GivePulse – Creating an Impact

IMPACTS ARE YOUR VOLUNTEER HOURS

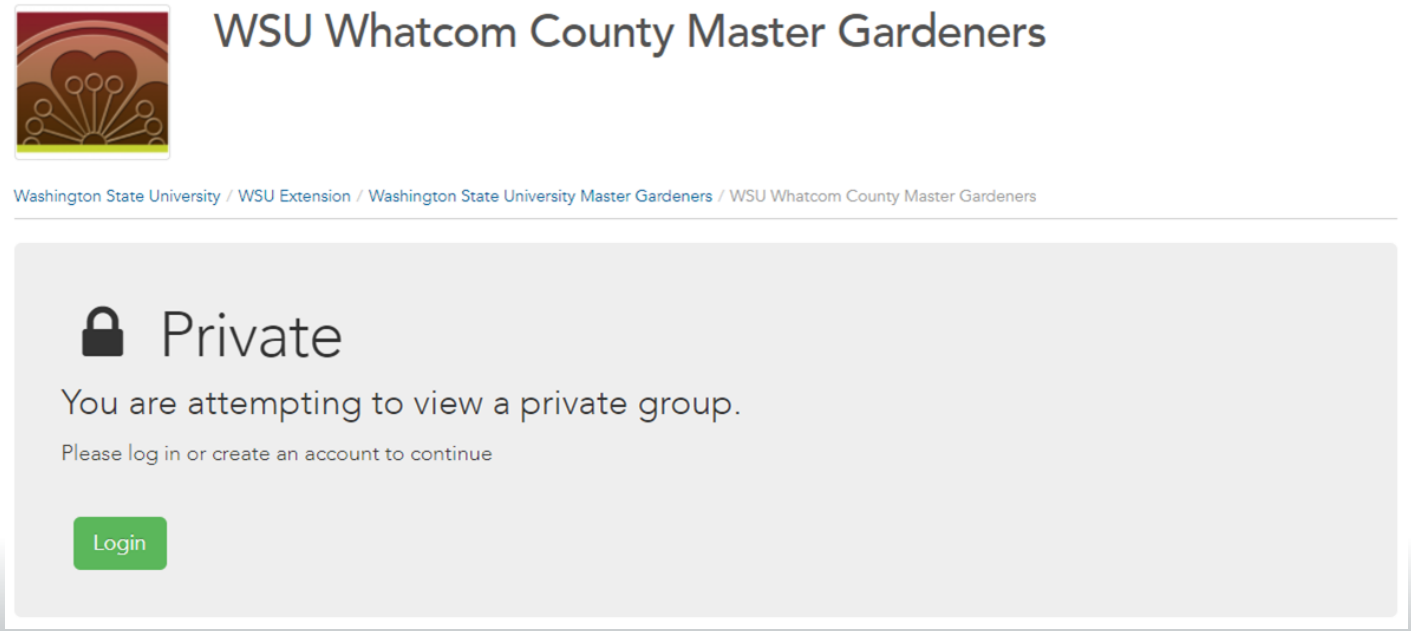
EXTENSION
Master Gardener
Program

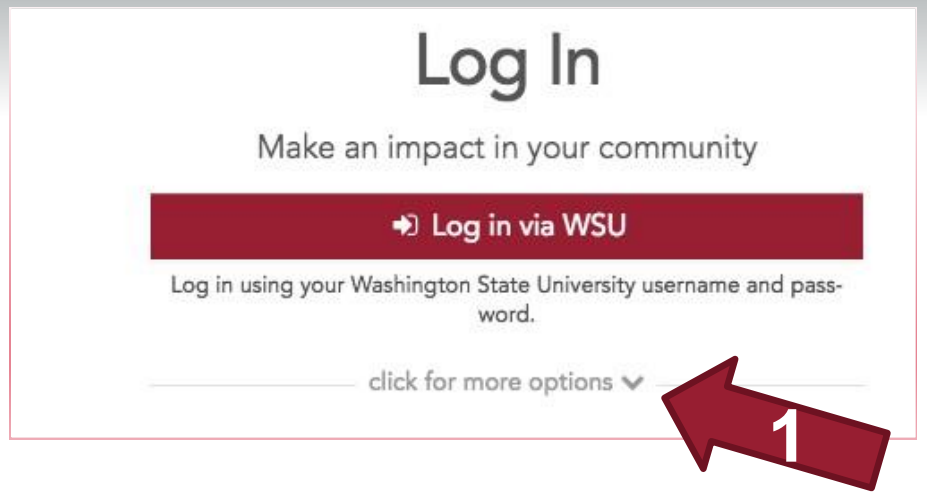
Use this link to connect to the Whatcom County Master Gardeners GivePulse page:

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

Because our group is Private, you need to log in.

