



# **GivePulse** **our new Master Gardener Volunteer** **Database**

**THE FIRST STEP:**  
**CLAIMING AND SETTING UP YOUR ACCOUNT**



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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”

Washington State University

GivePulse understands that COVID-19 is impacting our communities. [See our latest resources to stay safe and organize events.](#)



## WSU Whatcom County Master Gardeners

Create Account

Your name here

Washington State University / ... / WSU Whatcom County Master... / Create Account

Hi Keith,

You can claim your account by signing in via Washington State University or by using your email and setting a password below

[Claim my account using my Washington State University credentials](#)

[Claim my account by setting a password](#)



WSU MG



GivePulse

GivePulse, a civic network of students, faculty, professional organizations to post, find and coordinate projects



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.

**Account Setup**

Email \*

Your email address should already be here

You can update your email after setting up your account

School Email Address (If you have one)

Washington State University Email

First Name \*

Your first name here

Last Name \*

Your last name here

Password \*

Password must contain at least 8 characters including both letters and numbers

Location \*

City State Postal Code

Country

United States

☐ Agree to Terms of Service

\* By checking Agree to Terms of Service, you agree to our [Terms](#) and that you have read our [Data Use Policy](#).





- 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

United States ▼

☒ Agree to Terms of Service  
\* By checking Agree to Terms of Service, you agree to our [Terms](#) and that you have read our [Data Use Policy](#).

**Additional information requested by WSU Snohomish County Master Gardeners**

**Master Gardener Program - Volunteer Application**

Are you 18 years of age or older? \*

To become a WSU Master Gardener you must be 18 years of age or older.

Yes ▼

Mailing Address \*

Address | City | State | Zipcode





- 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

## Master Gardener Program - Volunteer Application

Are you 18 years of age or older? \*

To become a WSU Master Gardener you must be 18 years of age or older.



Mailing Address \*

Address | City | State | Zipcode

Your address might autofill here

Your address might autofill here

Phone Number

Cell Phone

Your cellphone here





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.

#### Specific horticulture experience

Check all that apply

- ☐ Annuals
- ☐ Perennials
- ☐ Roses
- ☐ Lawns
- ☐ Ornamental grasses
- ☐ Native plants
- ☐ Wildlife habitat
- ☐ Vegetables
- ☐ Herbs
- ☐ Houseplants
- ☐ Fruit trees
- ☐ Berries and grapes
- ☐ Trees and shrubs
- ☐ Pruning
- ☐ Soils
- ☐ Composting
- ☐ Propagation
- ☐ Greenhouses
- ☐ Container gardening






- 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 if 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.*)

Any other information about your skills and abilities you would like us to know?

Photo/Video Release \*

In the event your picture is taken during a WSU Master Gardener event, do you give WSU permission for that picture or video sequence to be used in WSU brochures, publications or websites?

By saying Yes - I DO you are giving Washington State University permission to use your photographic and/or video likeness taken during any WSU Extension Master Gardener event or anywhere you are representing WSU Extension Master Gardener Program as a Trainee, Intern, or Certified Master Gardener Volunteer, by any means and without limit for education, demonstration, and promotional purposes.

Yes - I DO give Washington State University permission to use my phc 

**Personal References**

List non-family members who have knowledge of your skills, abilities, and qualifications. Individuals should have worked with you on projects and activities and/or have direct experience with or knowledge of your qualifications. Please provide complete addresses and







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

Extension Master Gardener event or anywhere you are representing WSU Extension Master Gardener Program as a Trainee, Intern, or Certified Master Gardener Volunteer, by any means and without limit for education, demonstration, and promotional purposes.

### Personal References

List non-family members who have knowledge of your skills, abilities, and qualifications. Individuals should have worked with you on projects and activities and/or have direct experience with or knowledge of your qualifications. Please provide complete addresses and phone numbers.

Claim My Account





- 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.)



## Link your account to Facebook

[Washington State University](#) / [WSU Extension](#) / [Washington State University Master Gardener](#)

✓ You have successfully joined

**i** Link your account with Facebook.

**f** Link your account with Facebook

Why connect my account to Facebook?

