



# GivePulse – View or Print Summary of Hours by Category

[See Total Hours by Program Category](#)



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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)  
<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



WSU Chelan/Douglas County Master Gardeners

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

 **Private**

You are attempting to view a private group.

Please log in or create an account to continue

[Login](#)

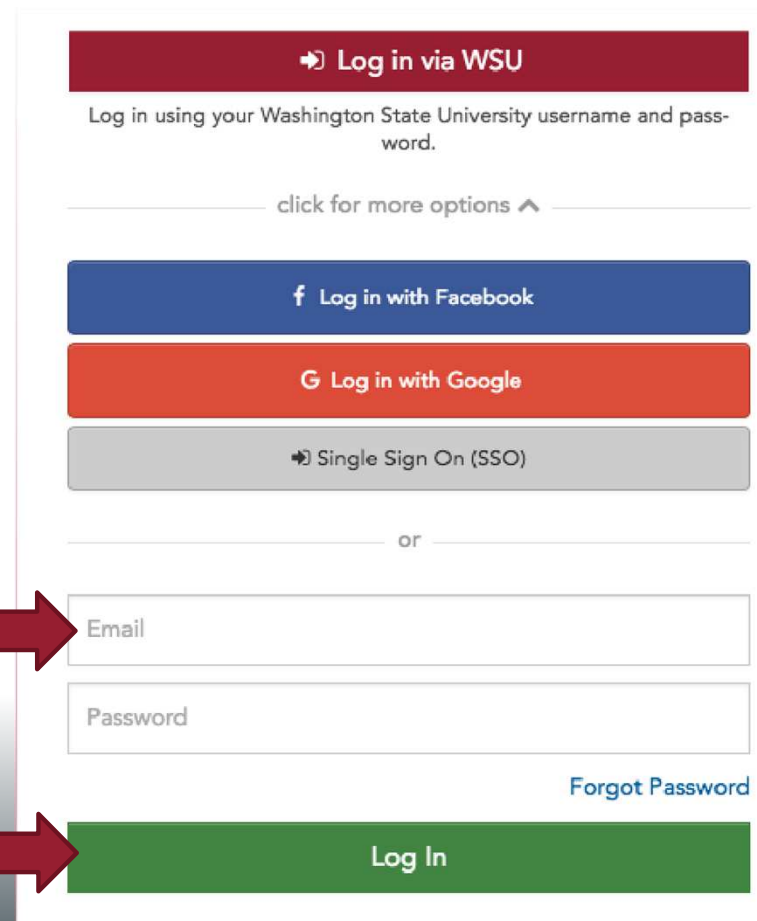




On the Log In page, remember to **click for more options**; don't click the red WSU button

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

The screenshot displays the GivePulse user interface. At the top, a dark red navigation bar contains the following items: "English" with a dropdown arrow, "Explore", "Manage" with a dropdown arrow, and "My Activity" with a dropdown arrow. A green arrow points to the "My Activity" dropdown. Below this bar, a teal button labeled "Switch to New View" is visible. A white dropdown menu is open from the "My Activity" dropdown, listing the following options: "Groups", "Impacts" (highlighted with a red box and a red arrow), "Registrations", "Donations", "Purchases", "Surveys", and "Insights". Below the navigation bar is a banner image showing three people in a garden setting. Below the banner, the text "Gardeners" is partially visible. At the bottom of the page, the word "Master" is displayed in large text. To the right of "Master" is a green button labeled "Add Impact". Below the "Add Impact" button is a profile card for Marco Martinez, Administrator, with a "Contact" button.





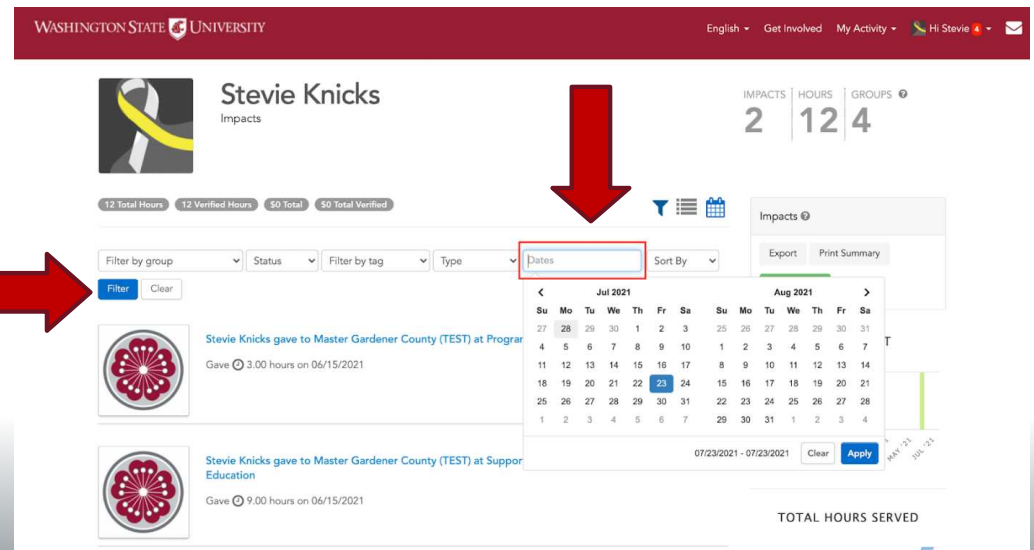
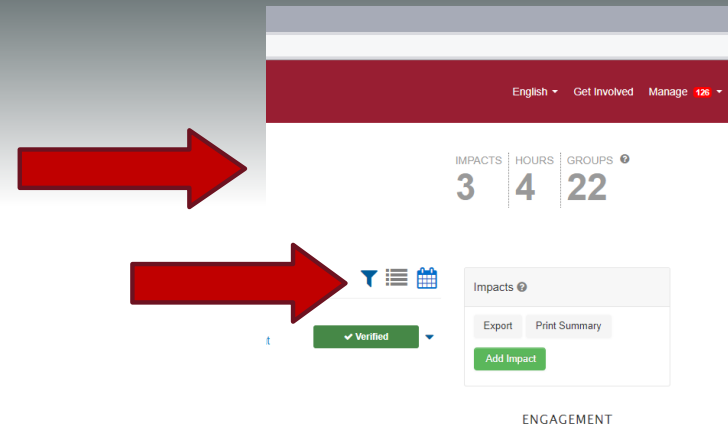
Once you select **Impacts**, you will be able to see all of the hours you have submitted for your account. This is all the hours you have given.

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.



### 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
<b>Totals:</b>	<b>2</b>	<b>12.00</b>

#### Breakdown by Tags

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

IMPACTS | HOURS | GROUPS ?  
**2** | **12** | **4**



Sort By ▾



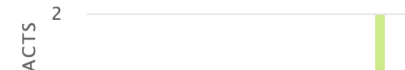
Impacts ?

Export Print Summary

Add Impact



#### ENGAGEMENT





Now you know how to:

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

