

CUMBERLAND COUNTY MASTER GARDENERS FILL IN TIME SHEET
TIPS & FAQ - PAGE 1 OF 2

Clear All
Reset

VOLUNTEER/CEU Hours Report for Tennessee Master Gardeners

Page 1 of 2

Name: Phone: GRADUATION YEAR:

NOTE: Include **round trip travel time** with VOLUNTEER hours. **NO TRAVEL TIME INCLUDED** with CEU hours.

VOLUNTEER	CEU's	Date MM/DD/YY	Mileage	Hours 0.00	Complete Description of the Activity	Location
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 80%;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 80%;" type="text"/>

1	Why can't I enter my hours in the Hours column?
	You must select either Volunteer or CEU on the left hand side in order to access the Hours field. Once selected, the hours you enter will be added to the totals on page 2. You can toggle back and forth between Vol & CEU if you change your mind. The change will zero out any hours entered for the deselected category. It's a good idea to check the totals to be sure you entered your hours the way you intended.
2	Can I enter both CEU and Volunteer hours on the same line?
	No. You must use a second line to enter both types of hours for the same event.
3	Do I have to enter my name and phone # on each page?
	No. Your name and phone and graduation year all get carried to page 2 automatically. The phone field is also self-formatting. If you enter 10 digits and press enter the phone number will appear as (###) ##-####. If you enter only 7 digits, it will appear as ###-####.
4	Do I have to limit the length of my entry for the description so that it fits in the box?
	No. You can type many more lines than will appear in the box without scrolling down. If you print the sheet for submitting on paper, only the number of lines that fit in the box will be printed. However, if you submit the sheet using the submit button on page 2 or manually emailing it, the recipients will be able to scroll down to see your entire description. If you need to print the entire description that does not show in one box simply use additional description fields. Nothing has to be entered to the left for a memo or additional description to be included in the form.
5	Can I copy and paste into my description from something else that I have typed on my computer, like from notes that I am keeping in an Excel spread sheet?
	Yes. You can copy and past into the description field and you can copy and paste from the description field into anything that accepts pasted text. If you saw something such as a URL on the Internet that you wanted to copy and paste into your form, generally speaking, you could do that. If you encounter a problem, it's likely that there is invisible formatting preventing the transfer. If so, paste using 'text only without formatting' .
6	What are the wavy lines that sometimes appear in what I typed in the description field?
	The form enables your own computer's spell checker if you have one. The lines are generated by that.

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VOLUNTEER	CEU's	Date MM/DD/YY	Mileage	Hours 0.00	Complete Description of the Activity	Location
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 100%;" type="text"/>

7	<p>How does the submit button work?</p>
	<p>The submit button sends the form via email to the default recipients with a default message. If you are using a resident email program on your computer you will have the option to alter the recipient list and the message. The current CCMG fill in Time Sheet form recipient defaults are Erin Fletcher and Pam Barrett. Occasionally the CCMG will change to whom to submit time sheets. If we're able to provide a new master Time Sheet form for you with the new defaults simultaneous with the change we will do so. Otherwise, you may be asked to manually change one or both recipients yourself until we have implemented the change to the form to make submission totally automatic once more.</p>
8	<p>What are the Clear All and Reset buttons for?</p>
	<p>Each participant will decide if they want to keep a blank master Time Sheet for use after their current time sheet has been submitted or keep only one Time Sheet form which they will recycle after submitting a Time Sheet form. The rules for saving a Time Sheet whether it is "in progress" or has been submitted are precisely the same as with any other document file. The Clear All and Reset buttons provide a means to ready the form to start fresh after you have used a form for as many entries as you wish whether you save the filled-in form with a different name, print the form, submit the form or want to erase practice information that you entered to see how things work.</p>
9	<p>Do I need to click on both buttons to properly clear the time sheet?</p>
	<p>Yes! To ready the form for new information you first click on the Clear All button. The results of hitting this button will be obvious, all fields with information will be rendered blank. However, you must then click on the Reset button to reset all hours input fields.</p> <p>If you look at the hours input fields on page one of this FAQs sheet you will see that all the hours fields are white, not gray. That means they are ready to work properly. At the top of this page (page 2) you will see the first line hours input field is gray. This means that field is not ready for new input. When the field is gray you can enter hours whether or not Vol or CEU's are selected and you won't know into which category the hours will be credited unless you look at the totals on page 2. You could go back and select Vol or CEU on that line but this provides lots of room for erroneous entries which are likely to go unnoticed.</p> <p>Since the Reset Button has been provided I would urge you to use it when starting afresh with a previously used form.</p>