GivePulse
our new Master Gardener Volunteer Database

THE FIRST STEP:

CLAIMING AND SETTING UP YOUR ACCOUNT

EXTENSION
Master Gardener
Program

When you receive your email invitation, **click on “Claim Your Account”**

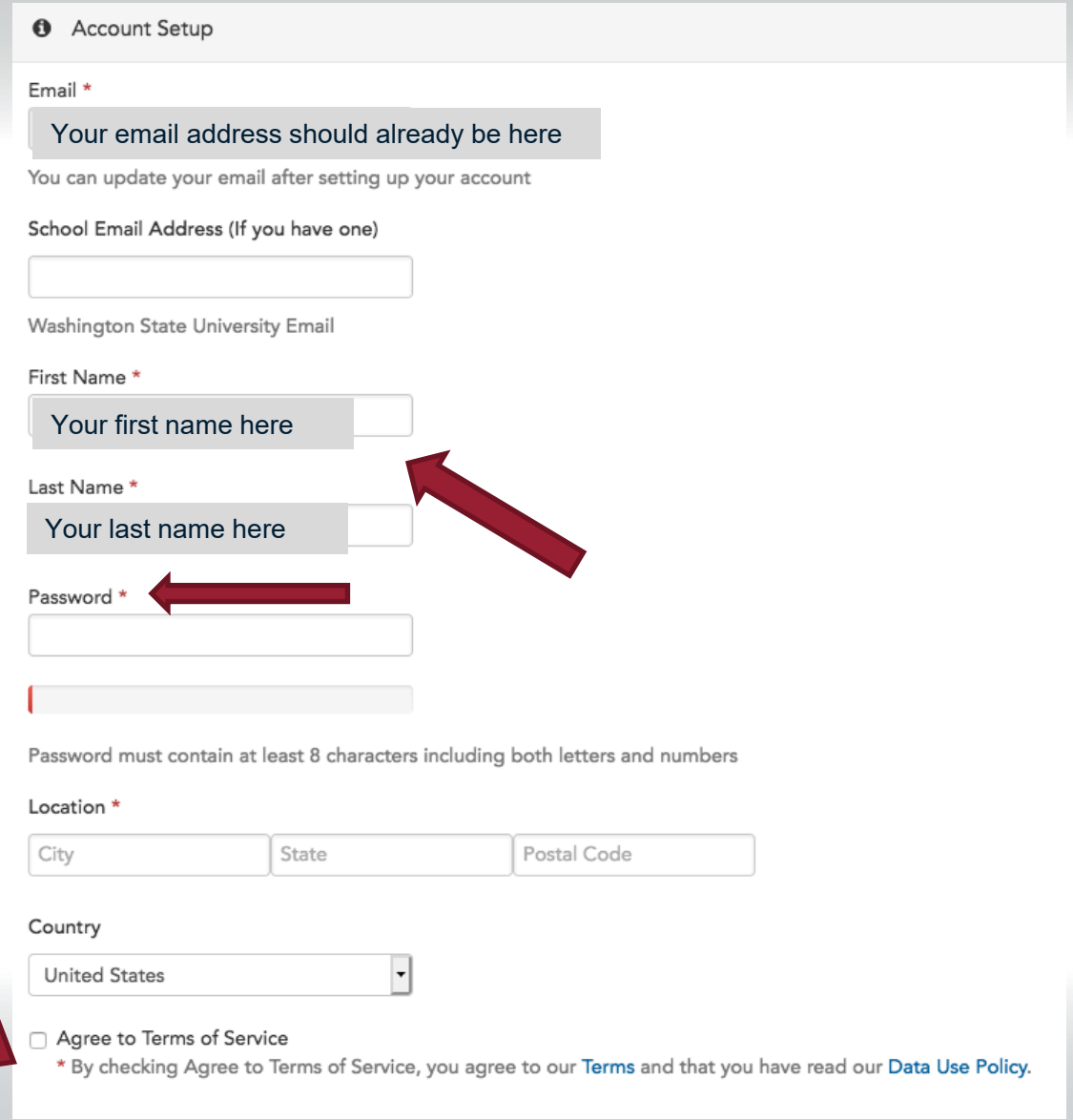
FYI: This Slideshow is from Snohomish County. We are using it to teach our Whatcom Volunteers the steps are the same

When this webpage comes up, as a volunteer…

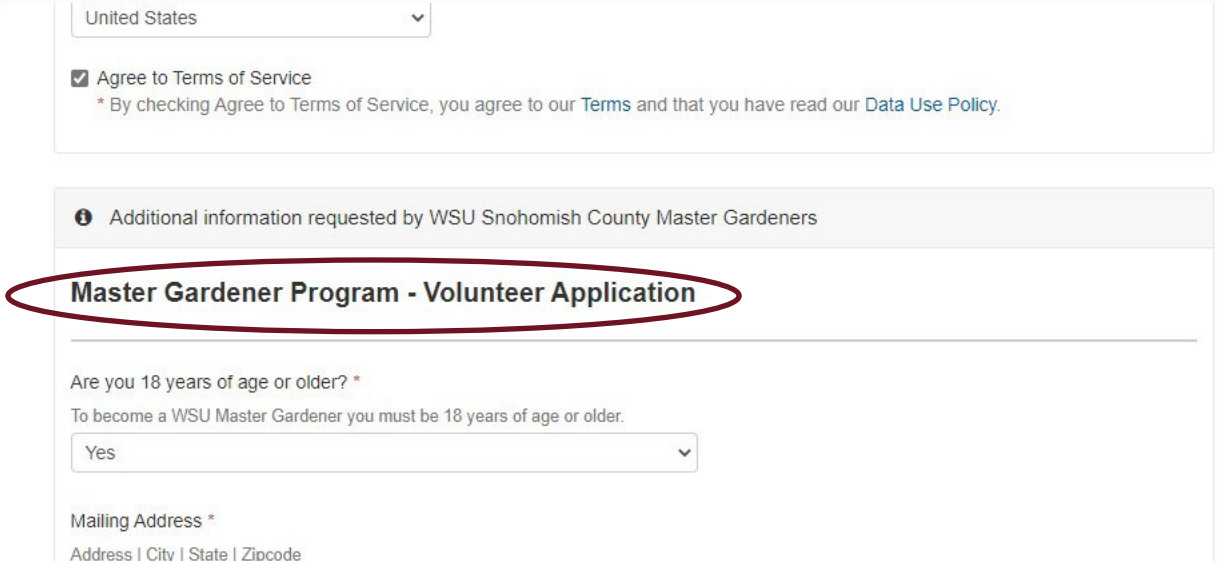
Click:
“Claim my account by setting a password”

Next screen this webpage should appear:

