

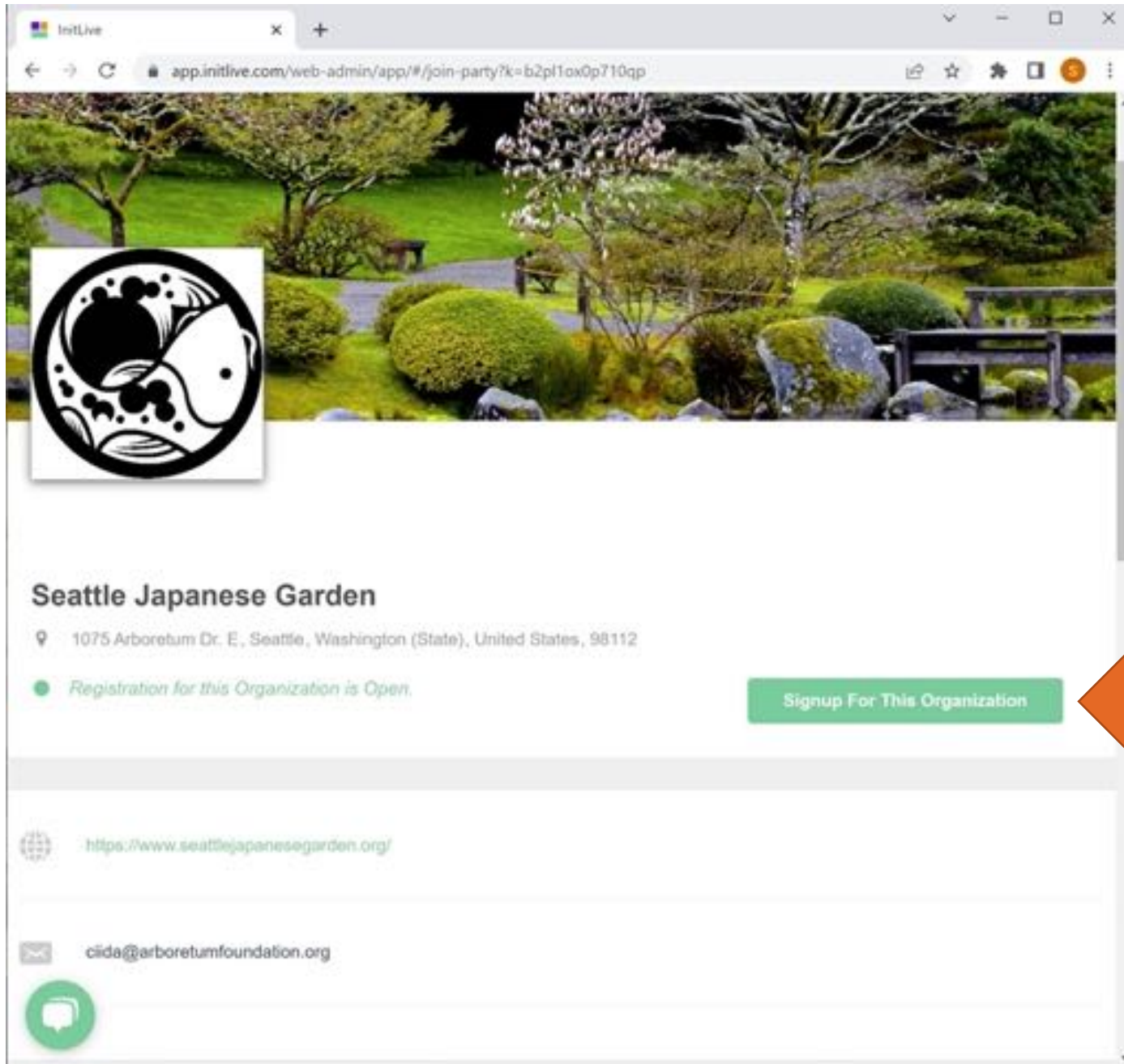


SEATTLE JAPANESE GARDEN

UNIT 86

INITLIVE INSTRUCTIONS

INITLIVE HELPS US MANAGE YOUR
VOLUNTEER SHIFTS FOR PUBLIC TOURS,
UNIT PROJECTS, AND GARDEN EVENTS.