Click the green **Login** button

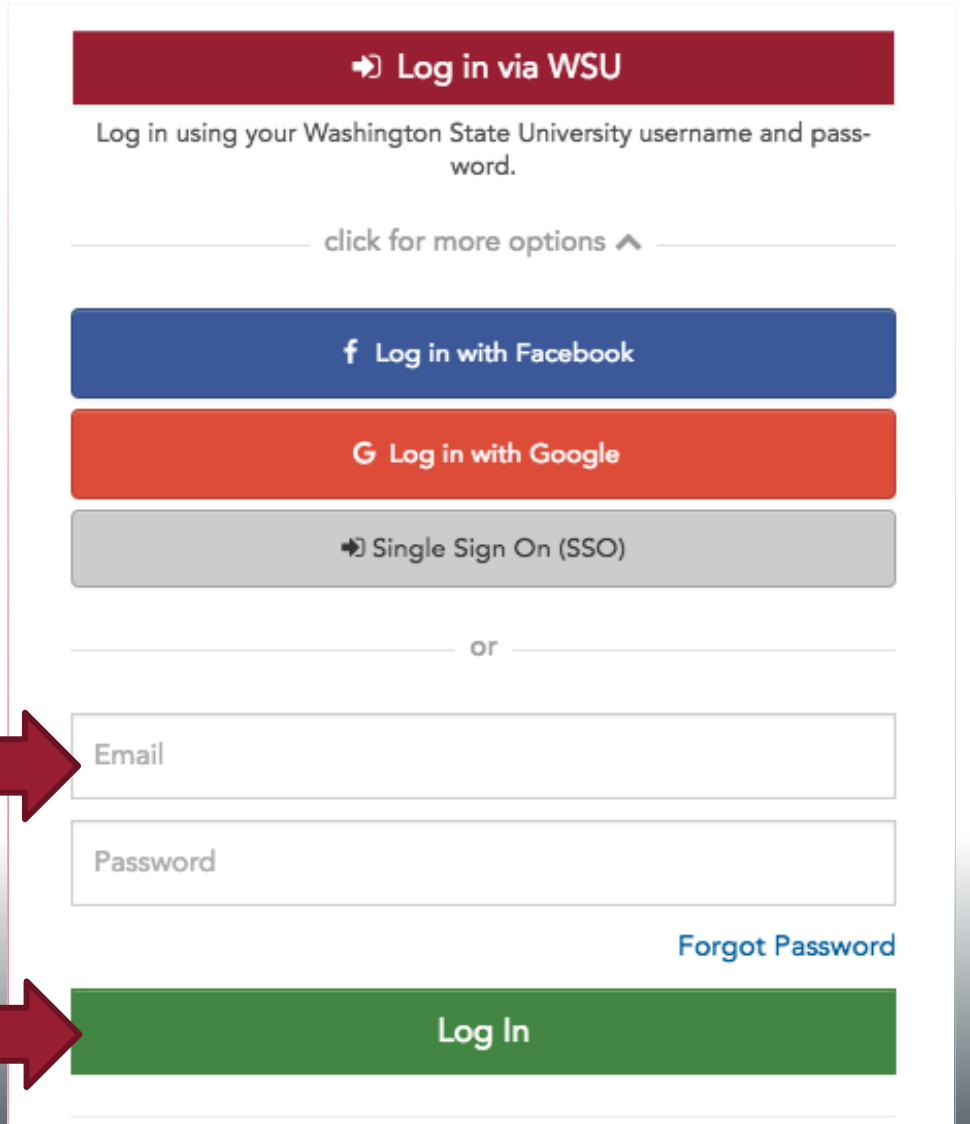




1. On the Log In page, remember to **click for more options;** don't click the red WSU button

2. On the next page, type your email address and password *(unless they auto-fill)*

3. Click the green **Log In** button

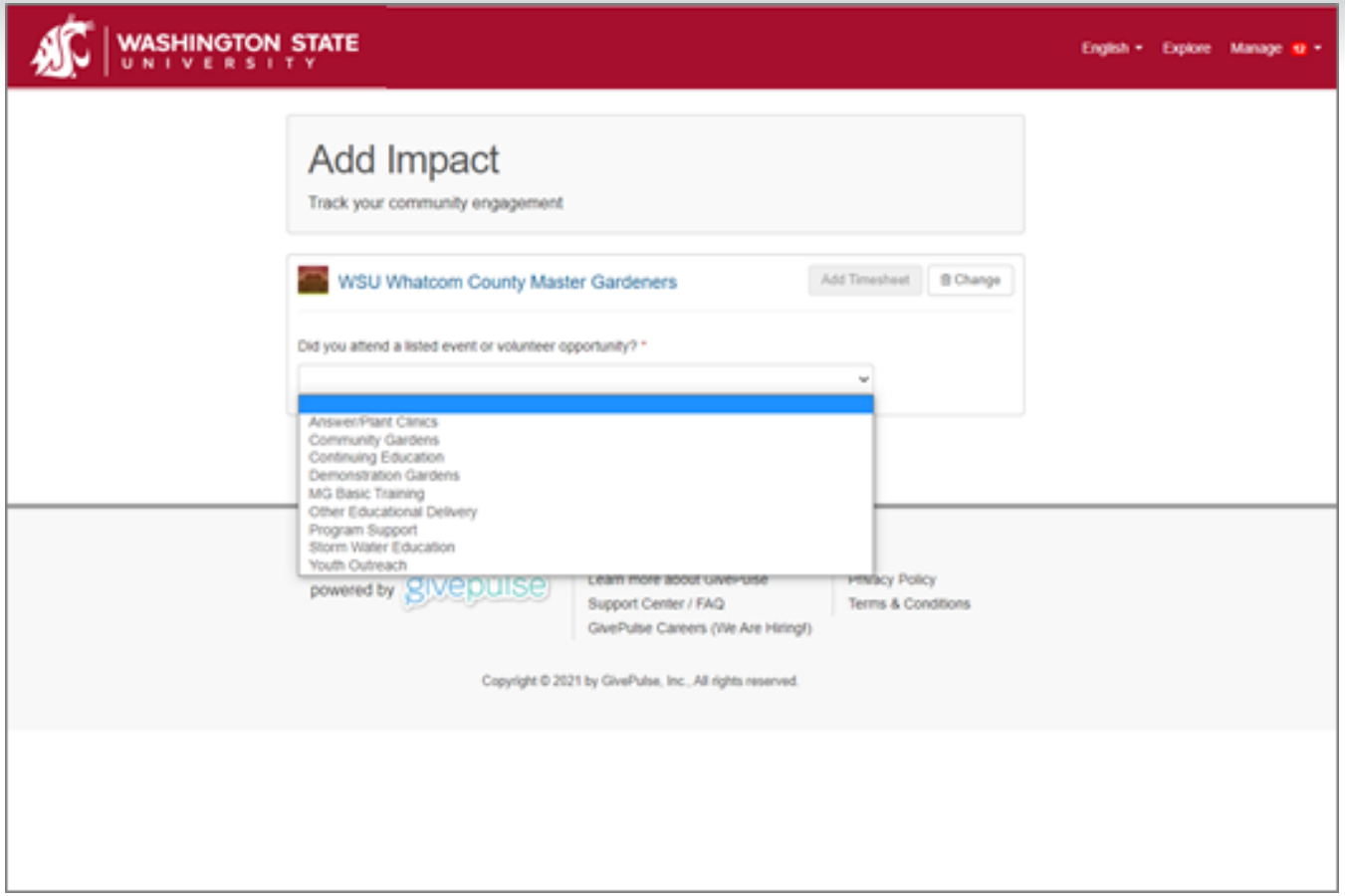


Now you're on the GivePulse page for our group

Click the green **Add Impact** button above Beth's picture.

