



WSU Whatcom County Master Gardener

Diagnostic Clinic Online Volunteer Calendar

Scheduling, Viewing, & Changing Shift Information

Scheduling Hours:

Clinic is open Monday-Friday 9am-4pm (*Closed 60 minutes for lunch at Noon*)

Two volunteers per shift. 9-Noon or 1-4pm

Directions to add your shift:

1. Go to: www.GOOGLE.com
2. At the upper right, click on the "Sign in" button
3. In the "E-mail" box enter "mg.whatcom@gmail.com" (*this shared email is only for calendar sign ups*)
4. In the "Password" box enter "S_ _ _ _ _" and then click "Sign in" button (*call for password*)
5. This will take you back to GOOGLE page. If the red oval "Master Gardener" logo appears at the top of the page, you have successfully logged in!
6. On the same line as the red oval "Master Gardener" logo, click on the "Apps" logo (looks like a checkerboard)
7. Then, click on the "Calendar" logo.
8. The clinic online calendar will appear. Confirm that calendar is on the month you need.
9. To add a shift time, click on the day you want to volunteer.
10. An event window will appear. In the "What" box, enter the shift you want to volunteer. Include the time the shift begins and your first and last name (example: 9-Noon, John Smith)
11. Then, click "Create event"
12. You should see your shift entry on the calendar.
13. Signing Out is IMPORTANT!! Sign out by clicking on the red oval "Master Gardener" logo. Then, click on the "Sign out" box.

View Calendar Only: Google "Master Gardener Clinic Calendar" or go to our webpage:

<http://whatcom.wsu.edu/mastergardener/calendar.html>

Changing Shift Information: If you need to change your calendar sign up, use steps 2 thru 9 and click on the shift you want to change. An event window will appear. Click on "Edit event". Make your desired changes. Click the red "Save" button at the top.

More INFO: mg.whatcom@wsu.edu or beth.chisholm@wsu.edu or (360) 778-5811

Extension programs and employment are available to all without discrimination.

Evidence of noncompliance may be reported through your extension office.

Updated: March 2016