



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”

Welcome to WSU Chelan/Douglas County Master Gardeners



Washington State University | GivePulse <notification@givepulse.com>  
To: crlawrence111@gmail.com

Reply Reply All Forward ...

Tue 2/6/2024 1:13 PM



Hi "your name",

You are now a member of WSU Chelan/Douglas County Master Gardeners! We're so excited you're a member.

Members of this group have access to projects and engagement opportunities that meet community-identified needs!

See what's new any time by visiting: <https://wsu.givepulse.com/group/453115-WSU-ChelanDouglas-County-Master-Gardeners>

Claim Your Account





When this webpage comes up,  
Click on “Claim my account by setting a password”







## This page should appear:

- Verify or add 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](#).





## Additional information needed

- 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.*)
- Many items are optional
- The items with \* are required and,
- The age question has a drop-down menu. You must select “Yes” to join.
- Please answer the optional questions that you would like us to know.
- Scroll down to continue through the application questions.

Additional information requested by WSU Chelan/Douglas 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

Street Address \*

STREET ADDRESS

City \*

CITY

State \*

STATE

Zip Code \*


ZIP CODE





## Continue enter additional information

- Under phone number, please list the one you would like on the roster. If your cell phone is your primary phone, enter it here.
- The cell phone question is optional (may be used for secondary phone number)
- Continue scrolling down page
- Times available is optional and seldom referenced.
- Training/education is informational and optional.

Phone Number  
Phone number must be 10 digits 

  
  
Cell Phone  
  
  
When is the best time to call  
Check all that apply  
 Morning  
 Afternoon  
 Evening  
 Other  
  
Please list the times you would not be available for volunteer work  
i.e. work schedules, anticipated trips, other commitments  
  
  
Training/education completed  
Select all that have been completed  
 High School  
 Technical/trade school  
 2-year community college  
 4-year college  
 Horticulture degrees, training or certifications  
 Other  
  
Major areas of study  
If you completed technical/trade school, 2 yr or 4 yr college or horticulture studies please detail your majors or concentrations of study.  




## Continue enter additional information

Most items are optional but filling out lists such as the one at the right is useful for our records.

Essay questions are much less likely to be reviewed, so we suggest you spend little or no time on those.

Describe your horticulture and gardening experience  
any personal, volunteer or work experience

Years of horticulture and gardening experience

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
- Insects
- Plant diseases
- Weeds
- Landscape design
- Water gardens





## Additional information desired

List your affiliations related to horticulture

List your volunteer experience

Be specific about length of service, roles and responsibilities

Other skills, interests or experience

Check all that apply

- Artwork/displays
- Computers
- Drawing/illustrating
- Marketing/fundraising
- None
- Other
- Photography
- Proofreading
- Public speaking/teaching
- Research/data collection
- Website development
- Writing/publishing

Provide specific information on the above checked categories

List all languages you are able to speak, read or write other than English, including American Sign Language

Why do you wish to become a WSU Extension Master Gardener volunteer?

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







- Answering the **Photo/Video Release question** is required.
  - It has a drop-down menu beneath.
- **Your permission is optional.** *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.*
- *Additionally, be aware that photos are taken at most Master Gardener functions and may appear on websites or social media. It is your responsibility to remain away from photo opportunities and communicate to the photographer(s) your desire to be excluded from public-facing images.*
- *Be sure to read and understand the Photo/Video Release statement.*

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.





## Additional information needed

- 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.

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[Claim My Account](#)






## This screen should appear next

- You are **NOT** required to have a Facebook account.
- It is recommended that you skip this step,
- But if you have a Facebook account you may link to it here (or do it at a later time)
- Please note that our GivePulse account is private and will not let you share impacts nor invite friends (the last two bullet items.)

TE

Welcome to GivePulse and WSU Chelan/Douglas County Master Gardeners



### Link your account to Facebook

Washington State University / WSU Extension / Washington State University Master Gardeners / WSU Chelan/Douglas County Master Gardeners

✓ You have successfully joined WSU Chelan/Douglas County Master Gardeners!

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 headshot photo of yourself to help other MGs recognize you.
- Click “Choose File” to browse and search for a photo on your computer.
- You can also change or add a photo later
- Then click on “Complete Registration”





Explore our new view in beta release - Switch to New View



WSU Extension Master Gardeners



# WSU Chelan/Douglas County Master Gardeners

Current Member

Add Impact



Marco Martinez  
Administrator

Contact

Washington State University / WSU Extension / Washington State University Master... / WSU Chelan/Douglas County Master...

## 2023 Volunteer and Continuing Education Requirements for WSU Chelan-Douglas Master Gardeners

### Master Gardener Interns:

- Fulfill requirements detailed on internship checklist.