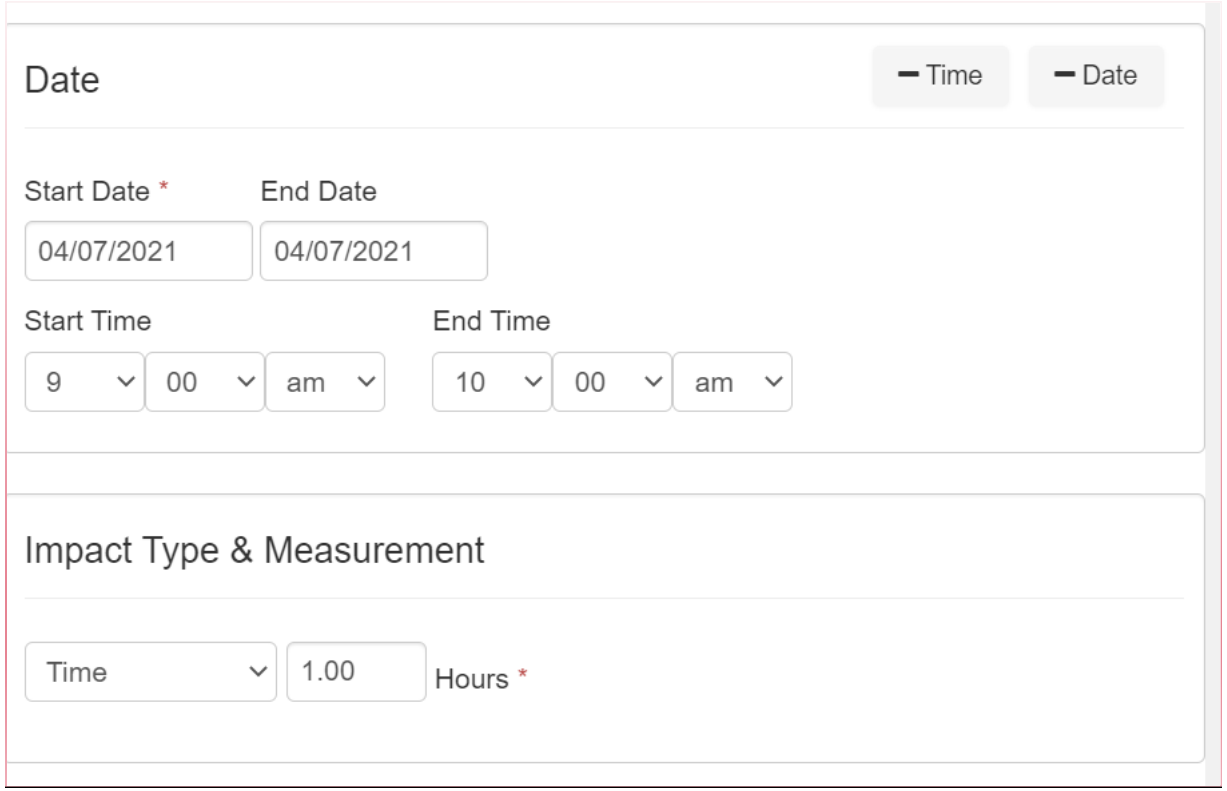
NOTE: There are other "Add Impact" commands in the user interface, but they don't take you directly to our group; this button gets you to exactly the right place.

Use the drop down menu to select the listed event or volunteer opportunity you attended.



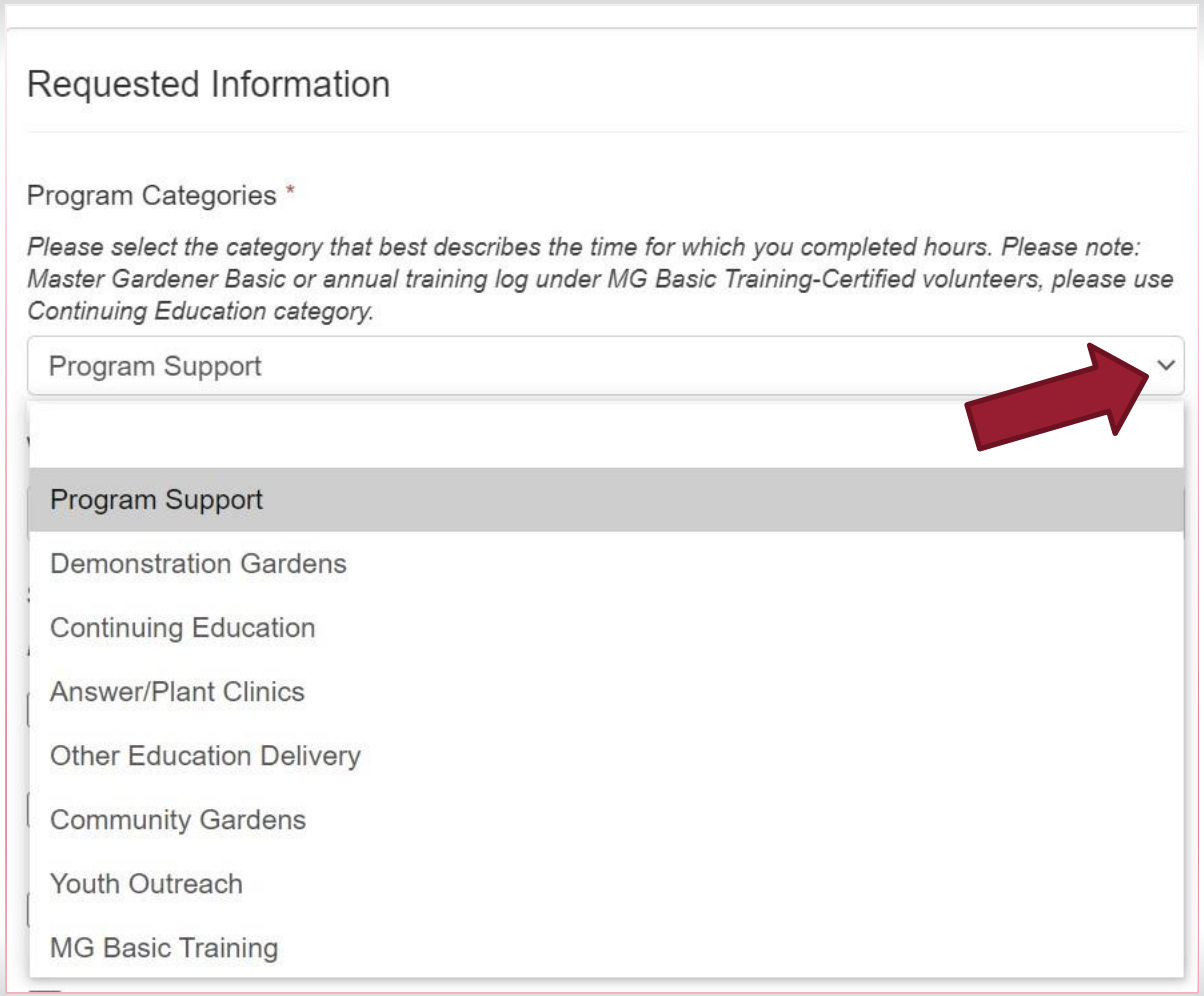
After you enter the date and time of your Impact, GivePulse calculates the duration. Double-check to make sure it matches the amount of time you worked.

