



GivePulse

THE FIRST STEP:

CLAIMING AND SETTING UP YOUR ACCOUNT

REV. 3/21/2022



EXTENSION
Master Gardener
Program





Before you begin, take a moment to review the following information

You'll need:

- Your invitation email from **Washington State University | GivePulse** with your personalized “Claim Your Account” link
- To create a new password of at least 8 characters including both letters and numbers
- Your home mailing address, telephone numbers and email address
- Your emergency contact name and telephone number
- You'll have the opportunity to upload a headshot photo at least 330px square and less than 5MB (you may also add your photo later, if you prefer)

Time:

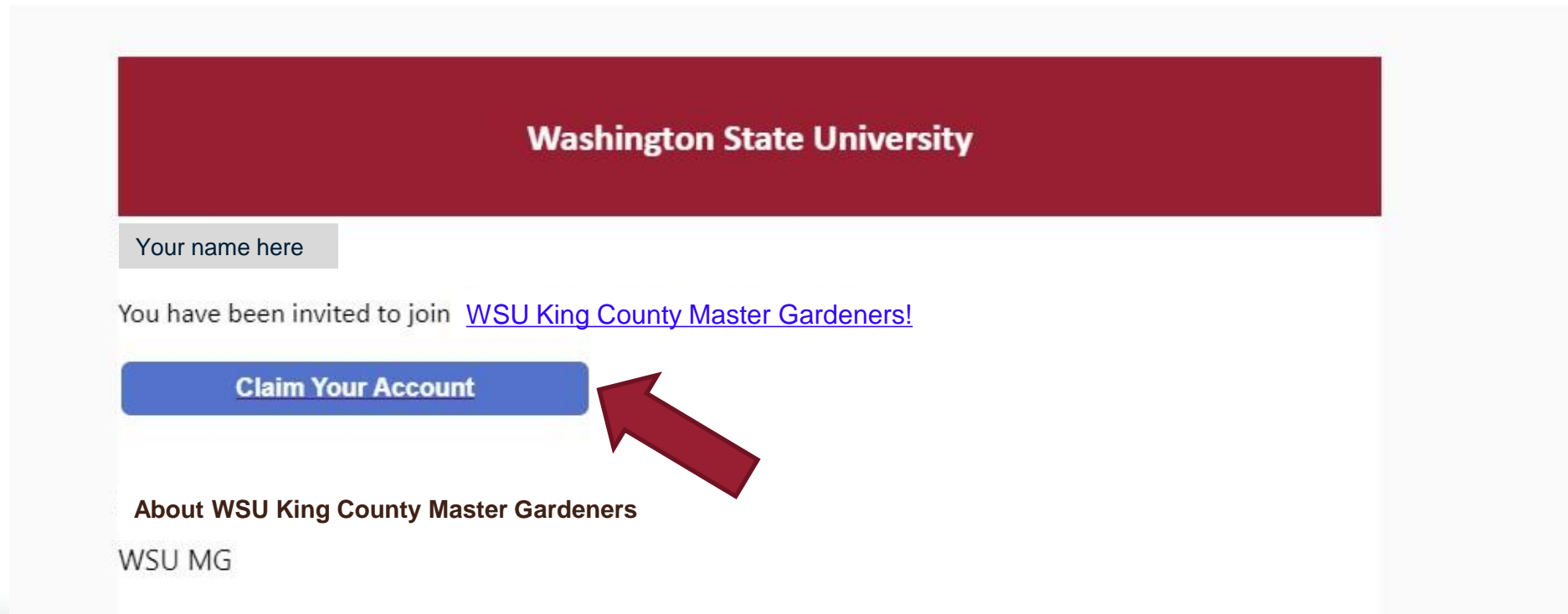
- Plan to take up to 30 minutes to claim and set up your GivePulse account

If you need additional help, you may email systemhelp@kingmg.org with a description of your issue or question, your preferred contact method and best times to reach you. A Master Gardener volunteer from our GivePulse Help Team will respond within 48 hours.





