## CREATING AN ACCOUNT ON THE MASTER GARDENER WEB SITE

Please use these directions to record your volunteer hours and other information needed by the state Master Gardener coordinator.

## 1. Go to the Master Gardener web site at : http://www.mtmastergardener.org/

You will see the page pictured below. In the top right corner you will see the gray Login box. Click on the words "Sign Up" and follow the directions on the next page.



If you have completed the "Sign Up" directions (on the next page) but you forget the password you created, you can return to the page above and in the bottom of the gray box you will see the blue words: Forgot Password? Click on those words and you will get help retrieving your password.



## 2. Sign Up - Fill out the following information:

- \* In the first box create your own personal User ID in the first box. Most people use their first initial and last name.
- \* In the second box create your own password. Copy it in a secure location because we are not able to access your password if you forget it.
- \* Fill out the remaining information. For county, use the pull down menu and use **Flathead**, even if you reside in a different county because this is where the class is taught.
- \* Record your t-shirt size. The level I shirts run a little small.
- \* The Bot Check is to insure that an automated hacker is not used.
- \* Click on the "Register" box.

The information will be sent to the state coordinator as well as the county extension agent, Pat McGlynn. Pat will then approve you as a paid student. It will take a day or so for this transfer to occur.

## 3. After you have been approved, log in to see the following information:



When you click on "View Handouts" or "View Presentations" you will find:

- 1. Study Guides for each week which you may want to print ahead and bring to class.
- 2. Power Point Presentations that were used in class
- 3. Power Point Class Notes which have note taking lines next to each slide
- 4. MontGuides and other handouts which are also in your binder

Click on the blue words on the right side that say "View Document" or "Link" in order to open each document.

Click "Add Volunteer Hours" on the left side of this window to record a description of your volunteer activity, hours, and travel miles.