(Don't change the value in the dropdown box next to the hours calculation - it's set to "Time" and that's the correct setting.)



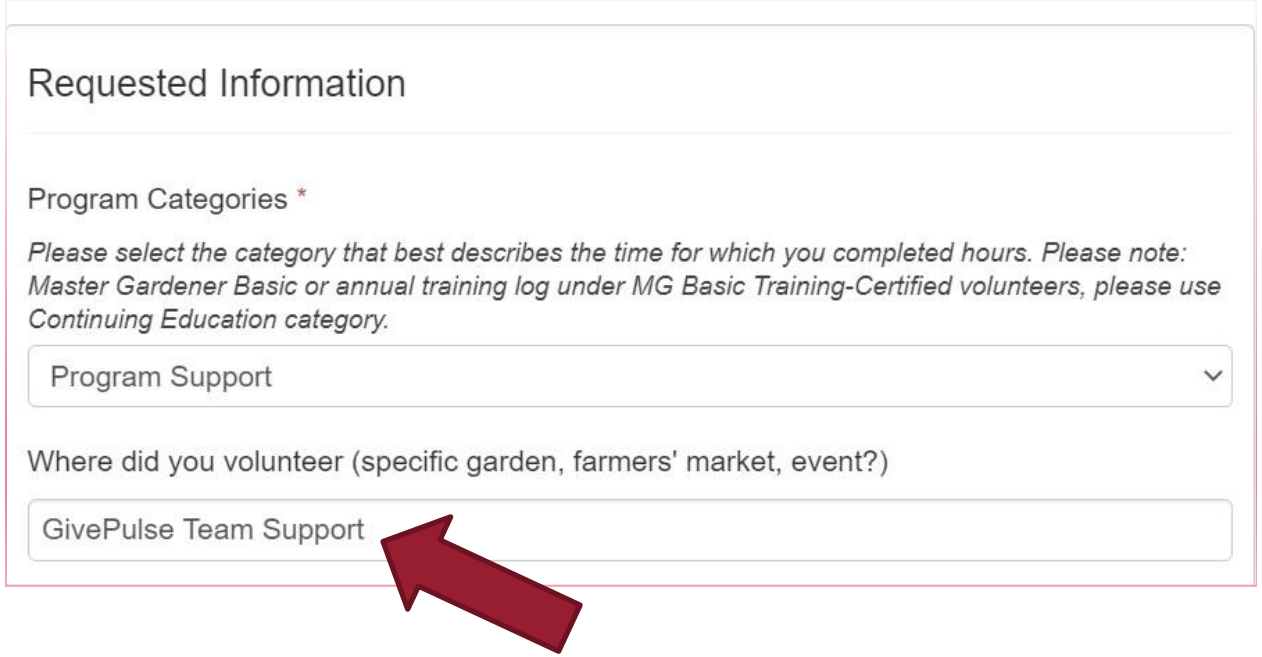
Scroll down to the "Requested Information" section and click the dropdown arrow under **Program Categories.**

Select the category that matches the hours you're reporting.



Type a description of the volunteer hours:

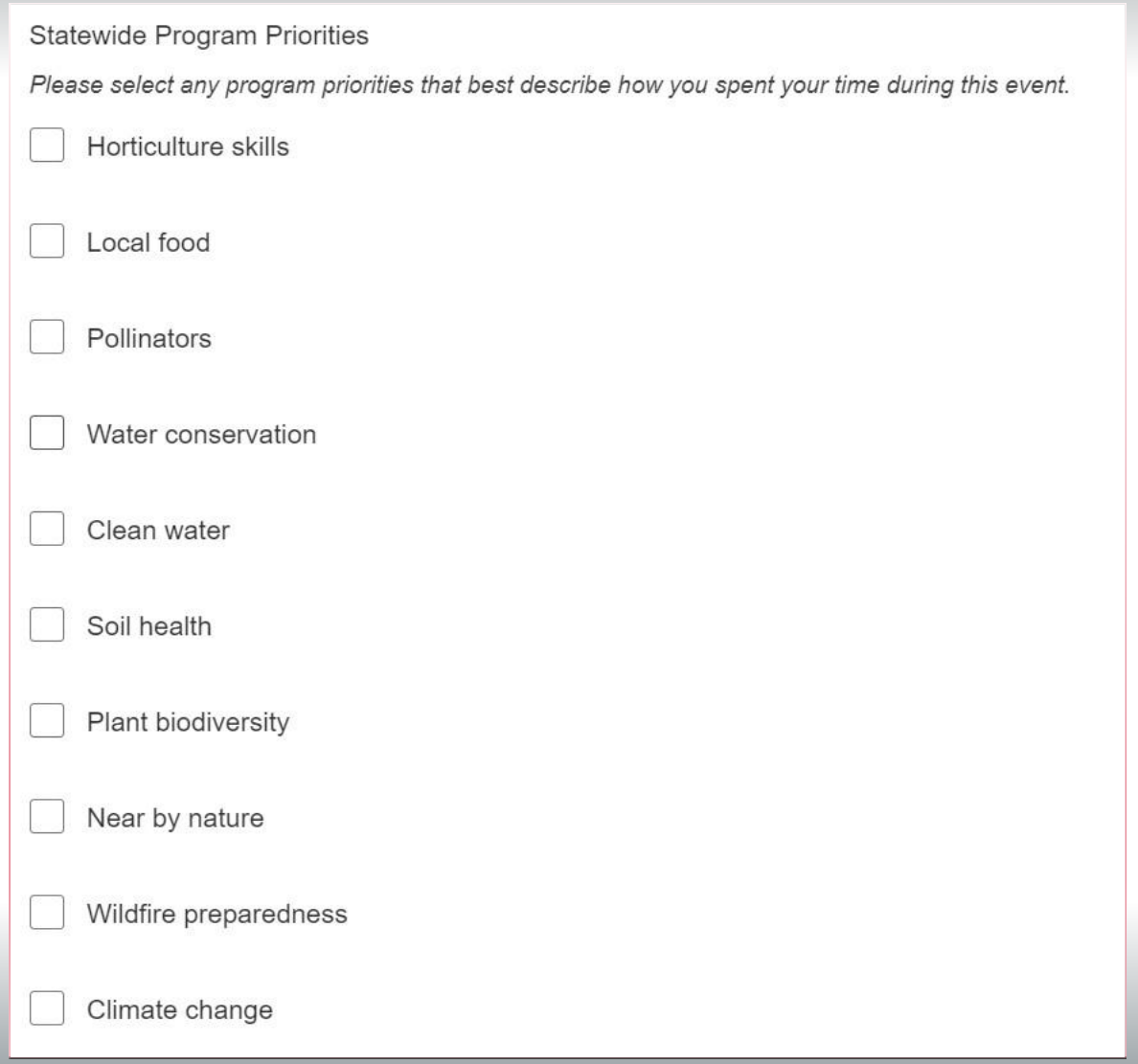
Where you worked...
or what you did...



