



# Master Gardener Program

WASHINGTON STATE UNIVERSITY  
EXTENSION

## WSU Whatcom County Master Gardener

### Diagnostic Clinic Online Volunteer Calendar

#### *Scheduling, Viewing, & Changing Shift Information*

**New account as of 2019**

#### **Scheduling Hours:**

Clinic is open Monday-Friday 9:00 am - 4:00 pm (*Closed 60 minutes for lunch at Noon*)

Two volunteers per shift. 9:00 am - Noon or 1:00 pm - 4:00 pm

#### **Directions to add your shift:**

1. Go to: [www.GOOGLE.com](http://www.GOOGLE.com)
2. At the upper right, click on the "Sign in" button
3. In the "E-mail" box enter "**2019mg.whatcom@gmail.com**" (*this shared email is only for calendar sign ups*)
4. In the "Password" box enter "A\_\_\_\_2\_!" and then click "Sign in" button (*call for password*)
5. This will take you back to GOOGLE page. If the red WSU logo appears at the top of the page, you have successfully logged in!
6. On the same line as the red WSU logo, click on the "Apps" logo (looks like a checkerboard).
7. Then, click on the "Calendar" logo.
8. The clinic online calendar will appear. Confirm that calendar is on the month you need.
9. To add a shift time, click on the day you want to volunteer.
10. An event window will appear. In the "What" box, enter the shift you want to volunteer. Include the time the shift begins and your first and last name (example: 9-Noon, John Smith)
11. Then, click "Create event"
12. You should see your shift entry on the calendar.
13. Signing Out is IMPORTANT!! Sign out by clicking on the red WSU logo.  
Then, click on the "Sign out" box.

**Changing Shift Information:** If you need to change your calendar sign up, use steps 2 thru 9 and click on the shift you want to change. An event window will appear. Click on "Edit event". Make your desired changes. Click the red "Save" button at the top.

**More INFO:** [mg.whatcom@wsu.edu](mailto:mg.whatcom@wsu.edu) or [beth.chisholm@wsu.edu](mailto:beth.chisholm@wsu.edu) or (360) 778-5811

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