


## Using the SC Master Naturalist Online Volunteer Hour Reporting System

1. Go to <https://cufan.clemson.edu/masternaturalist/>. Log in with Username and Password you received from Clemson.



The screenshot shows the login page for the SC Master Naturalist Volunteer Database. At the top, there is a navigation bar with links: A-Z Index, Calendar, Campus Maps, CU Safety, Phonebook, Webcams, and a search box. Below this is a banner featuring the Clemson University logo and the text 'PUBLIC SERVICE ACTIVITIES' and 'SC Master Naturalist'. The main content area has a breadcrumb trail: 'CU > Public Service > Master Naturalist > Volunteer Database'. The title 'Volunteer Database' is followed by 'Master Naturalist Volunteers'. At the bottom, there are input fields for 'User Name:' and 'Password:', and a 'Log In' button.

2. To add volunteer hours, click [Add New Record].
3. Record your information.

### Category:

*Advanced Training* – Training you received

*Citizen Science* – Monitoring organisms or assessing health of

ecosystems *Ecological Services* – Creating habitats, clearing, removing

invasive species, etc. *Education/Interpretation* – Educating others,

leading groups, event booths *Program Service* – Local host site or

association work – newsletters, meetings

**Location Type:** See options.

**Location Description:** See options.

**Date:** Feel free to accumulate hours periodically and enter as one entry.

**Hours:** Round to nearest half-hour. Include travel time up to 1 hr.

Do not include travel time for Advanced Training hours.

**Description of work:** Add more detailed description of work performed.

4. Scroll to bottom of screen and click [Save Changes].

Volunteer Time Reporting for **Master NaturalistTest**

Category: **Select.....** Category Description:

Location Type: **Select.....**

Location Description: **Select.....**

Date Completed: **10/28/2013**

Number of Hours: **0**

Description of the service performed or the advanced training taken:


5. Review and edit/delete at any time.

## Volunteer Database

Hello      Master

Host Site: Pickens County Extension

Association: Upstate Master Naturalist Association



[Record Hours](#)  
 [Run Report](#)  
 [Chg Password](#)  
 [My Acct. Info](#)  
 [Log Out](#)

Volunteer Time Reporting for **Master NaturalistTest**  
[Add New Record](#)  
[Export -> Excel](#)

	Date	Hrs	Description	Category	Location Ty	Location	Habitat Stu	Acq	People Imp
<a href="#">Edit</a> <a href="#">Delete</a>	9/18/2011	15.0	Ecology	Advanced Train	National Park	Great Smoky Mountains National Park	0.0		0
<a href="#">Edit</a> <a href="#">Delete</a>	8/5/2011	6.0	Designed/created jr naturalist brochure	Education / Int	Other	Pickens Extension Office	0.0		0