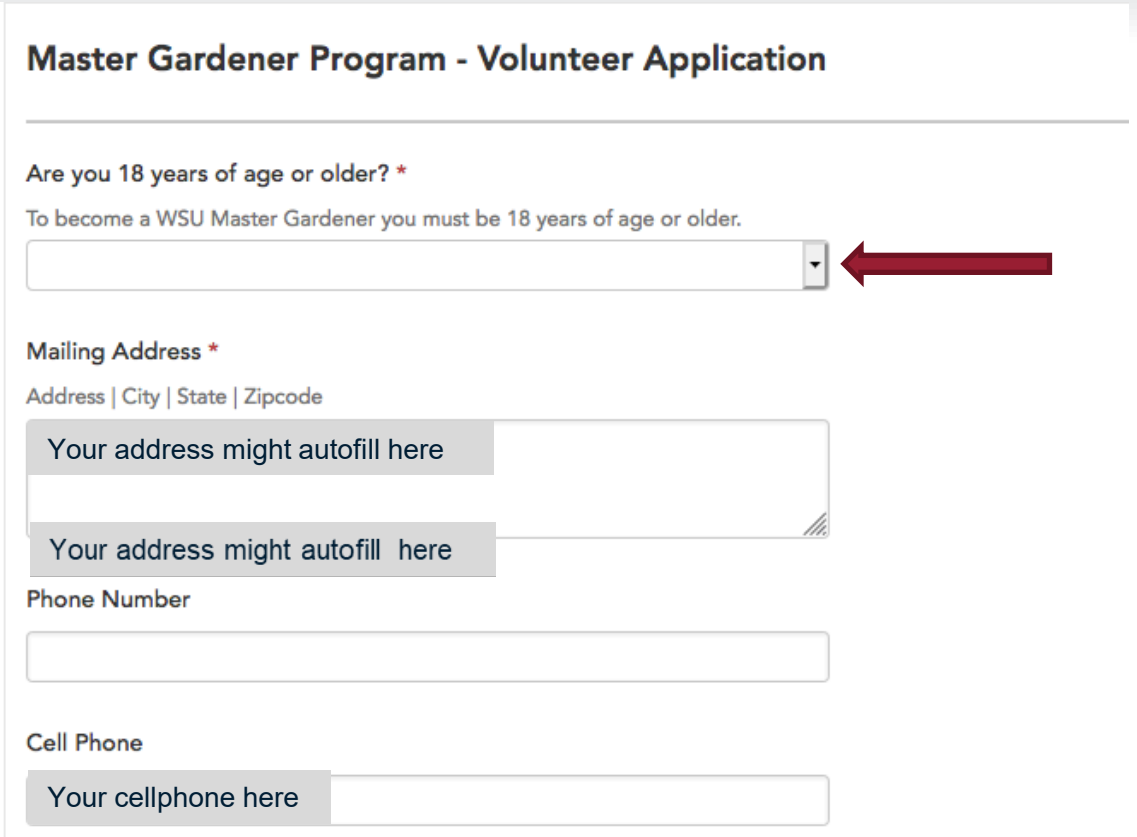
- Enter your first and last name if they have not been auto filled.
- Create a Password and write it down where you'll remember it
- Fill in all the items marked with a *, which are required
- Agree to Terms of Service
- Then Scroll down the page.



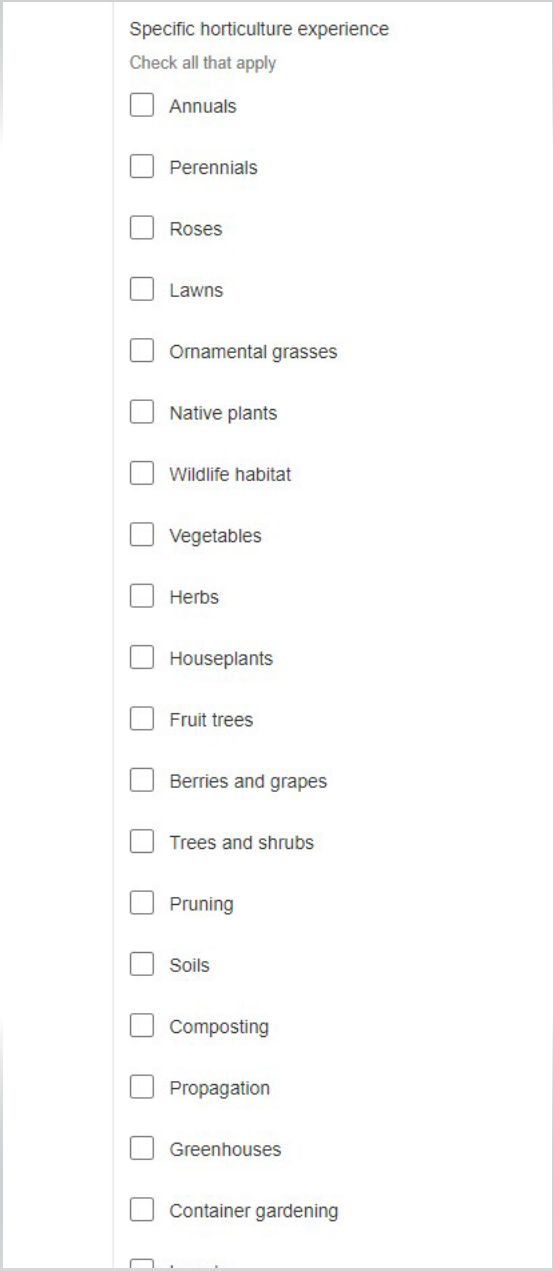
- The current MG Application form will appear *(Your original application is on file at the office, but we do not have ready access to that information, so having it here in this database will make it much easier for us to access and use.)*
- Most Items are optional
- The Items with * are required
- Please answer the optional questions that you would like us to know.
- Scroll Down to continue through the application questions



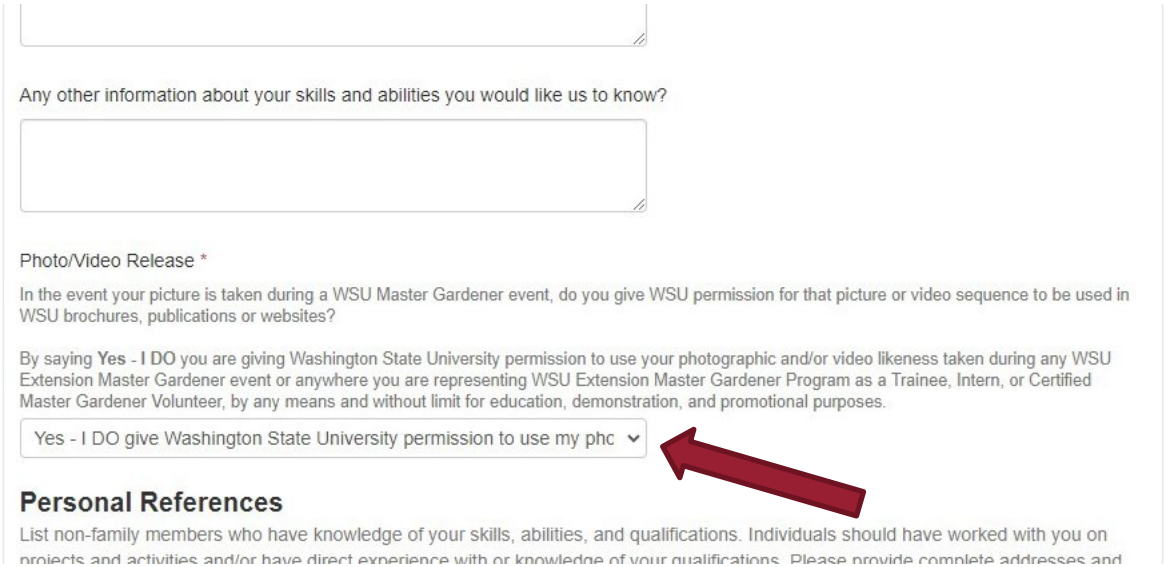
- Age question has a drop-down menu at the right of the box. You must select “Yes”
- Under mailing address, please enter the address you want on the roster
- Under Phone Number, please list the one you would like on the roster
- Cell phone question is optional
- Continuing scrolling down page