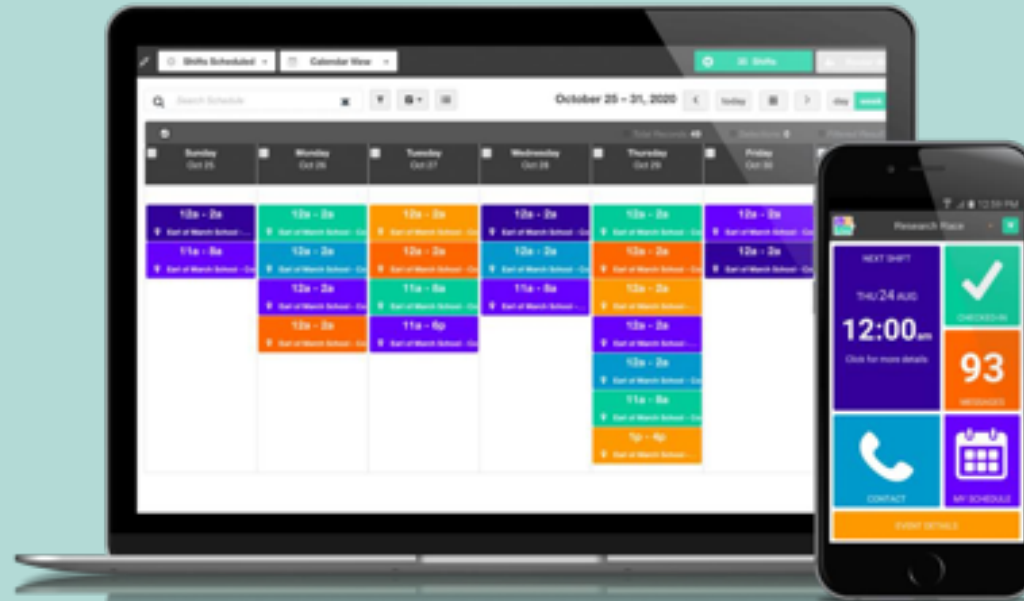


Signup for Organization: Seattle Japanese Garden

- Follow instructions in the email sent from InitLive

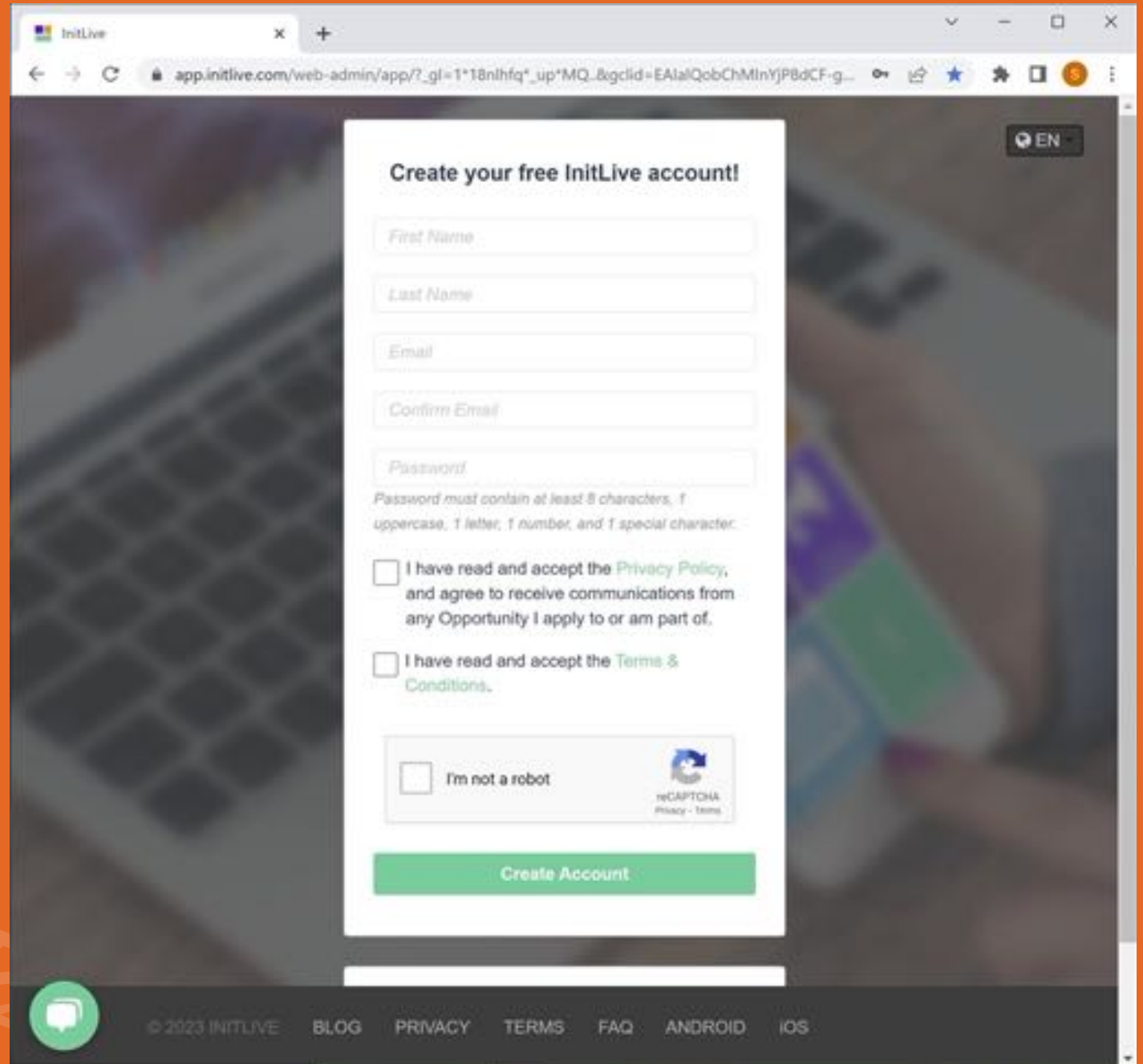
InitLive on Your Device

- Sign in using **Google Chrome** on your desktop
- Download the InitLive app on your device



