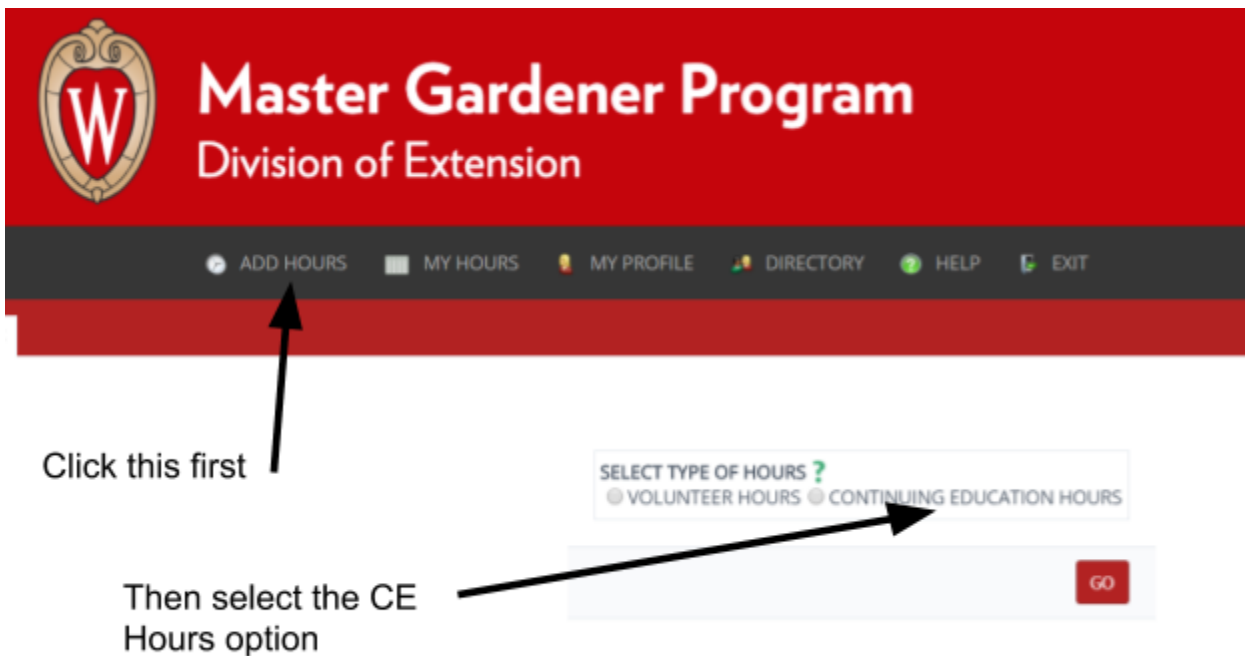
- If you've just finished adding your volunteer hours, click the red Add New button and then once the new screen pops up, select the red Add Edu Hours button. Alternatively, you can click Add Hours at the top of the screen and select Continuing Education Hours.



The screenshot shows the top navigation bar of the Master Gardener Program website. The header includes the logo and the text "Master Gardener Program Division of Extension". Below the header is a navigation menu with buttons for "ADD HOURS", "MY HOURS", "MY PROFILE", "DIRECTORY", "HELP", and "EXIT". The main content area shows a form titled "SUBMIT VOLUNTEER HOURS" with a table of existing entries. A red button labeled "ADD EDUCATION HOURS" is highlighted with a black arrow pointing to it.

If you've entered project hours, you can enter CE hours by starting here

OR



The screenshot shows the top navigation bar of the Master Gardener Program website. The header includes the logo and the text "Master Gardener Program Division of Extension". Below the header is a navigation menu with buttons for "ADD HOURS", "MY HOURS", "MY PROFILE", "DIRECTORY", "HELP", and "EXIT". The "ADD HOURS" button is highlighted with a black arrow. Below the navigation bar is a dialog box titled "SELECT TYPE OF HOURS ?" with two radio button options: "VOLUNTEER HOURS" and "CONTINUING EDUCATION HOURS". The "CONTINUING EDUCATION HOURS" option is selected. A red "GO" button is visible at the bottom right of the dialog box.

Click this first

Then select the CE Hours option

- Select a date, add a brief description (ex. Seminar; Wisconsin Horticulture Update, etc.), number of hours (decimals ok) and click the red Add button. This should look and feel very similar to the Add Hours section.
- Once you've completed adding your hours, you can Exit to log off.