Open your invitation email from **Washington State University | GivePulse** and click “Claim Your Account” in the body of the email






When this webpage opens, 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 King County Master Gardeners

Create Account

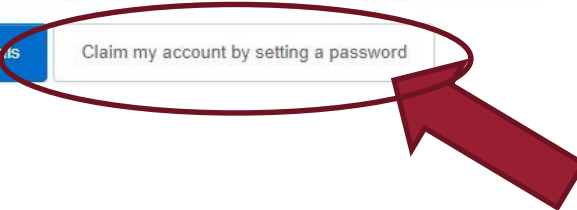

Washington State University / ... / WSU King County Master.. / Create Account

Your name here

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



GivePulse

givepu

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





The Account Setup page should appear:

- All items marked with an * **must be completed**
- Enter your email address if it did not auto-fill. You must use the email address at which you received this invitation; please do not change it at this time
- DO NOT enter a school email address, even if you have one
- Enter your first and last name if they have not auto-filled
- Create a password and write it down where you'll remember it; must be at least 8 characters including both letters and numbers
- Enter the City, State and Zip where you live
- 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 Master Gardener Program - Volunteer Application form will appear
- Although you already completed an application, we are asking for your help entering this information as part of our transition to the GivePulse platform.
- All items marked with an * **must be completed**
- Scroll down to continue through the application questions

United States

Agree to Terms of Service
* By checking Agree to Terms of Sen [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





- The age question has a drop-down button at the right of the box; you must select “Yes”
- Enter your mailing address in the appropriate fields if it has not auto-filled
- Under Phone Number, please provide your primary contact number (either landline or mobile)
- If your mobile number is different, you may add it under Cell Phone (optional)
- Continue 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

Enter mailing address here if it does not autofill

Phone Number

Phone number you wish to appear on the roster

Cell Phone

Your mobile number here, if different from above (optional)





Next, you will see several lists, such as the one at the right. Although you provided this information in your original application, we need your help updating it into GivePulse as part of our system transition. You may come back and add or edit this information if it changes in the future.

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
- Turf





- Click the dropdown to answer the Photo/Video Release question
- **Please select “Yes – I DO give permission....”** (A “Yes” response is required for all WSU Master Gardeners, per the [MG Program Handbook, version 2020, pg. 22](#))

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





- Do **NOT** enter Personal References; these are NOT required to claim your account
- 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





- We do **NOT** recommend linking to a Facebook account; **you may skip this step**
- If you do choose to link to Facebook:
 - You must then always log into GivePulse through Facebook
 - However, you will not be able to share impacts or invite friends, as our GivePulse account is private



Link your account to Facebook

Washington State University / WSU Extension / Washington State University Master Gardener

✓ You have successfully joined WSU King County Master Gardeners!

Link your account with Facebook.

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 headshot photo of yourself if you have one
 - Click “Choose File” and search for a photo on your computer
 - You may also add or change your photo later
- Then click “Complete Registration”
- Next, you’ll complete your Basic Profile Information





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 

Choose File No file selected.

