GivePulse – View or Print Summary of Hours by Category

See Total Hours by Program Category

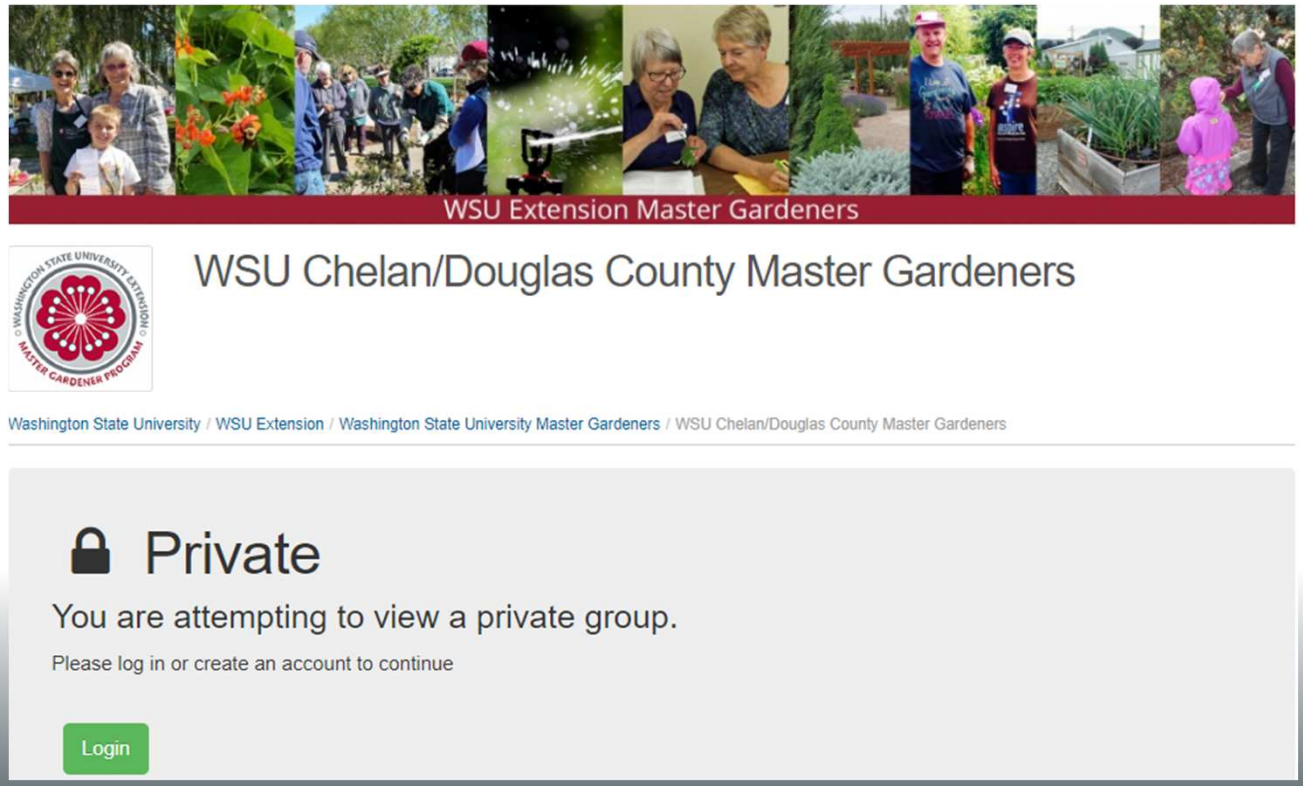
EXTENSION
Master Gardener
Program

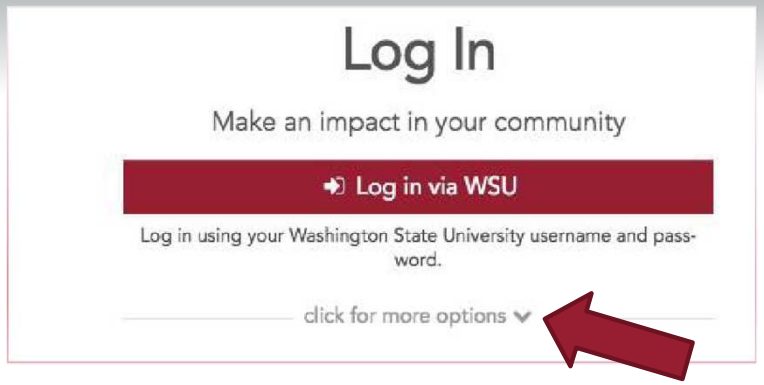
Log In to your Group page. Use the link below to connect to the Chelan/Douglas County Master Gardeners GivePulse page:

WSU Chelan/Douglas County Master Gardeners | Washington State University

https://wsu.givepulse.com/group/453115-WSU-ChelanDouglas-County-Master-Gardeners

Because our group is Private, you need to log in Click the green **Login** button

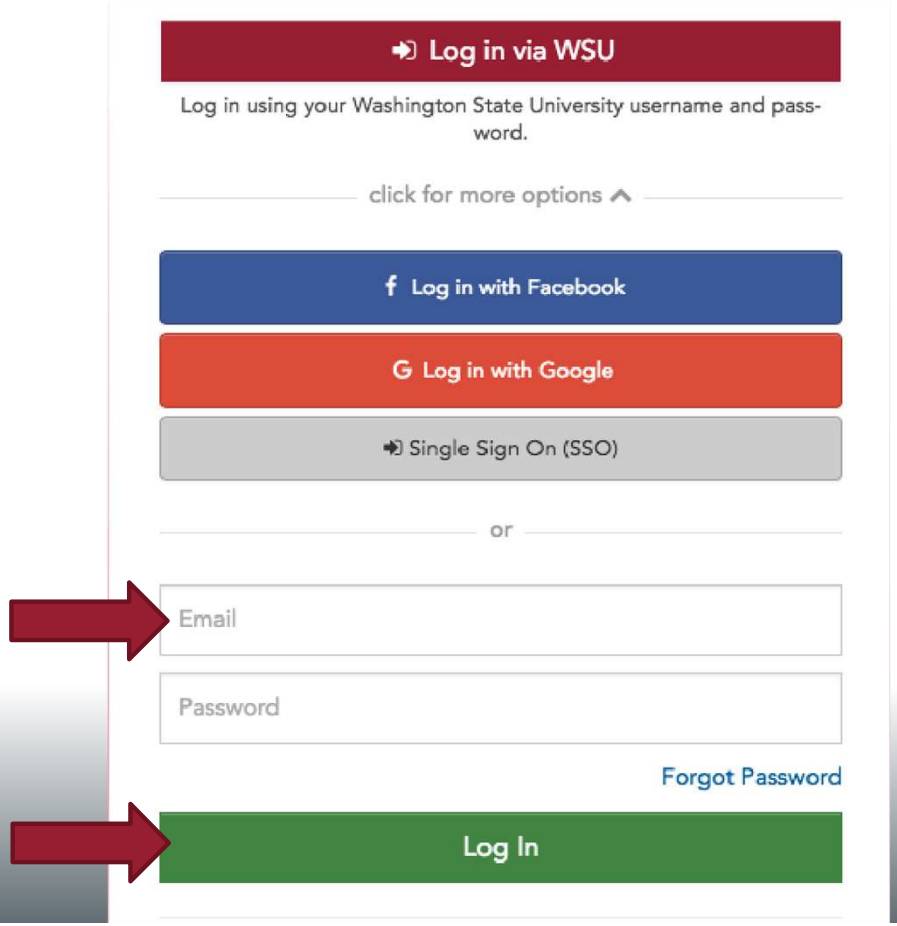




On the Log In page, remember to **click for more options;** don't click the red WSU button