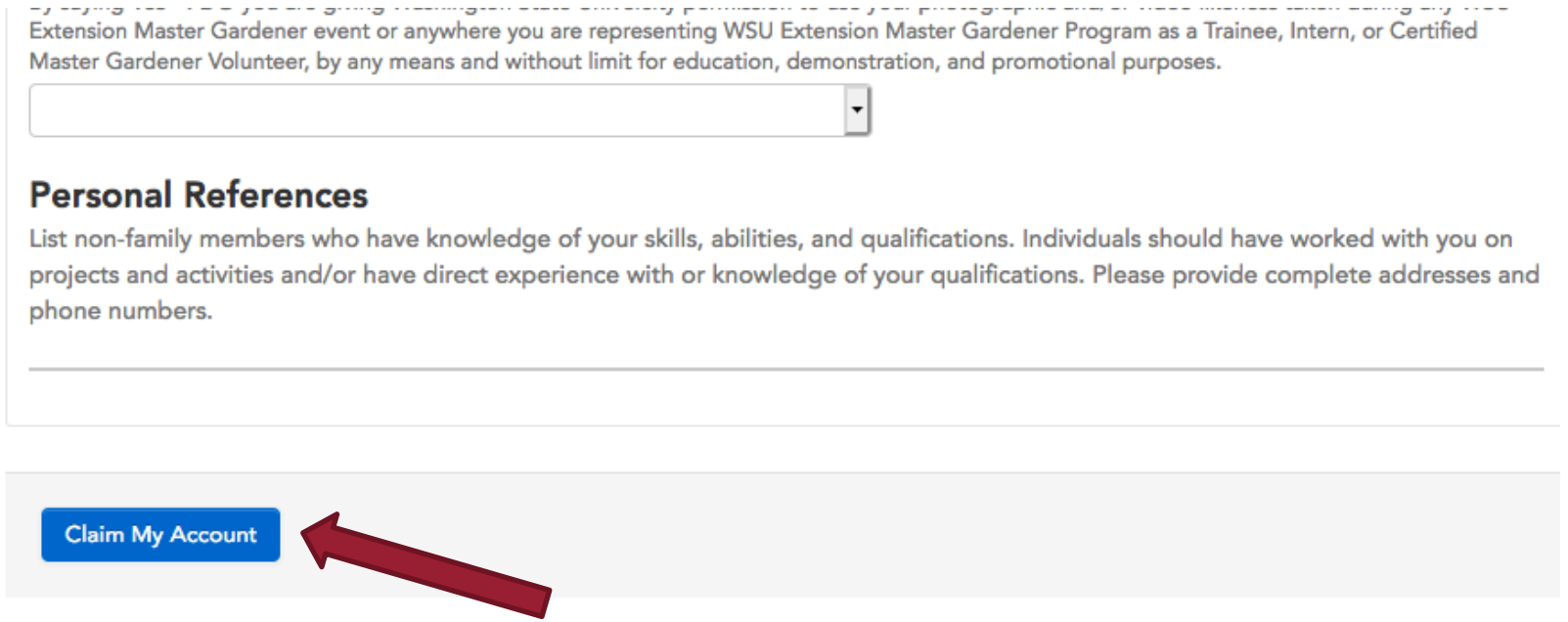
Most items are optional but filling out lists such as the one at the right would be useful to have as part of your records. However, essay questions are much less likely to be reviewed, so we suggest you spend little or no time on those.



- The Photo/Video Release question is required
- It has a drop-down menu on the right.
- **Please select "Yes – I DO give permission…."** *(This is because you have already signed and answered "Yes" to this release form, which is in your permanent file. If you wish to discuss or change that permission, it would be appreciated it you did it through the coordinator to avoid confusion. But to be clear, you do have the right to answer "No" to this question, but please let the Coordinator know that you have done so.)*