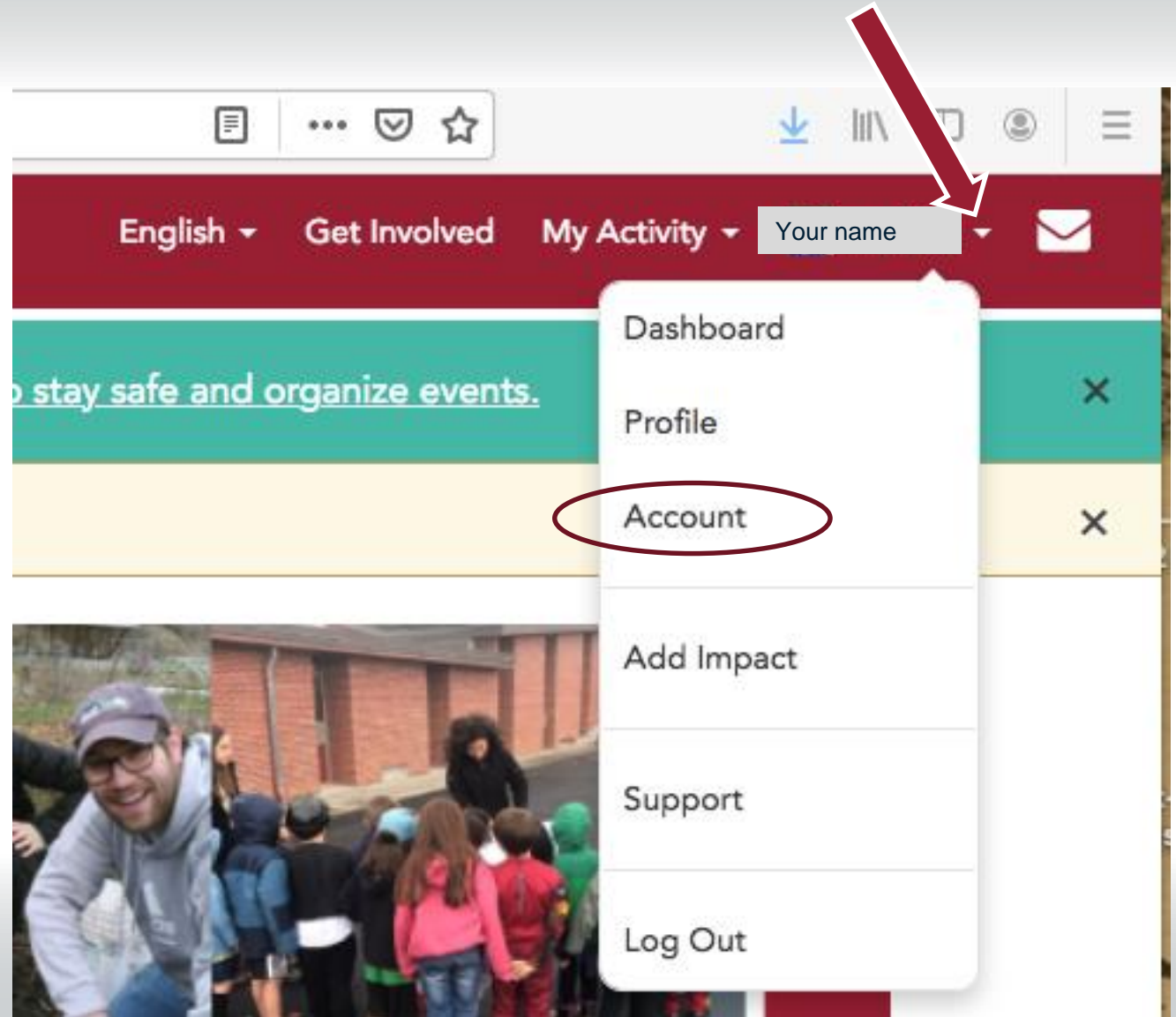
 For best results, please use an image that is at least 330px square, and is less than 5MB.

[Link my account with Facebook](#) [Complete Registration](#) 





- Now click the dropdown arrow menu just to the right of your name (in the upper right corner)
- Choose “**Account**”
- This will take you to the “Basic Profile Information” page, where you can enter and update personal information and choices
- On the next slide, we’ll help you complete required profile information





- Scroll down the Basic Information Profile page to “**Email Addresses**”
- Consider whether to “Opt in” or “Opt out” of automated system emails; click the question mark for more information about these
- You may change this setting at any time
- Make sure you “**Save Changes**”
- Next, we’ll complete emergency contact information

Change Password

Merge Accounts

About

Job Title

Employer

Timezone (GMT-08:00) Pacific Time (US & Canada); Tijuana

Email Addresses *

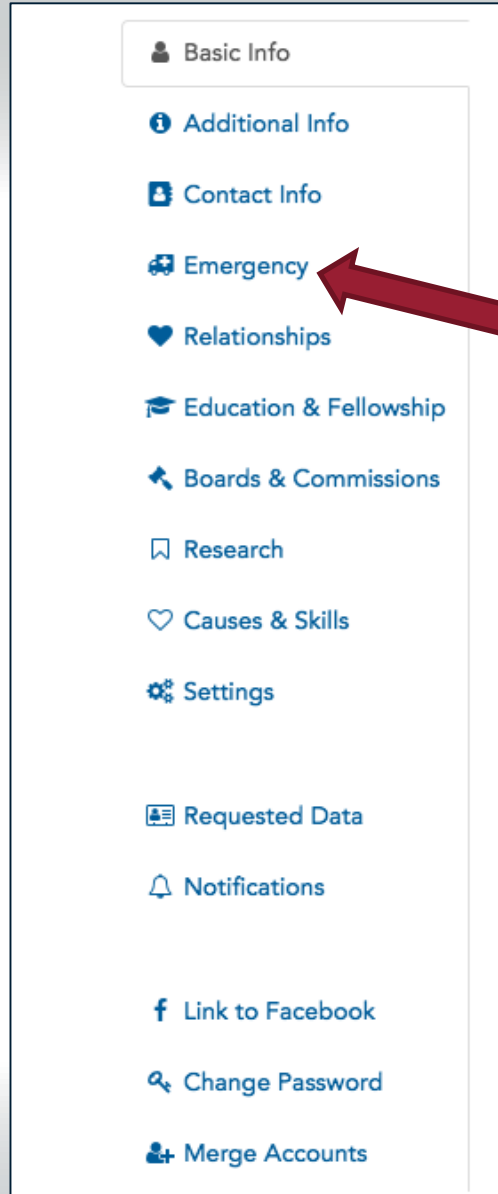
Email Type	Email	Primary	Verified	Actions
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

