

How to login and complete your volunteer profile in CERVIS

1. To access the online Master Gardener Event Registration system (CERVIS) **Go to metro master gardener website** www.metromastergardeners.org See the list of items on the left and **click on “CERVIS Event Registration”** (It’s the second last item at the lower left corner of the webpage).
2. Next screen will ask for your e-mail and password. New users, please click on **“Don’t Know Password/Reset Password”** option (see below the **“Login to CERVIS”** button). An email will be sent to you immediately with a temporary password.
3. Check you e-mail and use the temporary password sent to you by CERVIS. When you use that temporary password to login, you will be prompted to set your own new password. Remember this for future use.
4. After successfully setting your password you will see “Volunteer Main Menu” screen. Under the second section titled **“Profile Management”**, click on **“View/Update Volunteer Profile Information”**.
5. On next screen **“Update Volunteer Information”**, click on the top option **“View/Update Volunteer Profile Information”**. Your volunteer profile will open. We have already entered some of your provided information in the system. Review your profile and update information where needed.
6. Choose all the **“Volunteer Interest”** categories that you would like to participate in e.g. phone clinics, farmers market and one-time events (One time events can be garden shows, public events at schools, parks, fairs etc). After filling in all the information. Click on **“Update Volunteer Info”**.

If you need any help please click on the “contact us” button located at the top right corner of CERVIS window to submit a support request.