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

Click the green **Log In** button

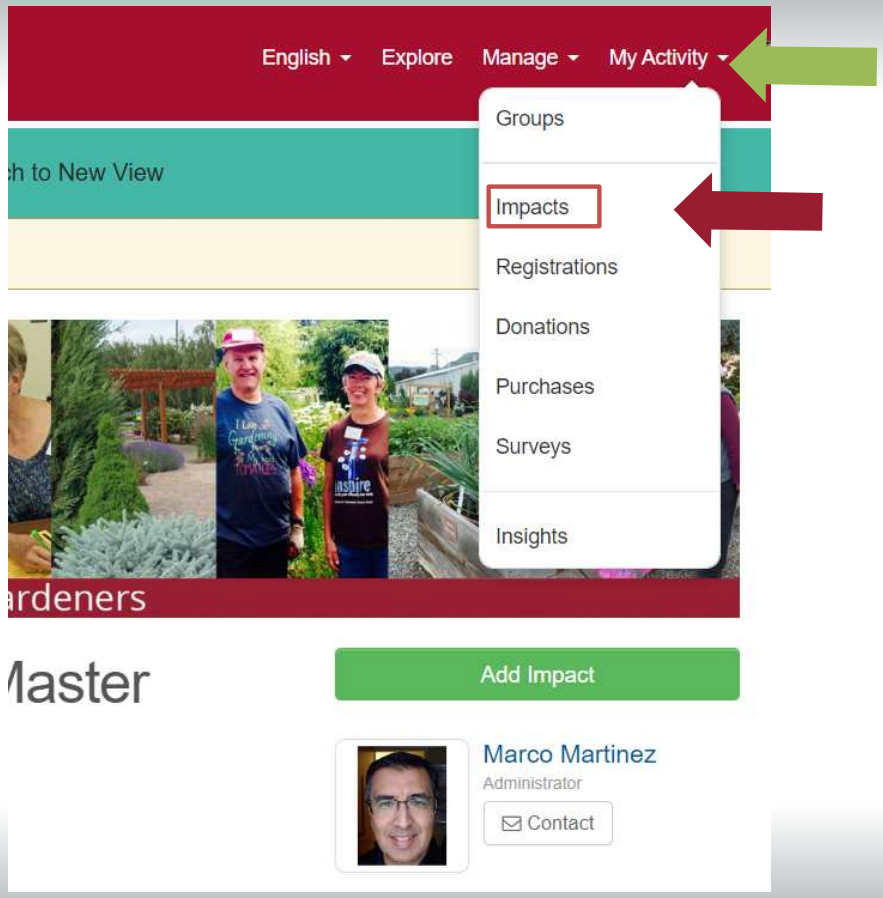


Now you're on the GivePulse page for our group

Go to My Activity in the upper right corner.

Select Impacts

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



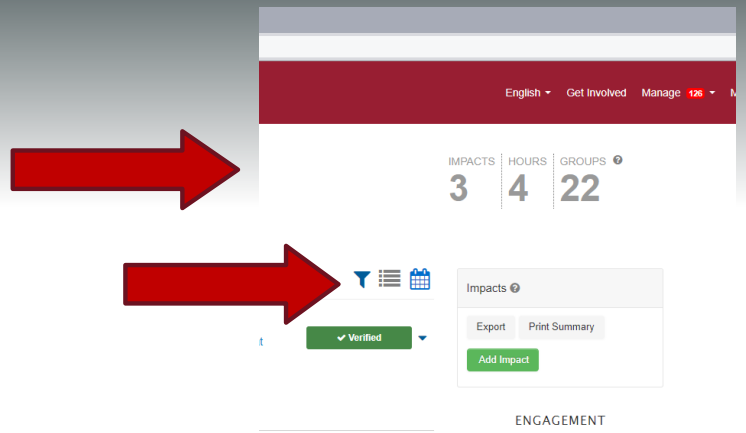
Once you select **Impacts,** you will be able to see all of the hours you have submitted for your account. This is all the hours you have given.