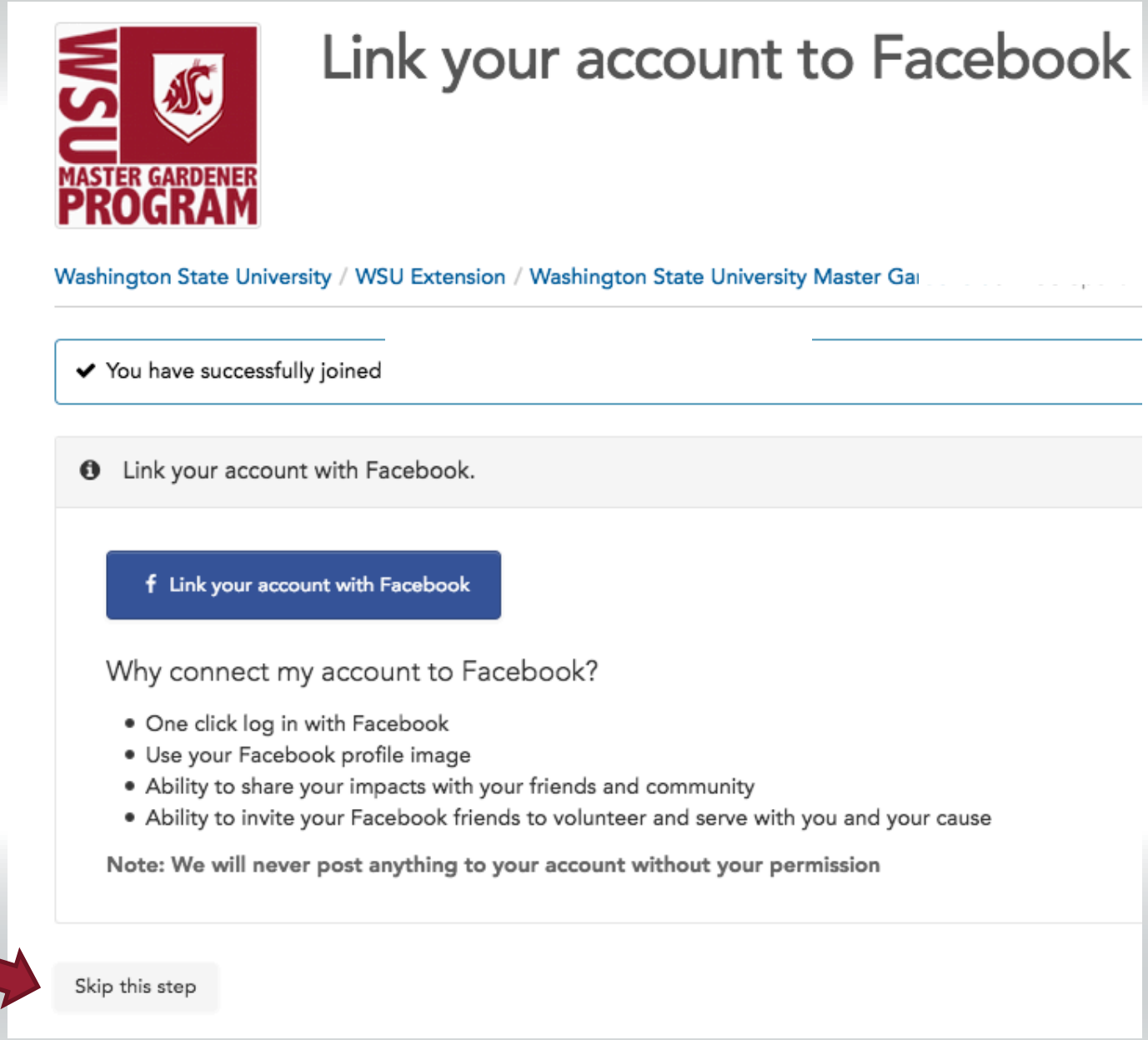


- Personal References are NOT required.
- Click on “Claim my Account” to go to the next page

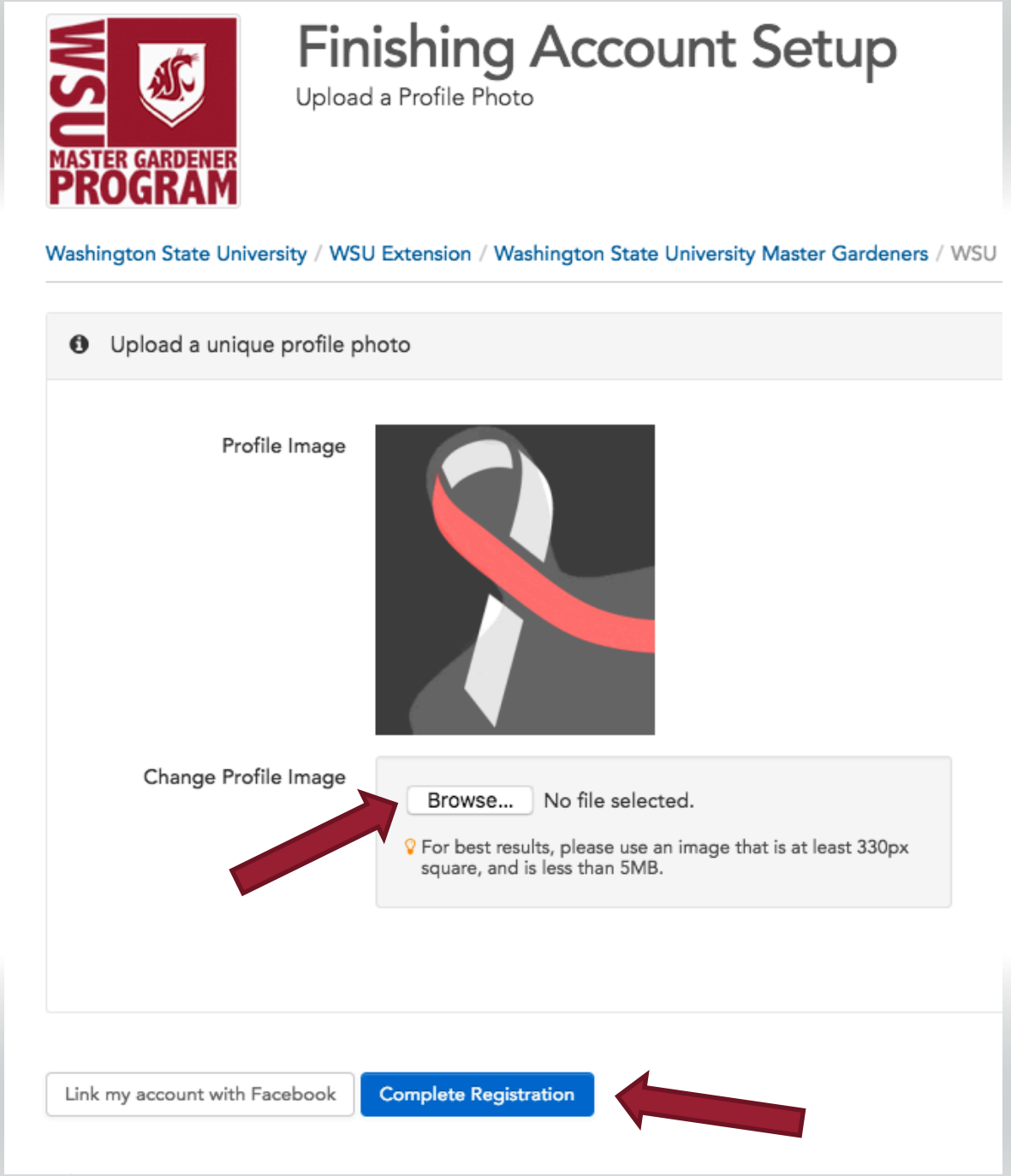


- This screen should appear next
- You are NOT required to have a FaceBook account
- But if you have a Facebook account you may link to it here (or do it at a later time)