Scroll down to "Statewide Program Priorities":

If the hours you're reporting apply to any of these categories, check the corresponding box(es).

This information is optional; it helps to demonstrate how our work supports these particular statewide priorities.



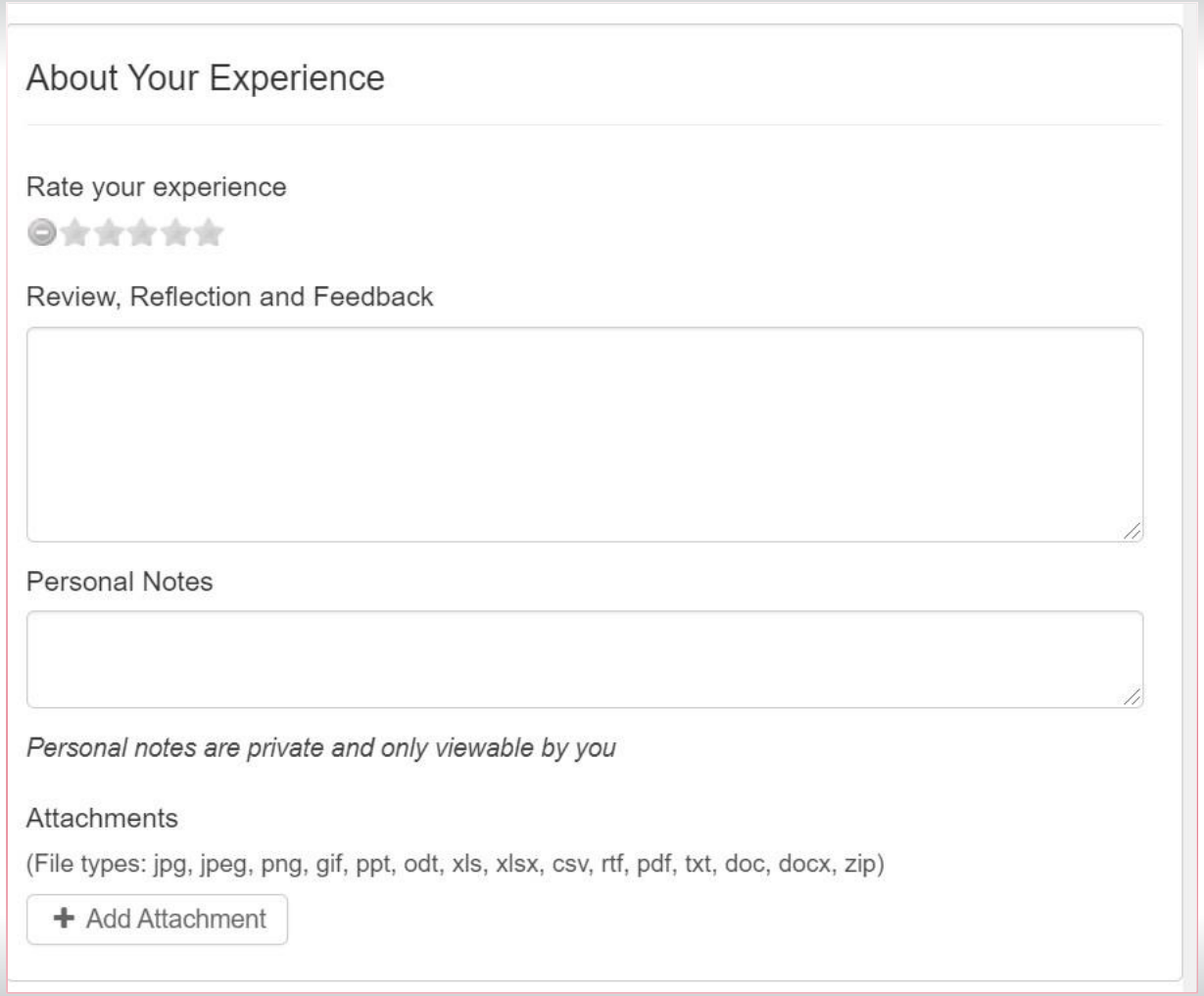
If you scroll further you'll see sections on Demographics for Gender, Race, and Ethnicity.

This demographic information is used to report in the WSU Volunteer Database. In the future, demographic data will be collected differently, please fill out this section if you have data to enter.