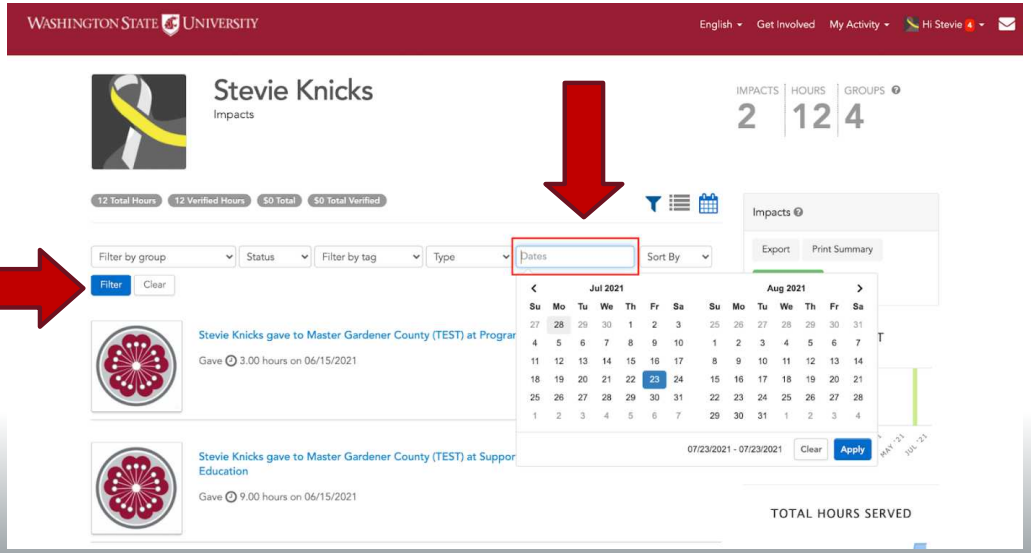
Next, you will filter the results for a given time period. To do this click on the **blue** funnel.

Then use the date box and the accompanying calendar popup to specify the time period you want . For example: Jan 1, 2021-Dec 31, 2021.

Then select the **blue** **Filter button** to apply those dates.

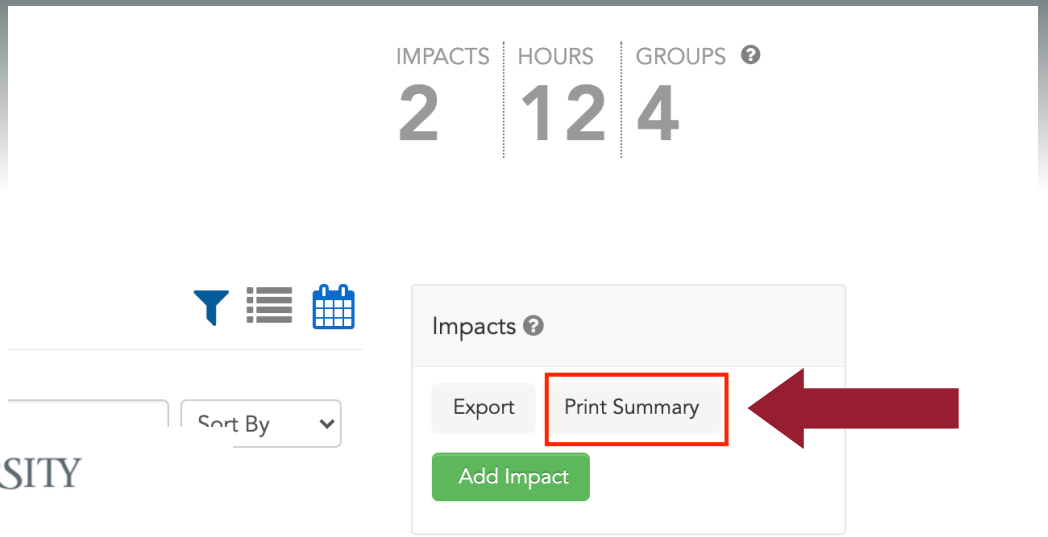
Lastly, select **Print Summary**. (You do not need a printer.)





Print Summary can be found on the right side of the page about mid-way down.

After clicking **Print Summary** you will see a record of all hours contributed by Program Category for the given time period.



WASHINGTON STATE UNIVERSITY

Summary of Community Engagement

Summary for Stevie Knicks

All activity until 07/23/21
Verified: 2
Hours Served: 12

Breakdown

Group, Club, Organization	Impacts	Hours
Master Gardener County (TEST)	2	12.00
Totals:	**2**	**12.00**

Breakdown by Tags

Tags	Impacts	Hours
Program Support	1	3.00
Storm Water Education	1	9.00

Now you know how to:

- View the hours you have contributed in each Program Category.