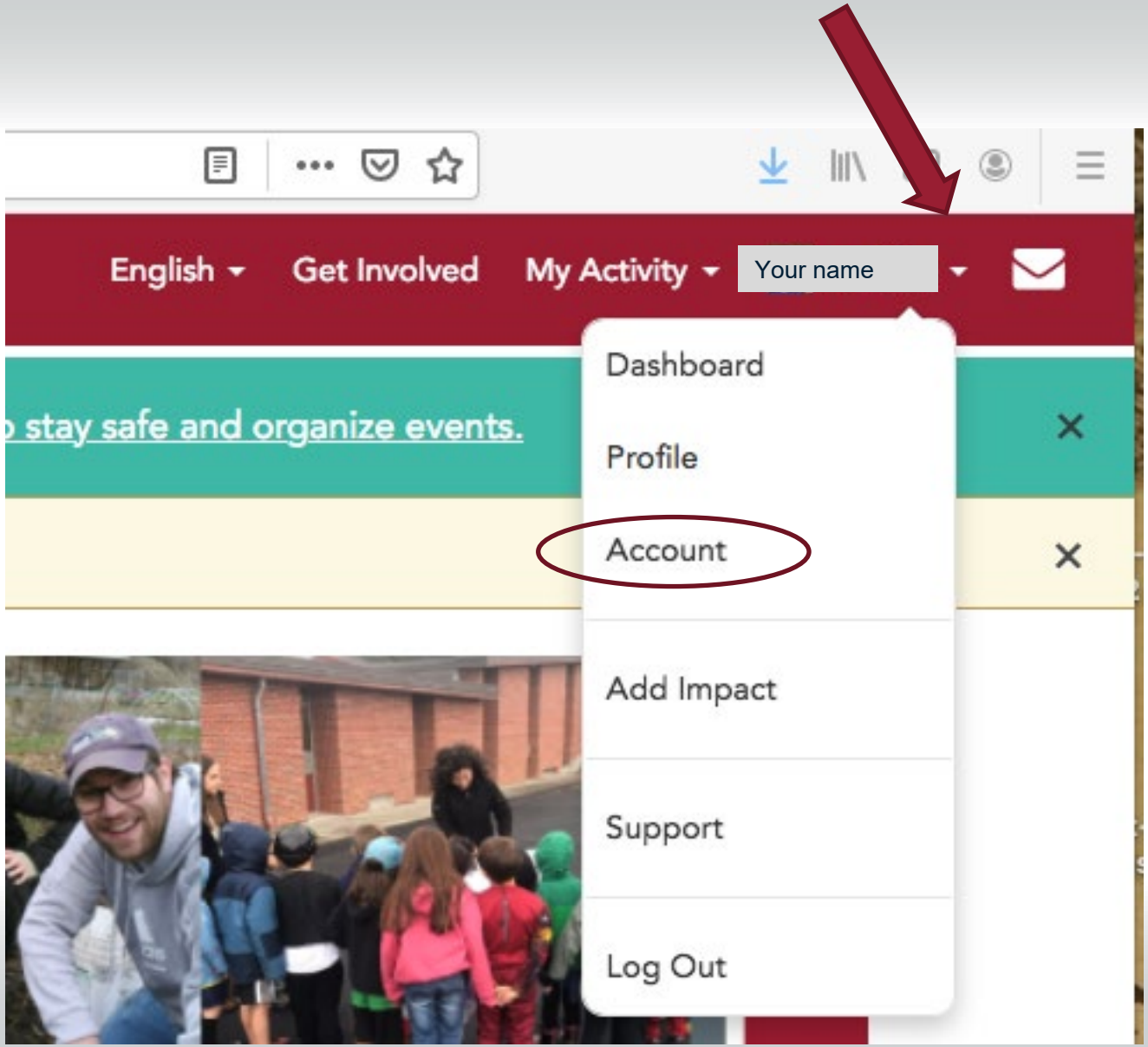
  or
- Skip this step
- Please note that our GivePulse account is Private and will not let you share impacts nor invite friends (the last two bullet items.)



- Add a Profile Image
  - Please upload a head shot photo of yourself to help other MGs recognize you
  - Click: browse and search for a photo on your computer to do so
  - You can also change or add a photo later
- Then click on Complete Registration

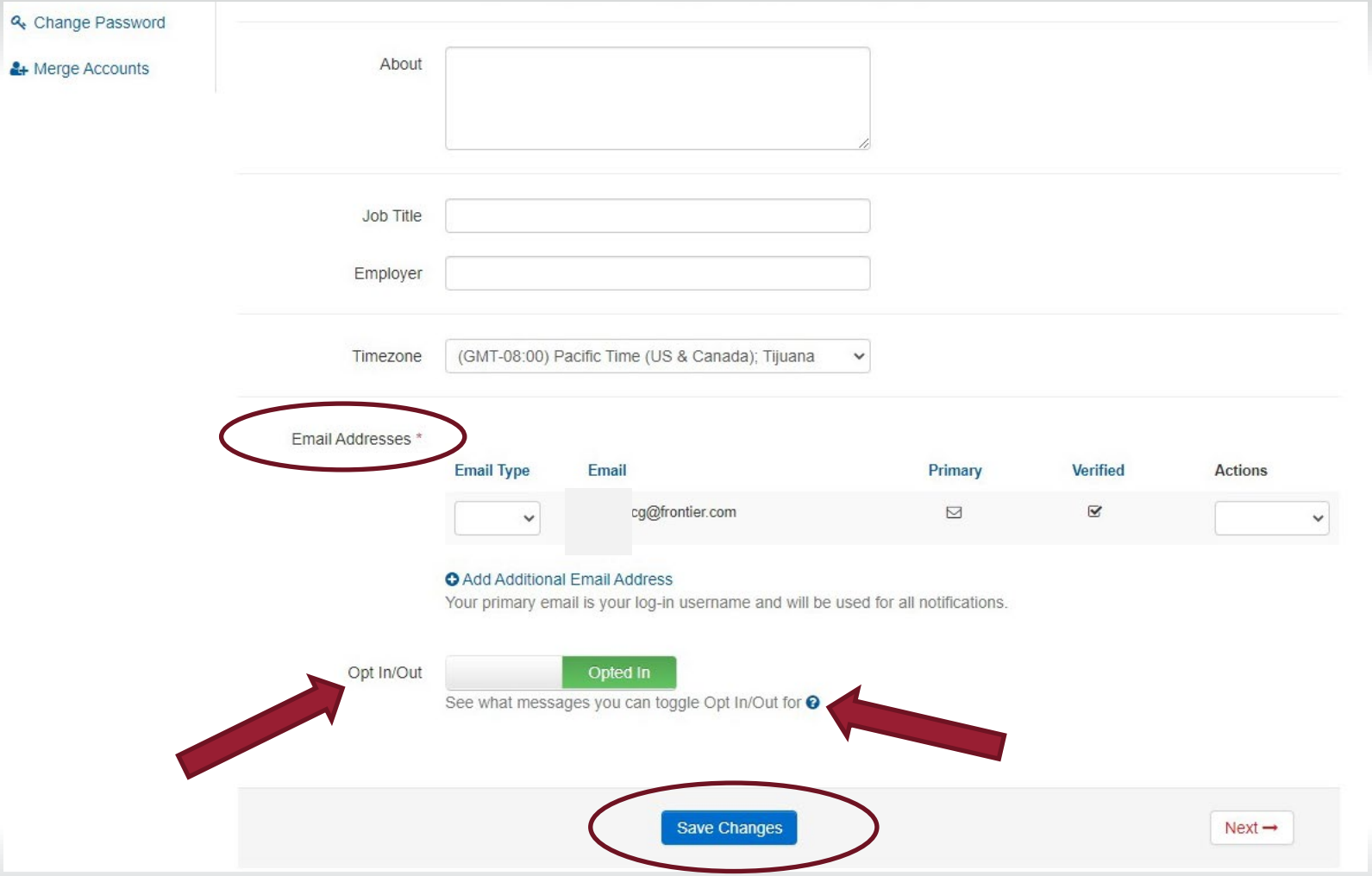


- Now click the dropdown arrow menu next to your name (in the upper right corner)
- Click: Account
- This will take you to a page headed “Basic Profile Information”
- It has a menu of pages where you can enter and change personal information and account choices