[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 →





- From the menu on the left side of the page, click “**Emergency**” and add your emergency contact information
- Complete **only** the “Emergency” section; do not complete any of the other sections





- Enter the requested emergency contact information
- When you're done, click **“Save Changes”** to return to the “Basic Profile Information” page
- **Then**, you must scroll down to the bottom of the “Basic Information Profile” page and click **“Save Changes” again**



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 an emergency contact isn't reachable, this is who the event organizer should attempt to contact?

Relationship

Phone Number



← Previous



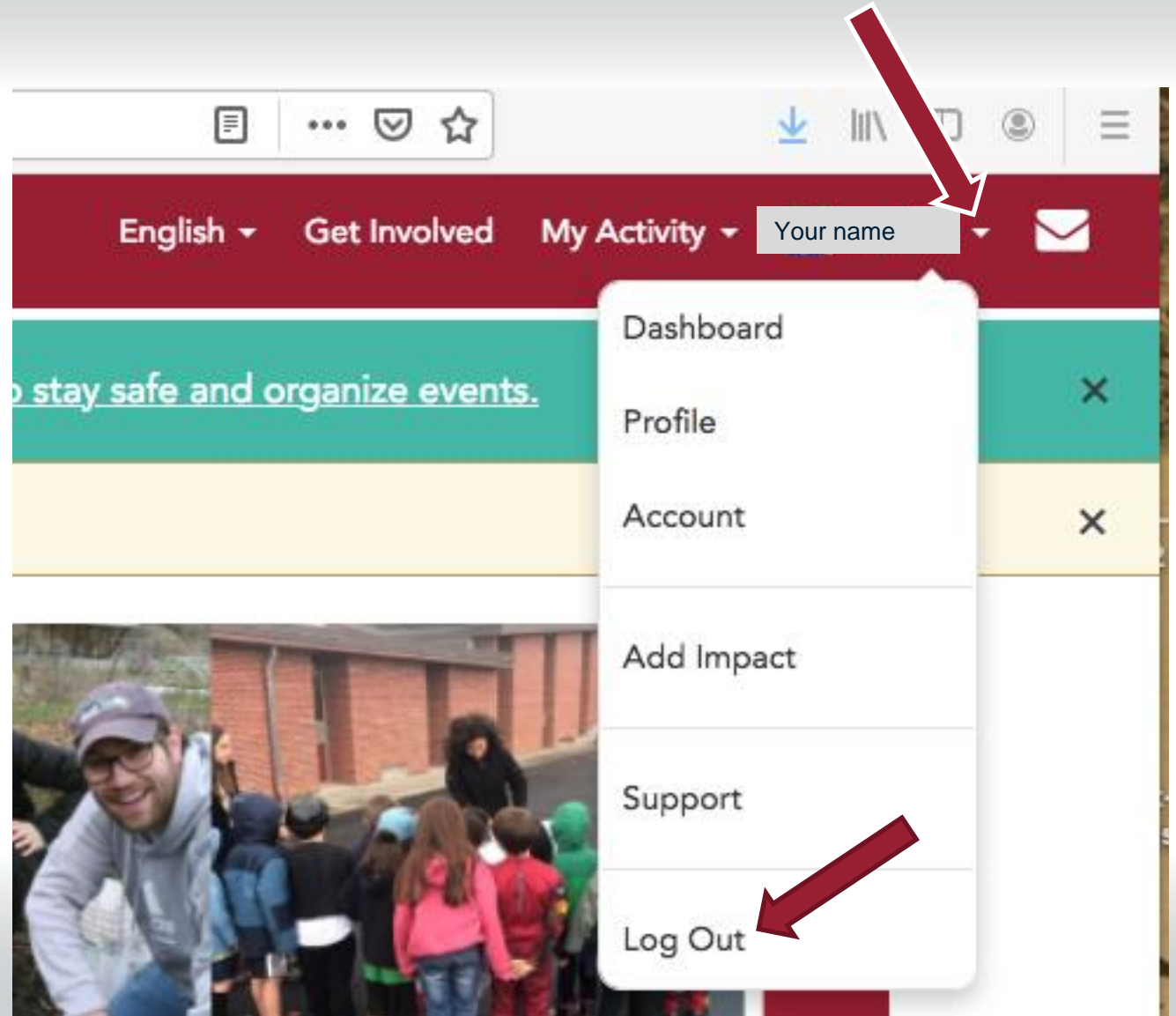
Save Changes

Next →





- To log out of GivePulse, click the dropdown arrow menu just to the right of your name (in the upper right corner)
- Choose “**Log Out**”
- On the next page you’ll find the link and instructions for logging in to our private GivePulse group going forward





Save this link!