- One click log in with Facebook
- Use your Facebook profile image
- Ability to share your impacts with your friends and community
- Ability to invite your Facebook friends to volunteer and serve with you and your cause

**Note: We will never post anything to your account without your permission**

Skip this step





- 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



## Finishing Account Setup

Upload a Profile Photo

[Washington State University](#) / [WSU Extension](#) / [Washington State University Master Gardeners](#) / [WSU](#)

Upload a unique profile photo

Profile Image



Change Profile Image

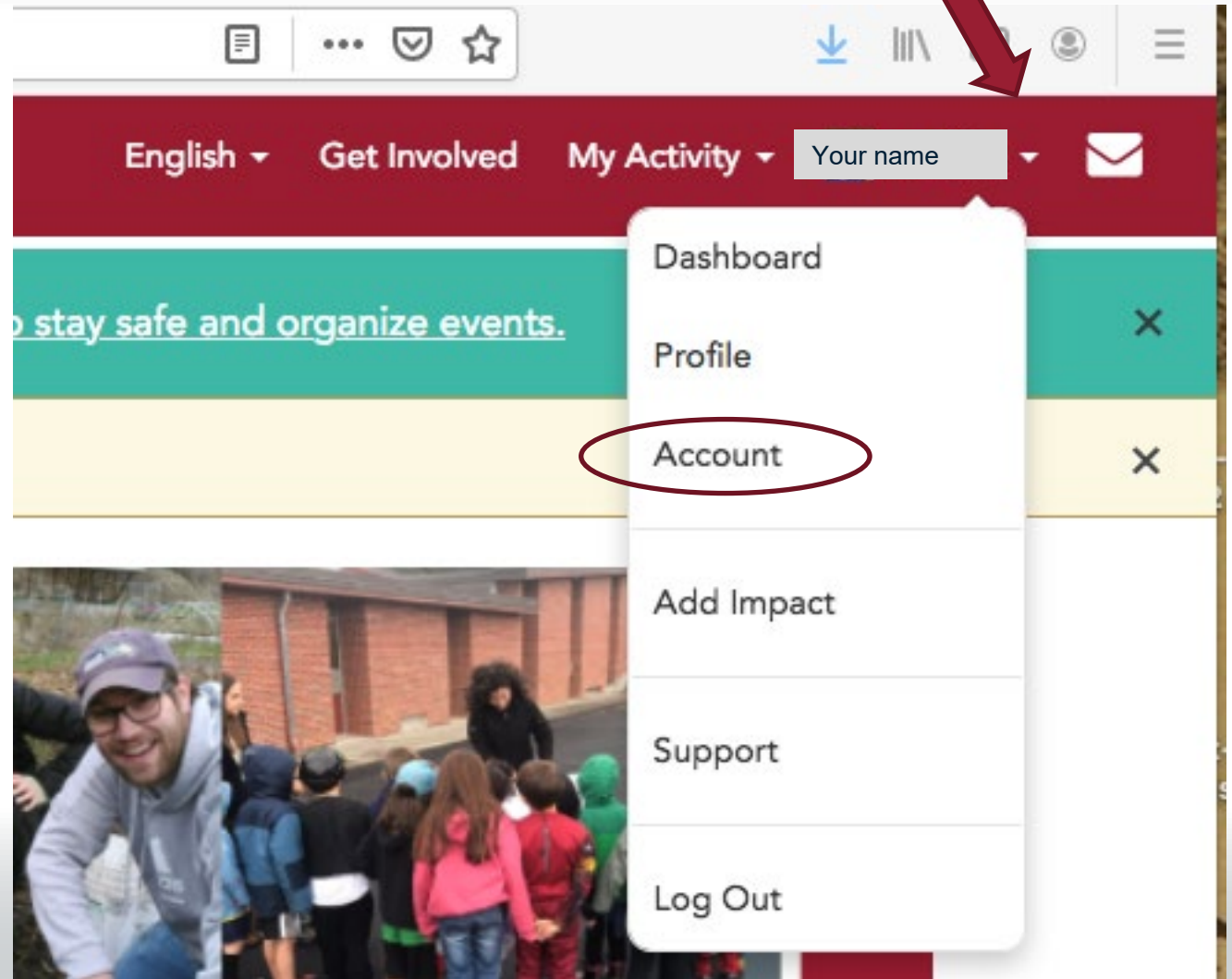
No file selected.

For best results, please use an image that is at least 330px square, and is less than 5MB.