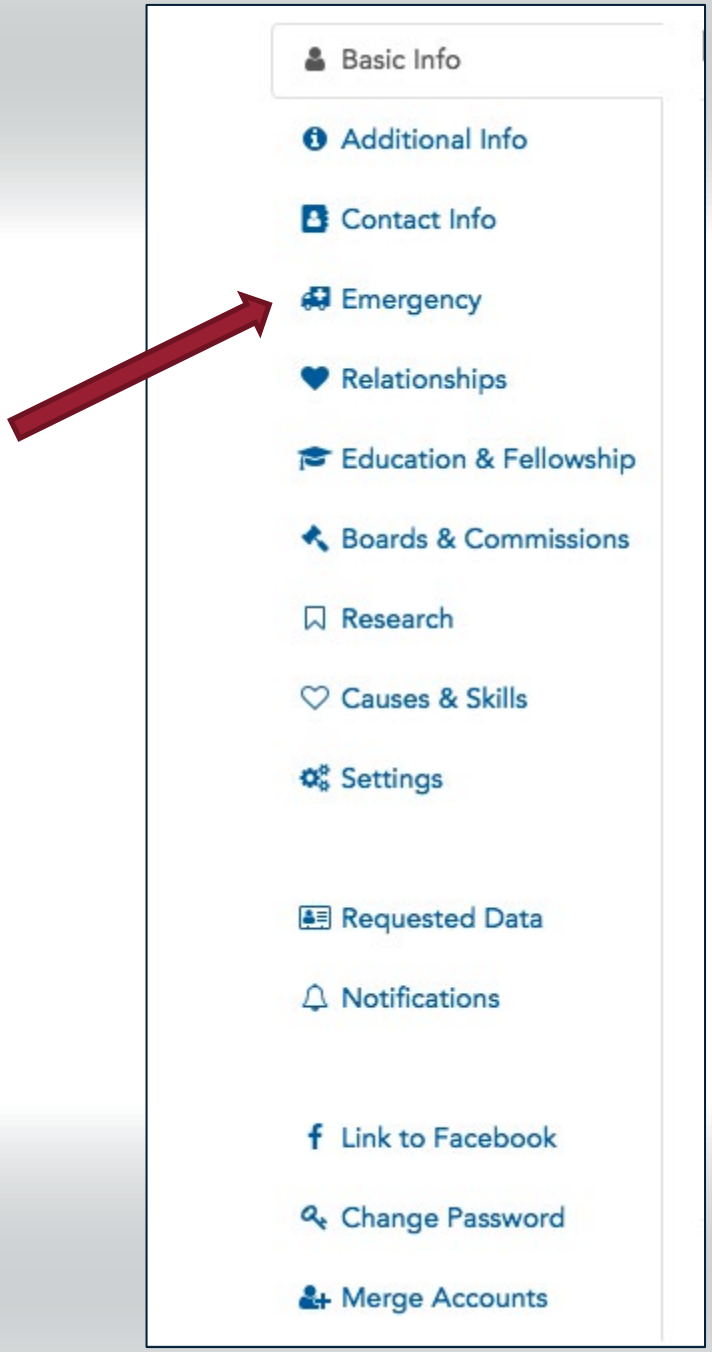


On the “Basic Profile Information” page…

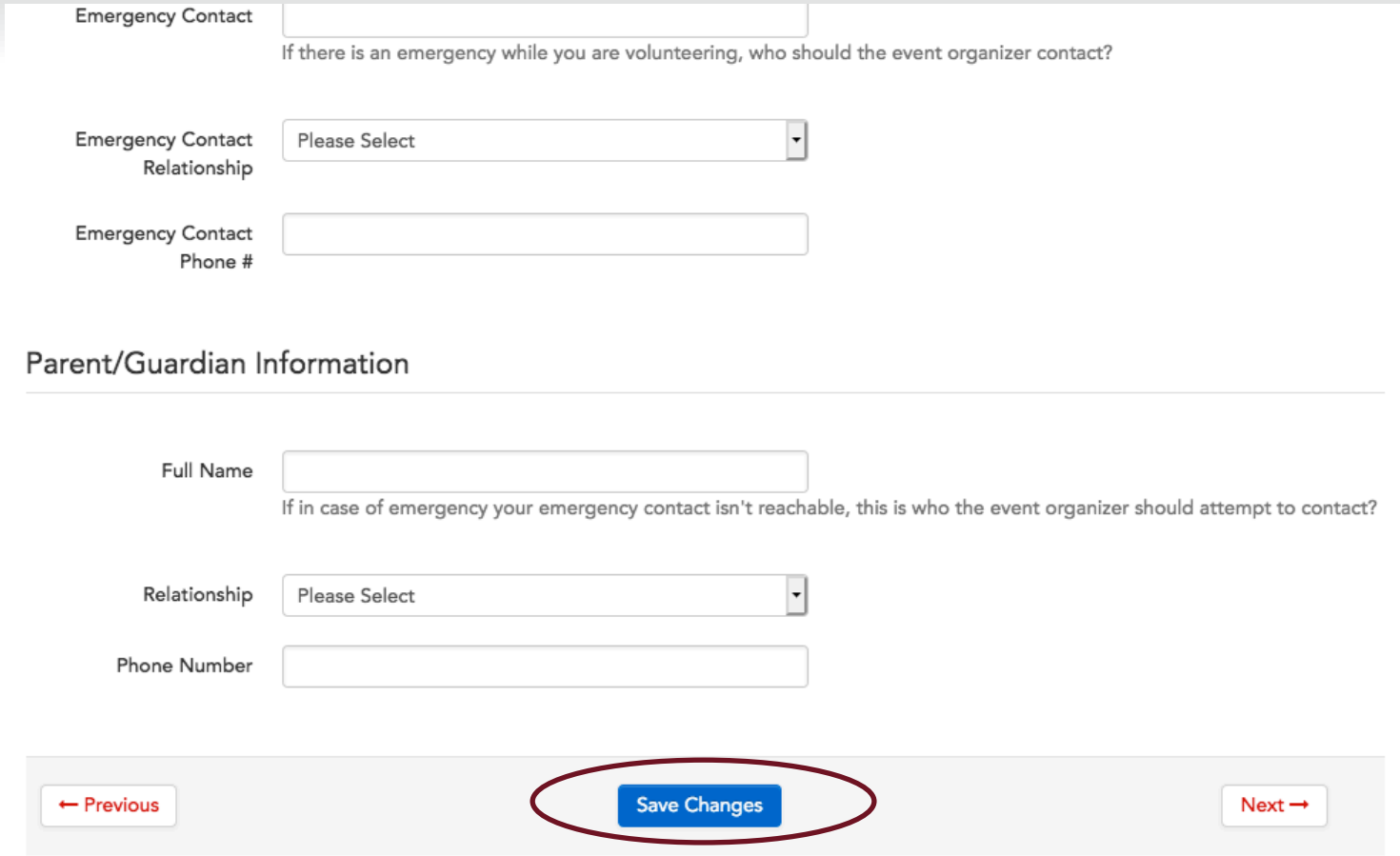
- Scroll Down to “Email Addresses”
- Carefully consider if you want to “Opt in” or “Opt out.” Click on the little question mark for more information.
- You may change this setting at any time
- Make sure you “Save Changes”