Now that you are registered, you must **always** use this link to access our private GivePulse group going forward:

<https://wsu.givepulse.com/group/453122-WSU-King-County-Master-Gardeners>

On the next page, we'll provide instructions for logging in next time you access GivePulse






From the link on the previous page, click the **green Login** button to log in to our private group:



WSU King County Master Gardeners

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

 **Private**

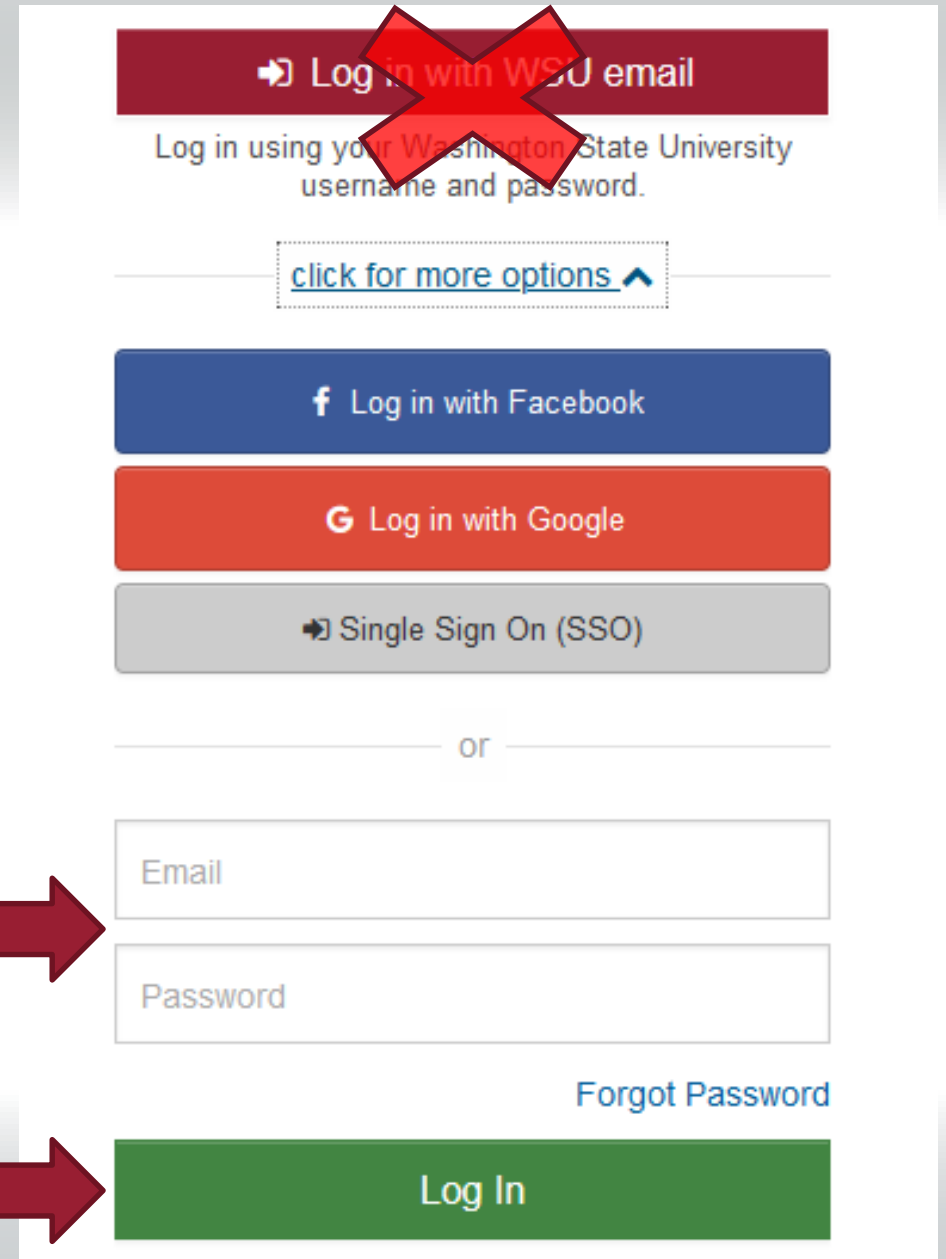
You are attempting to view a private group.
Please log in or create an account to continue