- 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”

The screenshot shows the 'Basic Profile Information' page. On the left sidebar, there are links for 'Change Password' and 'Merge Accounts'. The main content area contains several input fields: 'About', 'Job Title', 'Employer', and 'Timezone' (set to '(GMT-08:00) Pacific Time (US & Canada); Tijuana'). Below these is the 'Email Addresses \*' section, which is circled in red. It contains a table with columns: 'Email Type', 'Email', 'Primary', 'Verified', and 'Actions'. The first row shows a primary email 'cg@frontier.com' that is verified. Below the table is a link to 'Add Additional Email Address' with a note: 'Your primary email is your log-in username and will be used for all notifications.' Underneath is the 'Opt In/Out' section, which has a green 'Opted In' button. A red arrow points to the 'Opt In/Out' label, and another red arrow points to a question mark icon next to the text 'See what messages you can toggle Opt In/Out for'. At the bottom of the page, there is a 'Save Changes' button circled in red, and a 'Next' button with a right arrow.

Email Type	Email	Primary	Verified	Actions
	cg@frontier.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

[Add Additional Email Address](#)  
Your primary email is your log-in username and will be used for all notifications.

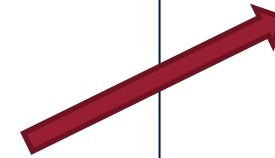
Opt In/Out ☒ Opted In  
See what messages you can toggle Opt In/Out for ?

[Save Changes](#) [Next →](#)





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



- Basic Info
- Additional Info
- Contact Info
- Emergency
- Relationships
- Education & Fellowship
- Boards & Commissions
- Research
- Causes & Skills
- Settings
- Requested Data
- Notifications
- Link to Facebook
- Change Password
- Merge Accounts





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

Emergency Contact

If there is an emergency while you are volunteering, who should the event organizer contact?

Emergency Contact Relationship

Emergency Contact Phone #

Parent/Guardian Information

Full Name

If in case of emergency your emergency contact isn't reachable, this is who the event organizer should attempt to contact?

Relationship

Phone Number

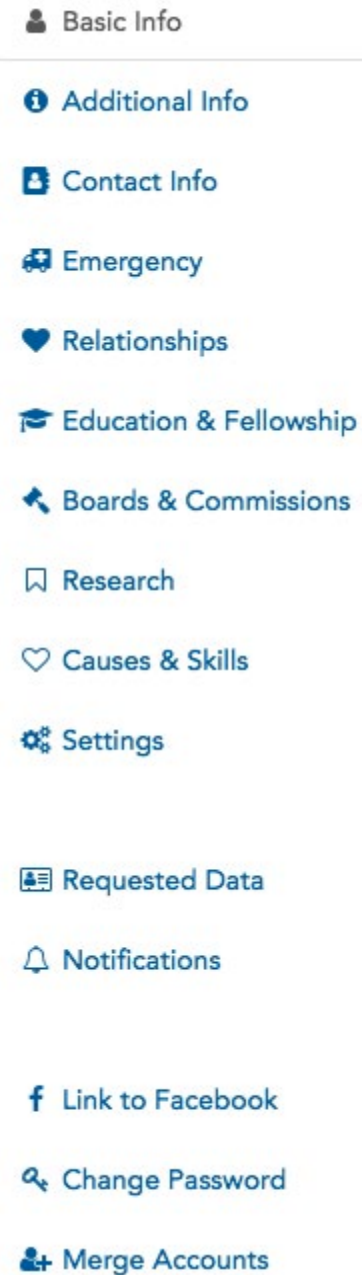
[< Previous](#) [Save Changes](#) [Next >](#)





## 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

- 
- A screenshot of a web application's profile menu. The menu is a vertical list of options, each with a small icon to its left. The options are: 'Basic Info' (person icon), 'Additional Info' (info icon), 'Contact Info' (address book icon), 'Emergency' (ambulance icon), 'Relationships' (heart icon), 'Education & Fellowship' (graduation cap icon), 'Boards & Commissions' (gavel icon), 'Research' (book icon), 'Causes & Skills' (heart icon), 'Settings' (gear icon), 'Requested Data' (document with checkmark icon), 'Notifications' (bell icon), 'Link to Facebook' (Facebook 'f' icon), 'Change Password' (key icon), and 'Merge Accounts' (two people icon).
- Basic Info
  - Additional Info
  - Contact Info
  - Emergency
  - Relationships
  - Education & Fellowship
  - Boards & Commissions
  - Research
  - Causes & Skills
  - Settings
  - Requested Data
  - Notifications
  - Link to Facebook
  - Change Password
  - Merge Accounts







# 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





# Log In

Make an impact in your community

➔ Log in via WSU

**Not this link!**

Log in using your Washington State University username and password.

click for more options ▼

- 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”.