- Notice the menu on the left side of the page
- Click on “Emergency” to add an emergency contact

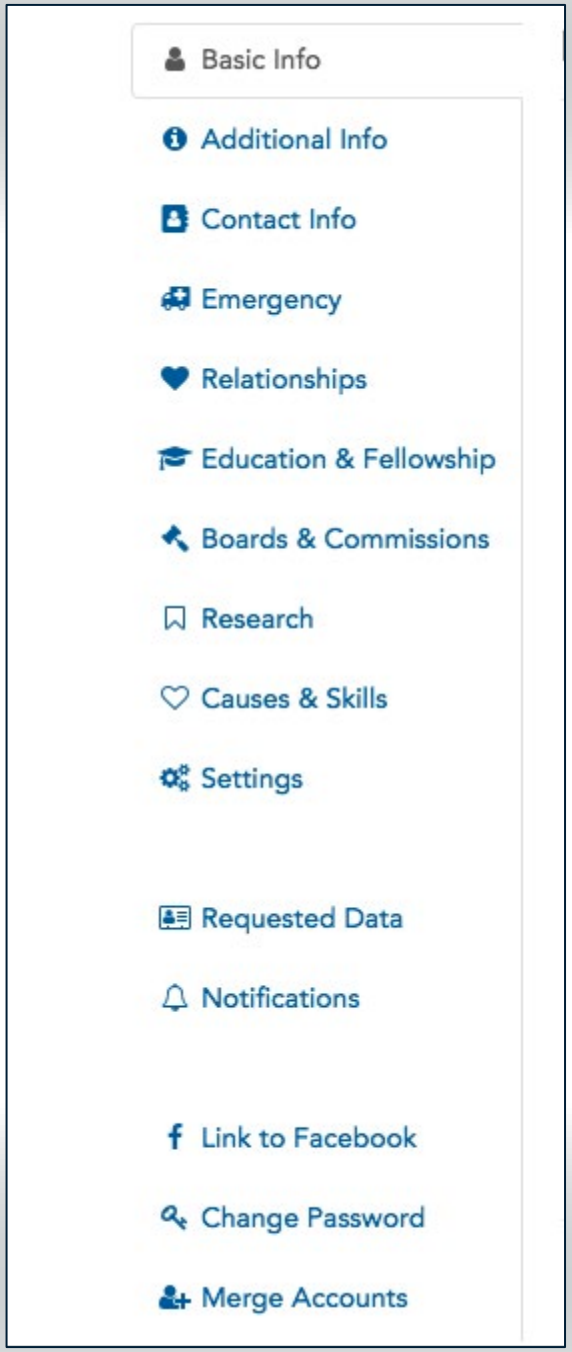


- Enter the requested Emergency Contact information
- Click: Save Changes
- That will put you back onto your “Basic Profile Information” page



Back on the Basic Profile Information page…

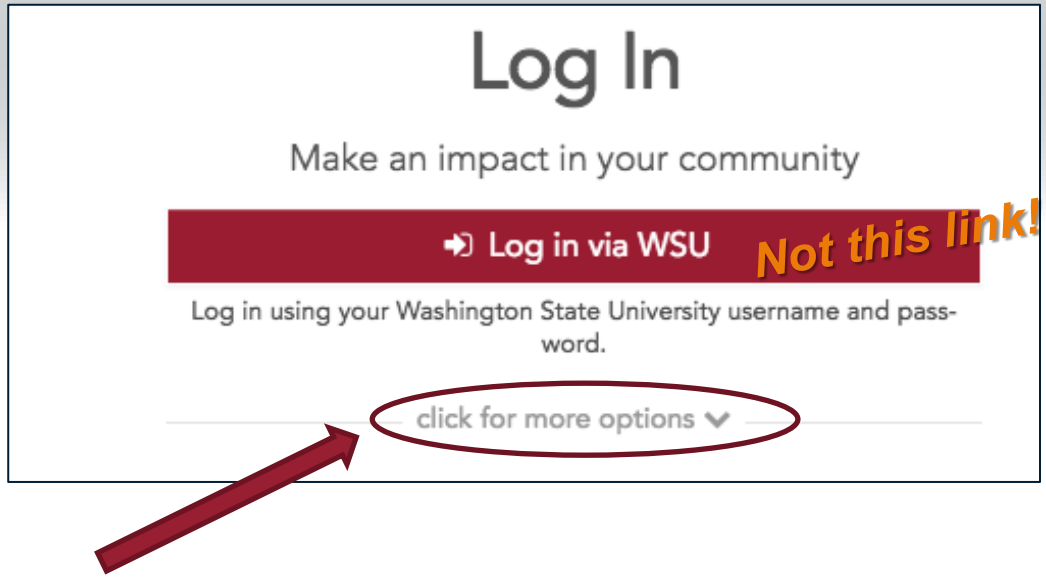
- Have fun exploring and filling out other options using this menu on the left side
- Save changes as you go
- You may change or add additional information at a later date