The section lets you enter optional notes.

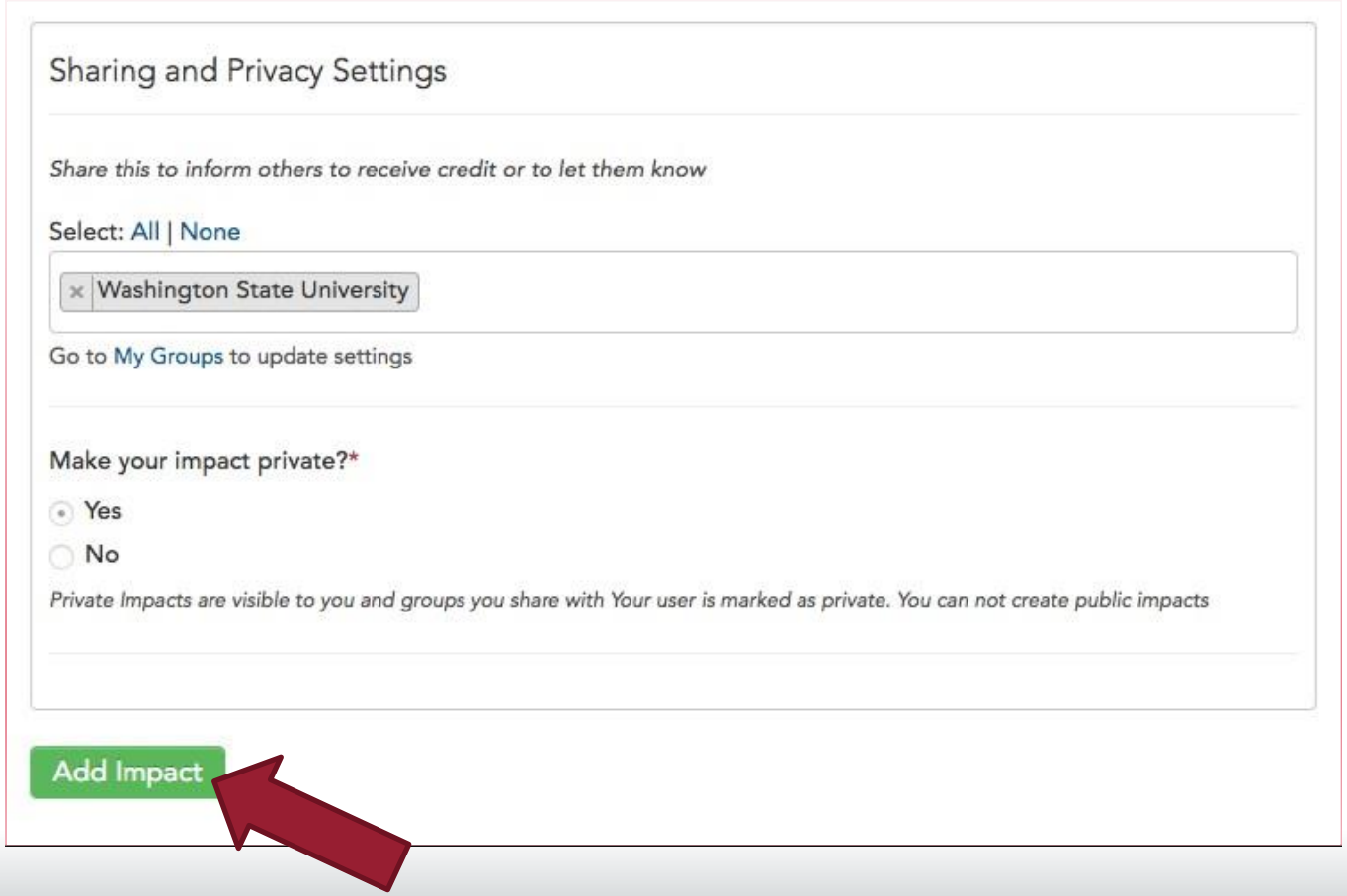
Any notes you add under "Review, Reflection and Feedback" can be viewed by the coordinator and WSU.

"Personal Notes" are for your own use.



"Sharing and Privacy Settings" are not editable.

Click the green **Add Impact** button to finish.

