

# ORS: How to Add Counties to Your Profile

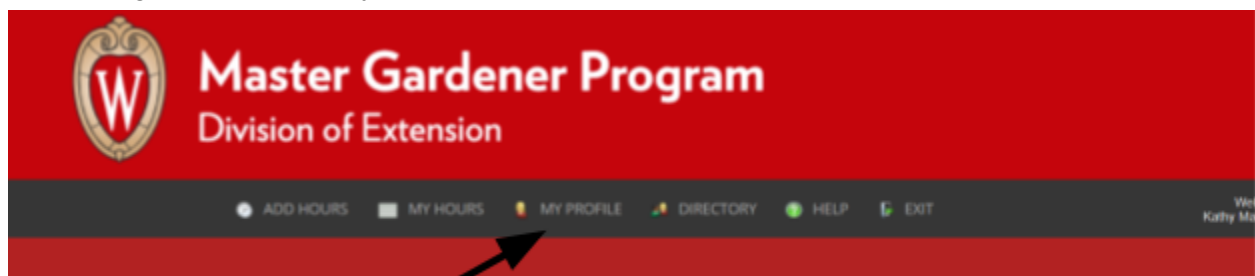
If you have projects that you volunteer at in multiple counties (geographically), you will need to add those counties to your profile.

This becomes important when you report hours because the project will be stored in the county where it is geographically located.

Your hours will still count toward your home county. The MGP State Office can assign them to the correct county behind the scenes.

Here is how to do it:

- Login and access My Profile



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

How to watch:

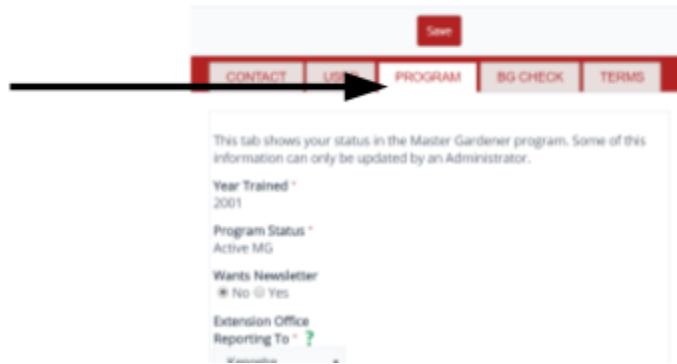
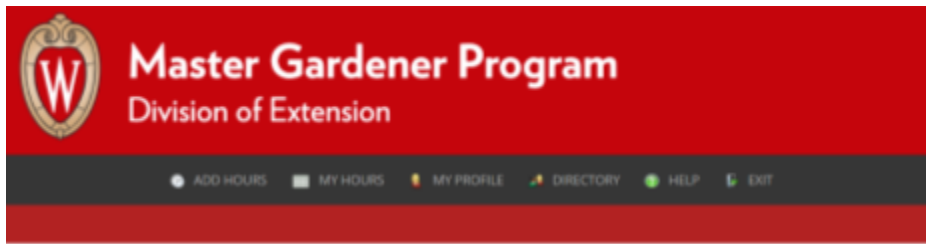
1. Start playing the video in this page
2. Click the gear icon in the lower right and make sure Quality is set to Auto 1080p
3. Click the bracket icon to open to full screen
4. If the bracket icon is greyed-out and does not do anything, see below

Please note that some browsers will not allow full-screen presentation of these videos *from within this page*. In that case, start playing the video in this page, THEN please click the YouTube icon at the bottom right and watch them at YouTube, where you will be able to view them at full-screen. You should also watch them at the highest resolution, which is 1080p HD.

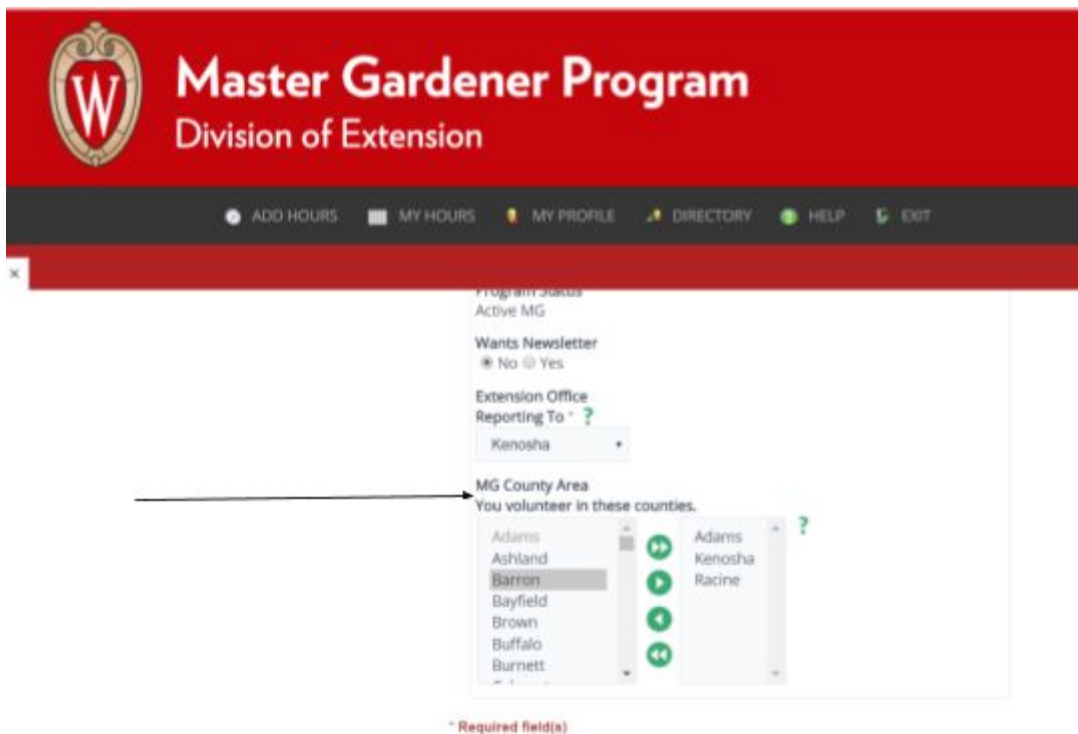
Watch these in order or refer to them by subject as desired. At the top left of the video player, there is a menu icon with an arrow. Clicking that will open the menu of all videos in the playlist. You can then browse and choose a video to watch.

These videos were produced specifically for MGVs.

- Select Program



- Scroll down until you can see MG County Area



- Select the county you wish to add and click the green button with one white triangle facing the right. This will add the county on the right hand column. You can add as many counties as you need.

Find the county you wish to add

Click this button. You should see the county move to the right hand column.

\* Required field(s)

- Scroll back to the top and hit Save
- If you're done updating your profile in the ORS, click Exit to log off.



# Master Gardener Program

## Division of Extension

[ADD HOURS](#) [MY HOURS](#) [MY PROFILE](#) [DIRECTORY](#) [HELP](#) [EXIT](#)

[Save](#)

[CONTACT](#) [USER](#) [PROGRAM](#) [BG CHECK](#) [TERMS](#)

This tab shows your status in the Master Gardener program. Some of this information can only be updated by an Administrator.

**Year Trained \***  
2001

**Program Status \***  
Active MG

**Wants Newsletter**  
 No  Yes

**Extension Office Reporting To \*** ?  
Kenosha ▼

- You can exit the ORS if you wish or complete other updates.