Save this link to access GivePulse now that you are registered

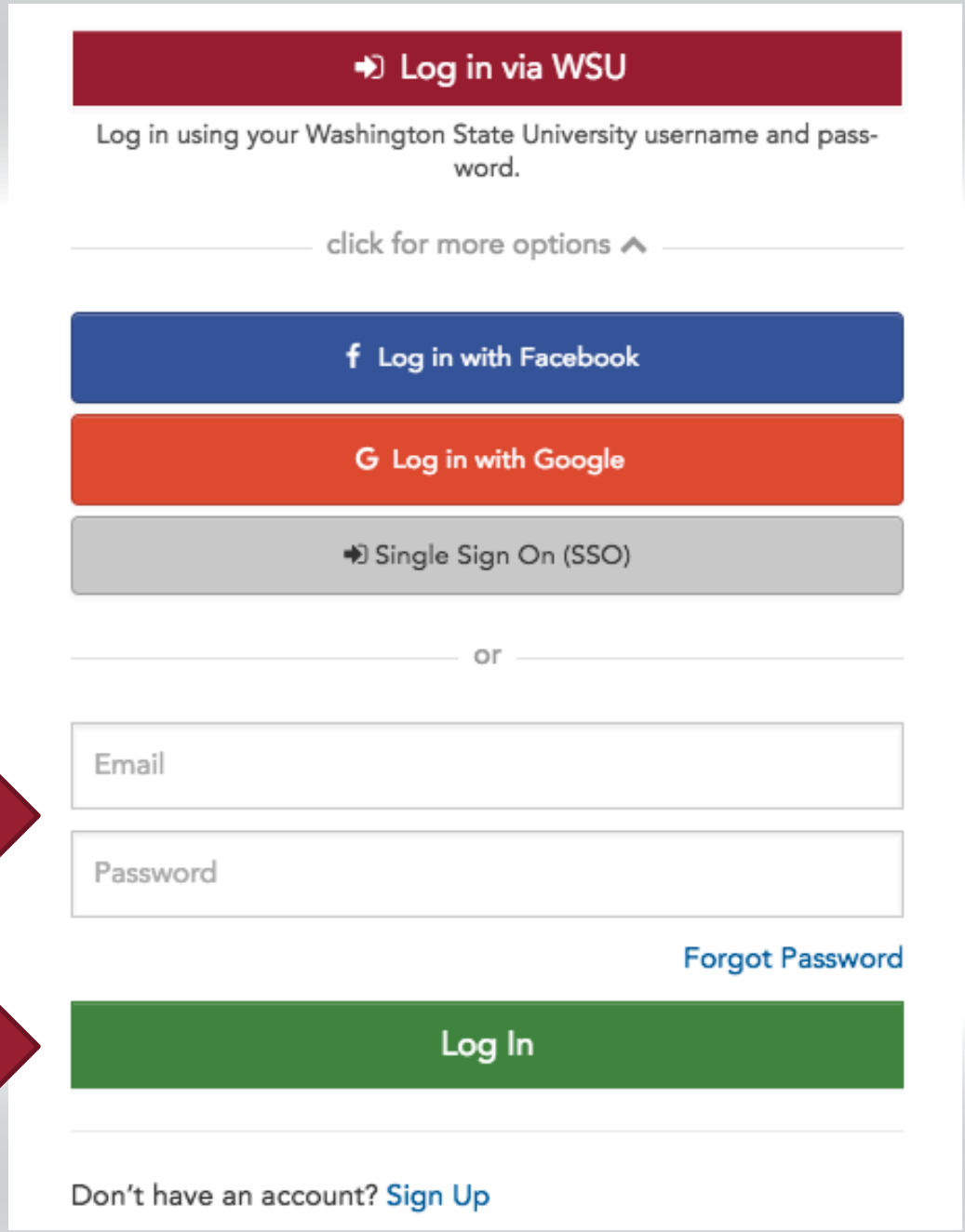
https://wsu.givepulse.com/group/453186-WSU-Whatcom-County-Master-Gardeners

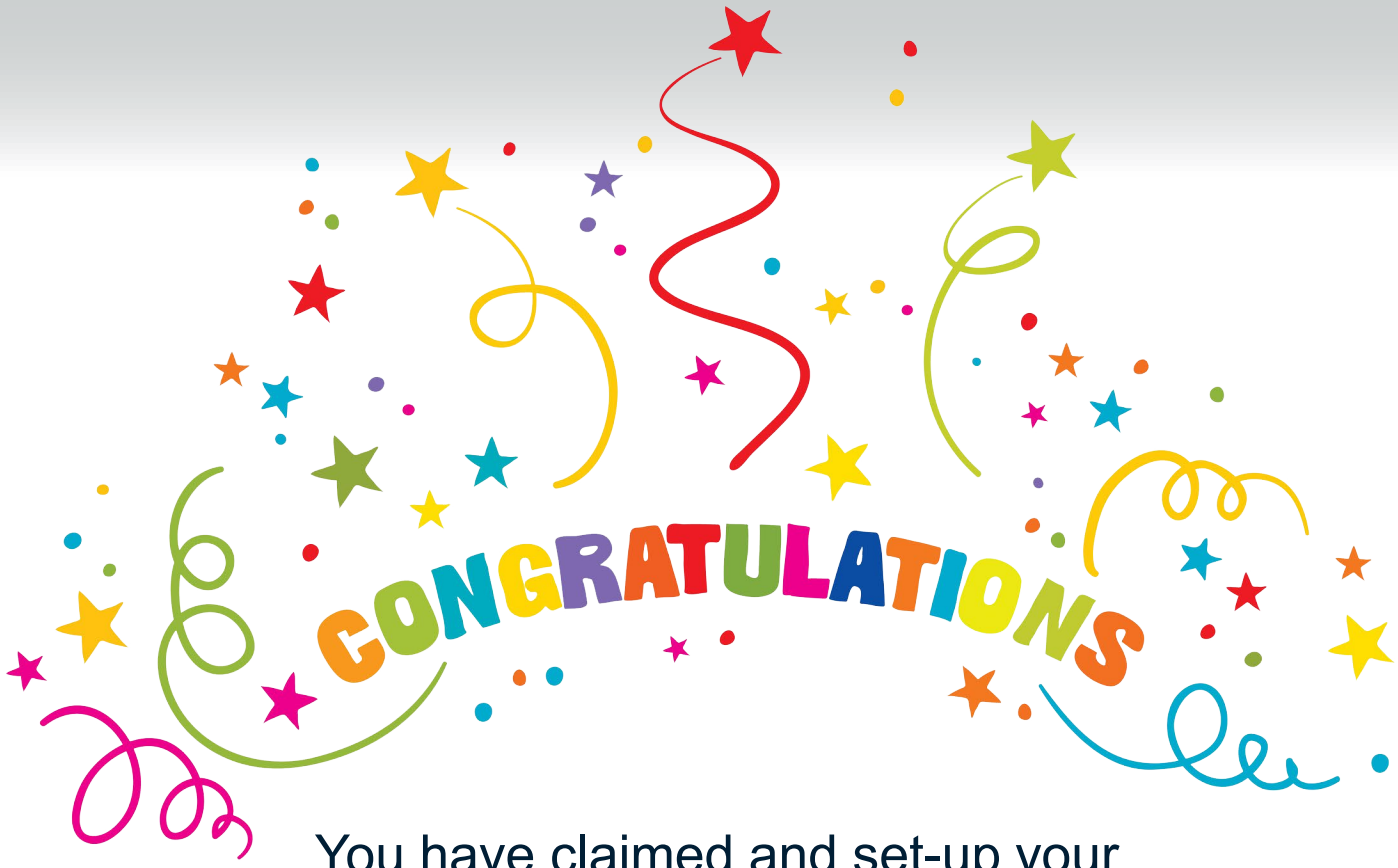
then go to the next page for instructions in how to use it



- The GivePulse log in page will show the above “Log In” box. Select “***click for more options”.***

- The box on the right will open. Enter your email and the password that you created for your GivePulse account unless you are using one of the other options, e.g. FB or Google. Then click on “Log In”.





You have claimed and set-up your
Give Pulse account

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