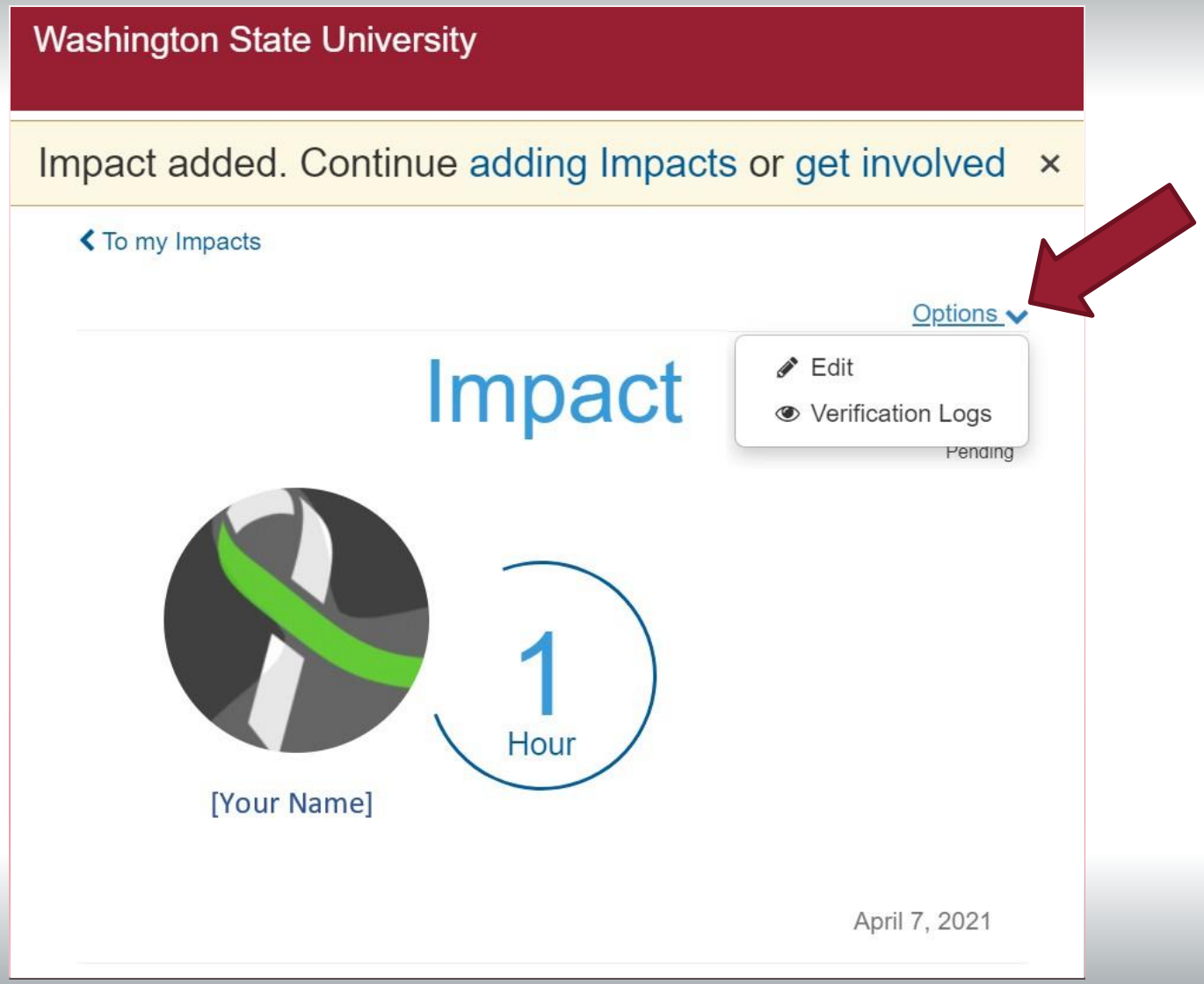


And you're done!

If you need to make a correction, click the dropdown arrow next to **Options** and then click **Edit** to fix it.

NOTE: If you want to add more Impacts, you might be tempted to click Continue adding Impacts at the top of this page.

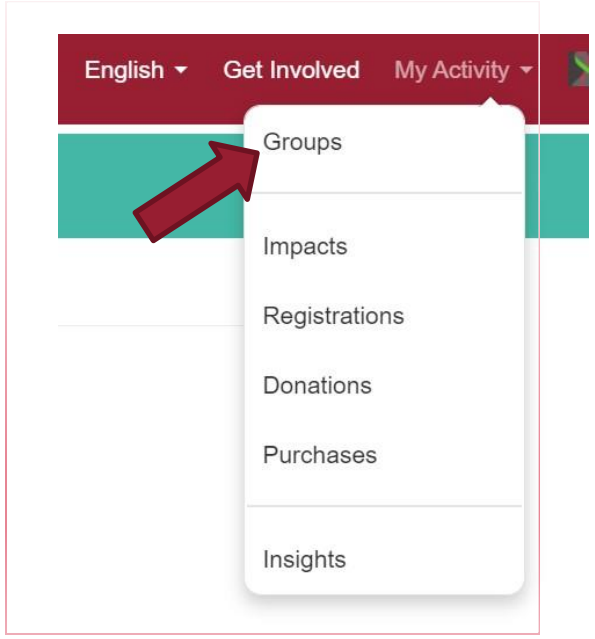
But don't - there's a better way which we'll show you next…

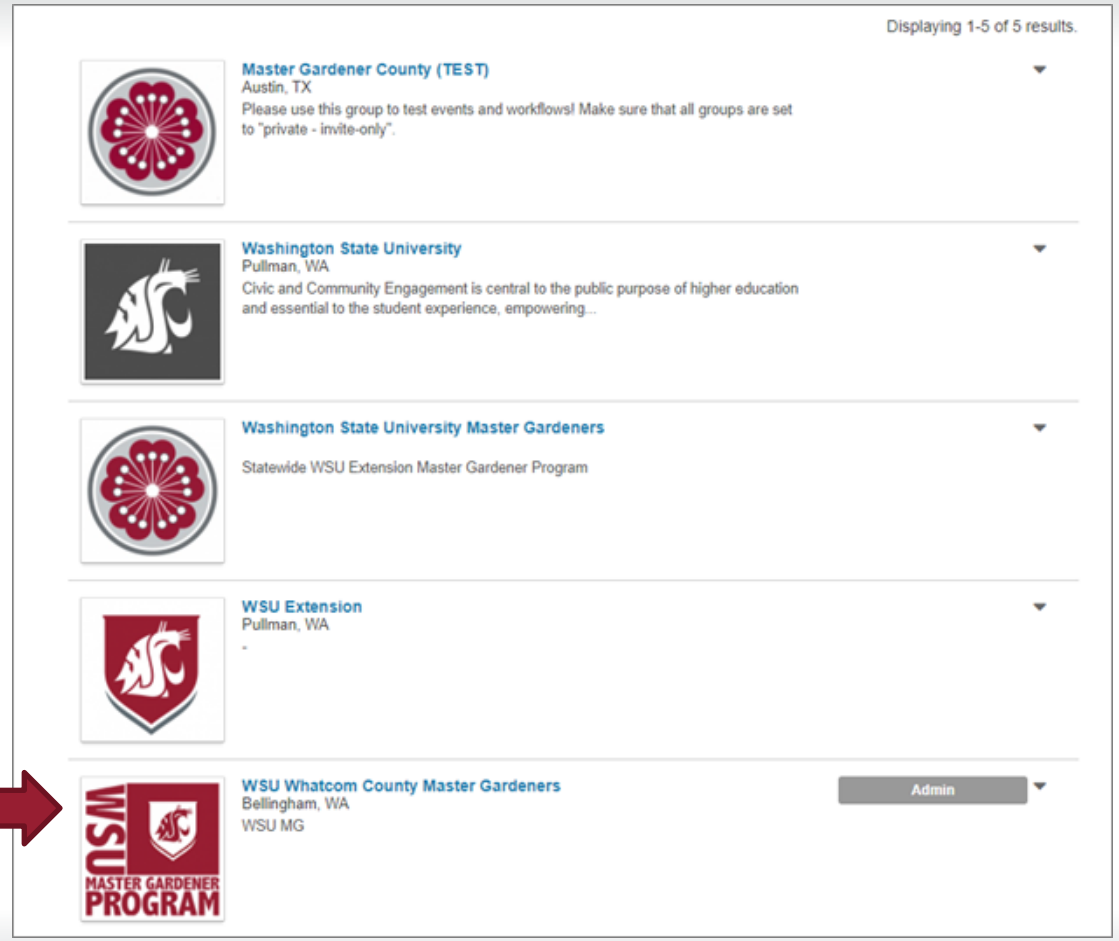


Adding Additional Impacts

On the menu at the top of the page, click the dropdown arrow next to **My Activity** and then click **Groups.**