### Certified Master Gardeners:

- 35 volunteer hours\*
- 10 Continuing Education hours

### Emeritus Master Gardeners:

- 1 volunteer hour\*
- 5 Continuing Education hours

\*NOTE: Volunteer hours include Answer/Plant Clinics, Demonstration Gardens, Other Educational Delivery, Program Support and

Share With Friends



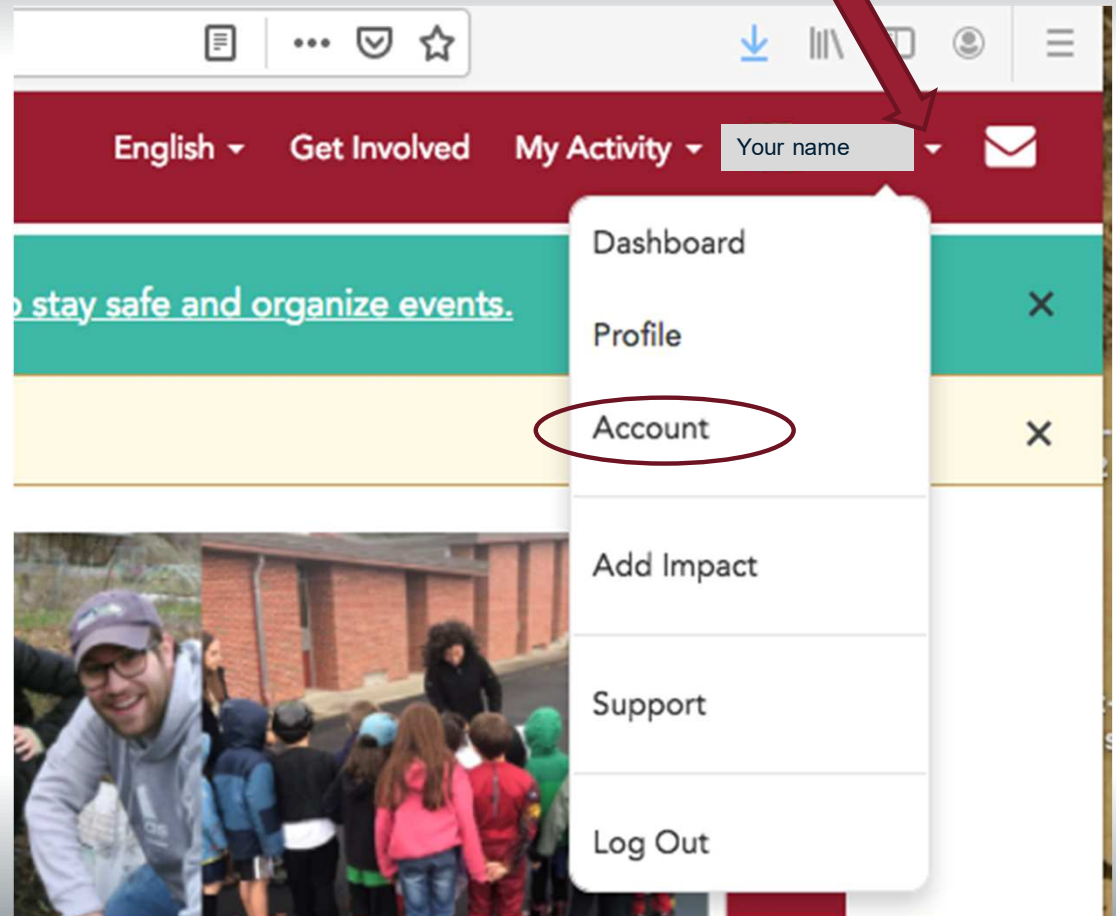
A few people you will meet...





## Check Account and answer additional questions

- 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” of notifications. Click on the little question mark for more information.
- You may change this setting at any time.
- Make sure you “Save Changes.”

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
	:g@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 →





## Add Emergency Contact information

- 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 #

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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

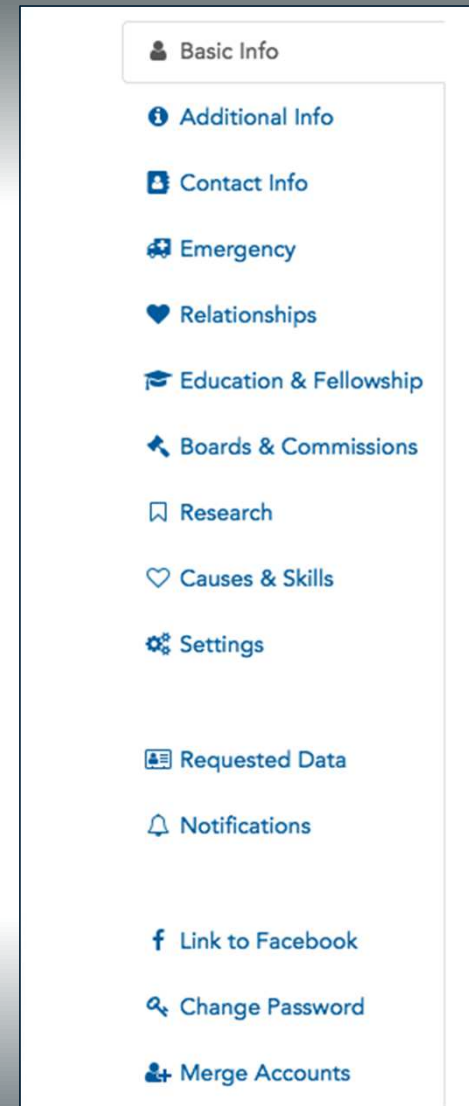
[← Previous](#) [Save Changes](#) [Next →](#)





## 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.





# Save this link to access GivePulse now that you are registered

<https://www.givepulse.com/group/453115-WSU-ChelanDouglas-County-Master-Gardeners>

See the next page for log-in instructions.





## Log In

Make an impact in your community

➔ Log in via WSU

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 Give Pulse account unless you are using one of the other options, e.g. Facebook 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 ▲

Log in with Facebook

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

[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)

