

REPORTING VOLUNTEER HOURS ONLINE

Log in to the Tierra Grande Chapter website: <http://grovesite.com/tmn/tgm>

The username is **tierragrandemn@gmail.com** and the password is **pitaya**. In the green navigation bar on the left, under Resources, click "Report Volunteer Hours".



You should then see a window with a form like the one below. Here are guidelines for filling out the form.

Reports
Add New

Chapter Name*

Last Name*

First Name*

Email

Status* Trainee Master Naturalist

Type of Service*

Hours*

Date*

Activity Location*

Member responsible

If you wish to use email notification, select: Add. Add and New will not return for additional record entry after an email notification.

Powered by **GroveSite**
 Submit: Feedback

Site Time: 8/8/2008 12:51 p

SUPER IMPORTANT: Make sure you select "Tierra Grande" for the chapter name.

Enter *your* last name, first name and email address.

Select whether you're a trainee or certified Master Naturalist.

In most cases, select Environment or Community Service (it's your call which). If you participated in an executive committee meeting or a chapter business activity, select Chapter Development.

In this box describe your activity and where it took place.

Number of hours you volunteered

IMPORTANT: Type in or click the **calendar icon** to enter the date

When you are finished, click the "Add" button. There is a bug with the GroveSite software that may cause problems if you click "Add and New". If you decide for some reason not to submit the form, click "Cancel".

After you click the Add button, you'll be taken back to the website home page. To report more hours, repeat this process.