That's right, don't click Impacts, click ***Groups.***





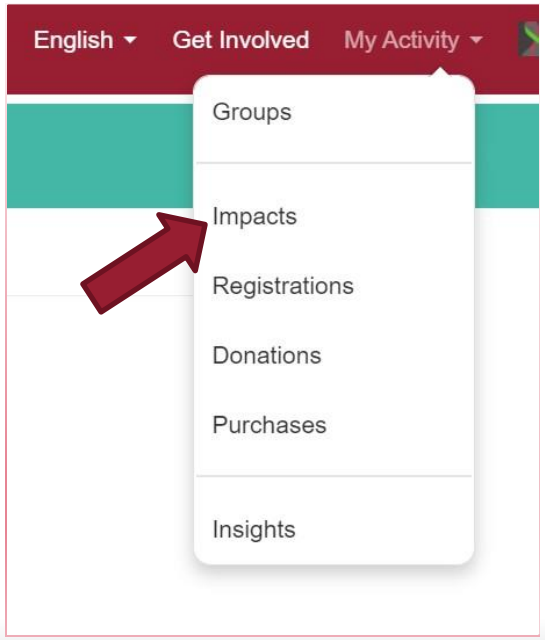
Then, when you see your list of groups, click the one for Whatcom County.

Adding Additional Impacts

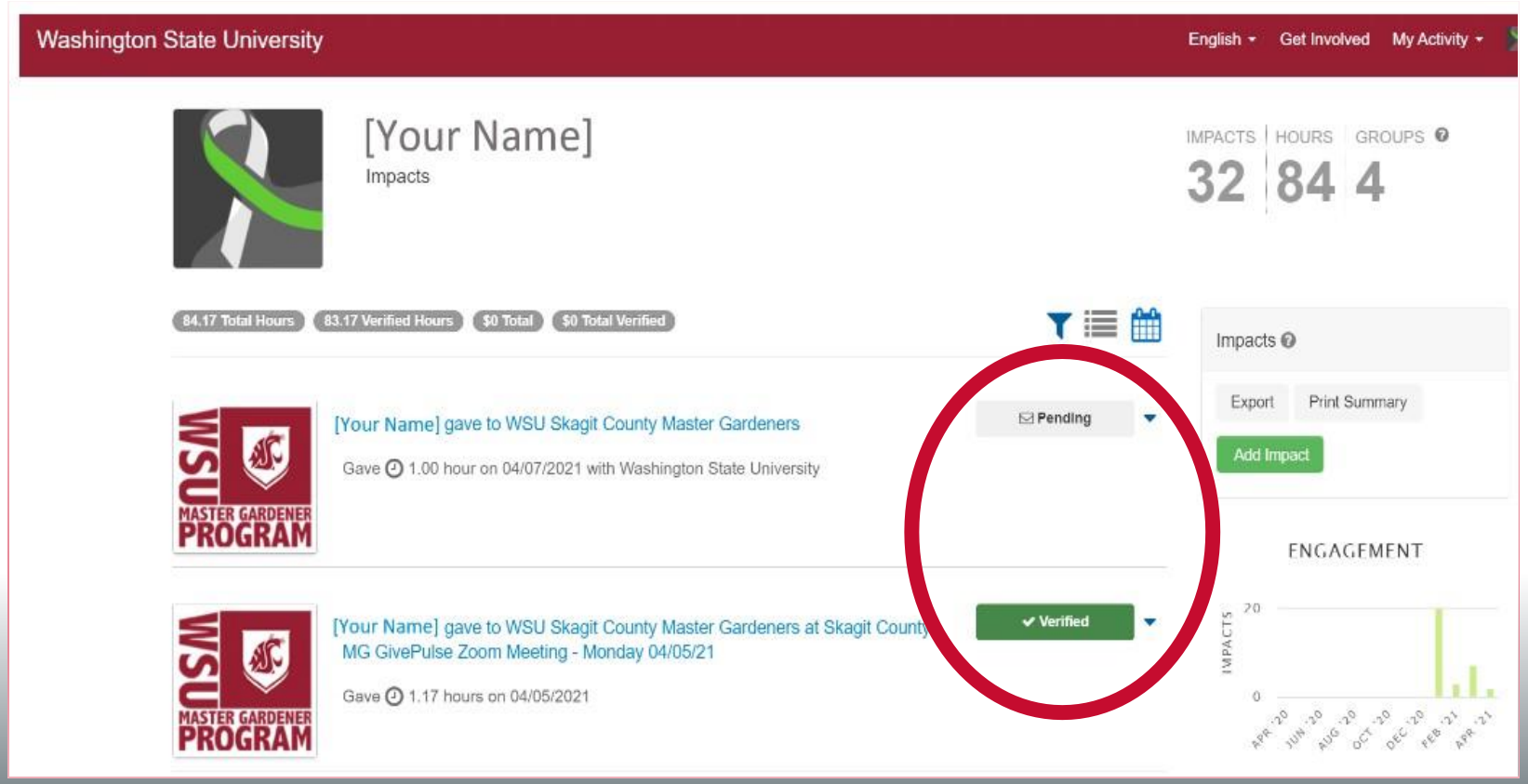
Now you're on the GivePulse page for our group, so when you click the green **Add Impact** button you'll be in the right place

Adding Additional Impacts

To view all of your Impacts, go back to the menu at the top of the page, click the dropdown arrow next to **My Activity** and then click **Impacts.**



Note that the Impact we just added is **Pending**, whereas an Impact entered earlier has been approved by Beth and is **Verified.**



Thank you for your volunteer service
as a Master Gardener!