



Quick Guide

WSU King County Master Gardeners

Log In and Add Impacts in GivePulse

This Quick Guide is provided as a refresher for existing users. New users should view the full instructions in the [GivePulse Recording Hours Guide](#).

1. Save this custom link as a favorite or bookmark and ALWAYS use it to open GivePulse:
<https://wsu.givepulse.com/group/453122-WSU-King-County-Master-Gardeners>

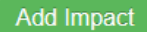
2. Click the  button to log into our private WSU King County Master Gardeners page

3. Do **NOT** attempt to log in with WSU email! Instead, select **click for more options** to enter your **personal email address and password**:



4. On our home page, look for the photo of our Program Coordinator, Mary Watts. **ALWAYS start your FIRST impact from this page** by clicking the **green Add Impact** button above Mary's photo:



5. At the top of the Add Impact page, **select** the listed event to match your Program Category
6. Enter **Start Date**, **End Date**, **Start Time** and **End Time** (your hours will automatically calculate)
7. Enter the **name** of the clinic, garden, sale, CE event or other activity in which you participated
8. Scroll to the bottom and click 

9. Click **"Continue adding Impacts to WSU King County Master Gardeners"** at the top of the confirmation page to **add another impact**,
****OR****

Click **WSU King County Master Gardeners** in the center of the confirmation page to **return to the home page**