➔ Log in via WSU

Log in using your Washington State University username and password.

click for more options ^

f Log in with Facebook

G Log in with Google

➔ Single Sign On (SSO)

or

Email

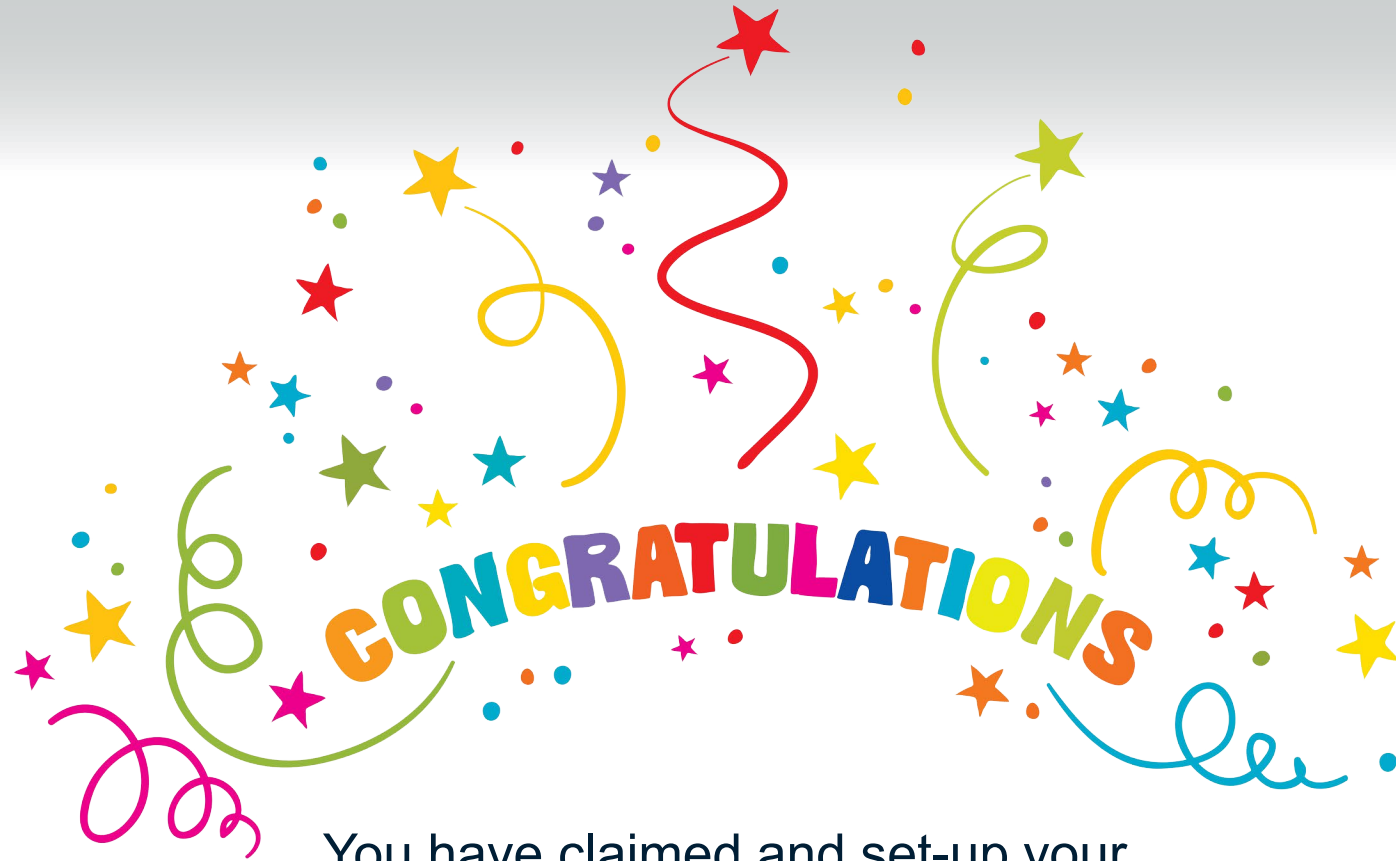
Password

[Forgot Password](#)

Log In

Don't have an account? [Sign Up](#)





You have claimed and set-up your  
Give Pulse account