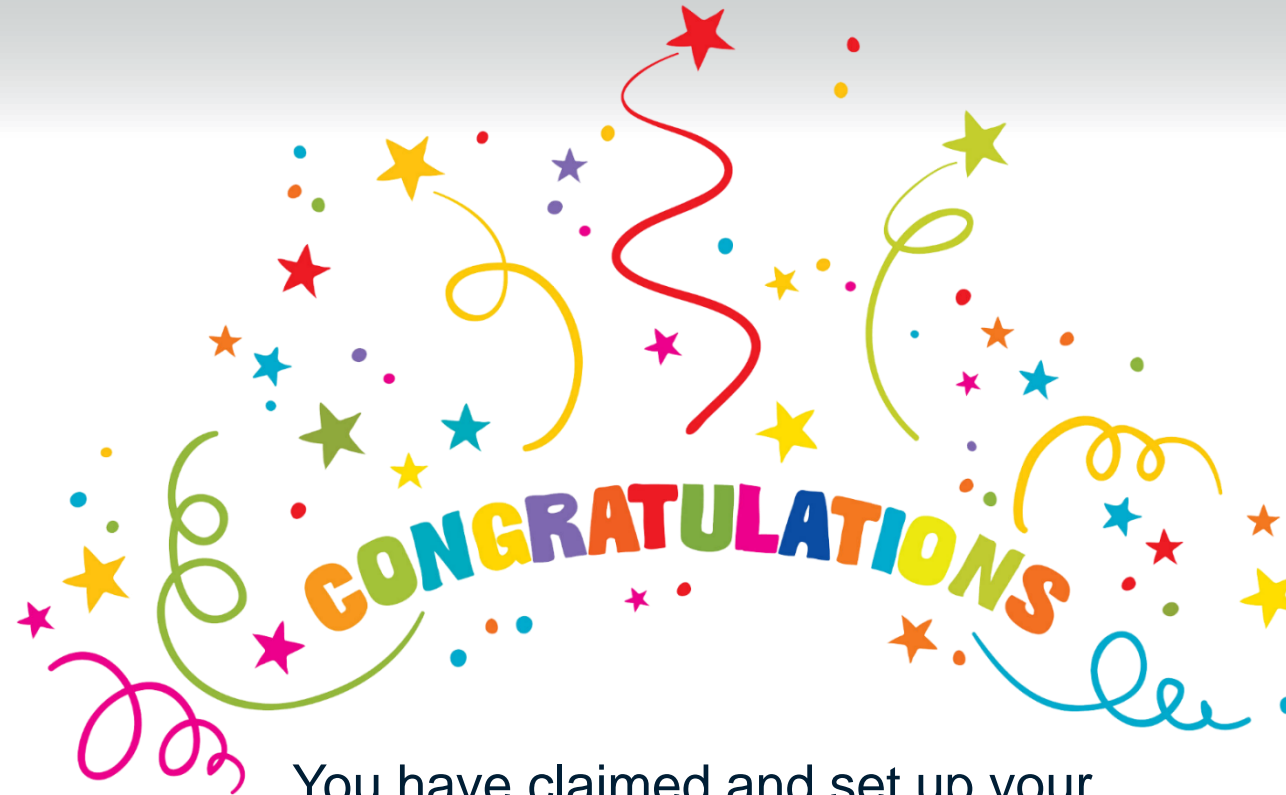
[Login](#)

A screenshot of a web page showing a 'Private' access restriction. The page has a light gray background. At the top, there is a black padlock icon followed by the word 'Private' in a large, bold, black font. Below this, the text reads 'You are attempting to view a private group.' and 'Please log in or create an account to continue'. At the bottom of this section, there is a green rectangular button with the word 'Login' in white text. A large red arrow points from the left towards the 'Login' button.



- When the Log In window above appears, you must **ALWAYS** select “**click for more options**”
- Once the window expands, enter your email and the password you created for your GivePulse account (unless you’re logging in via Facebook or Google), then click “Log In”





You have claimed and set up your
GivePulse account!

You may now begin recording your volunteer hours in Givepulse.
Please carefully follow the instructions in the [GivePulse Recording Hours Guide](#)
to ensure you receive credit for your volunteer hours!