Create Your Account & Profile

- You can always update your volunteer profile contents
- Save your log in



The screenshot shows a web browser window with the URL `app.initlive.com/web-admin/app/?_gl=1*18nlhfq*_up*MQ_&gclid=EAlaQobChMnYJP8dCF-g...`. The page title is "Create your free InitLive account!". The form includes the following fields and elements:

- Language selector: EN
- First Name input field
- Last Name input field
- Email input field
- Confirm Email input field
- Password input field
- Password requirements: *Password must contain at least 8 characters, 1 uppercase, 1 letter, 1 number, and 1 special character.*
- Checkbox: I have read and accept the [Privacy Policy](#), and agree to receive communications from any Opportunity I apply to or am part of.
- Checkbox: I have read and accept the [Terms & Conditions](#).
- reCAPTCHA: I'm not a robot
- reCAPTCHA logo and links: [Privacy](#) - [Terms](#)
- Green "Create Account" button

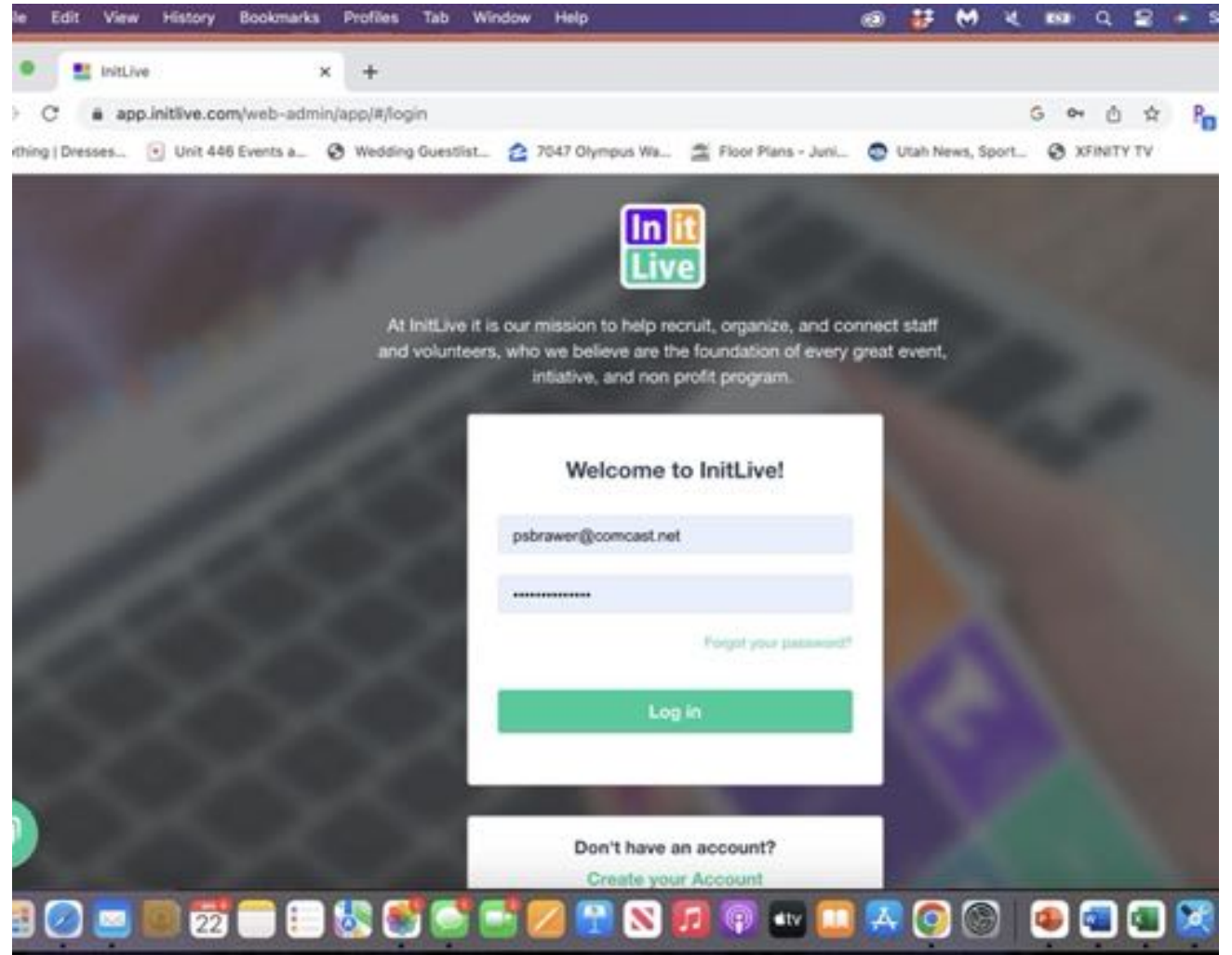
The footer contains a chat icon, copyright notice "© 2023 INITLIVE", and navigation links: [BLOG](#), [PRIVACY](#), [TERMS](#), [FAQ](#), [ANDROID](#), [IOS](#).



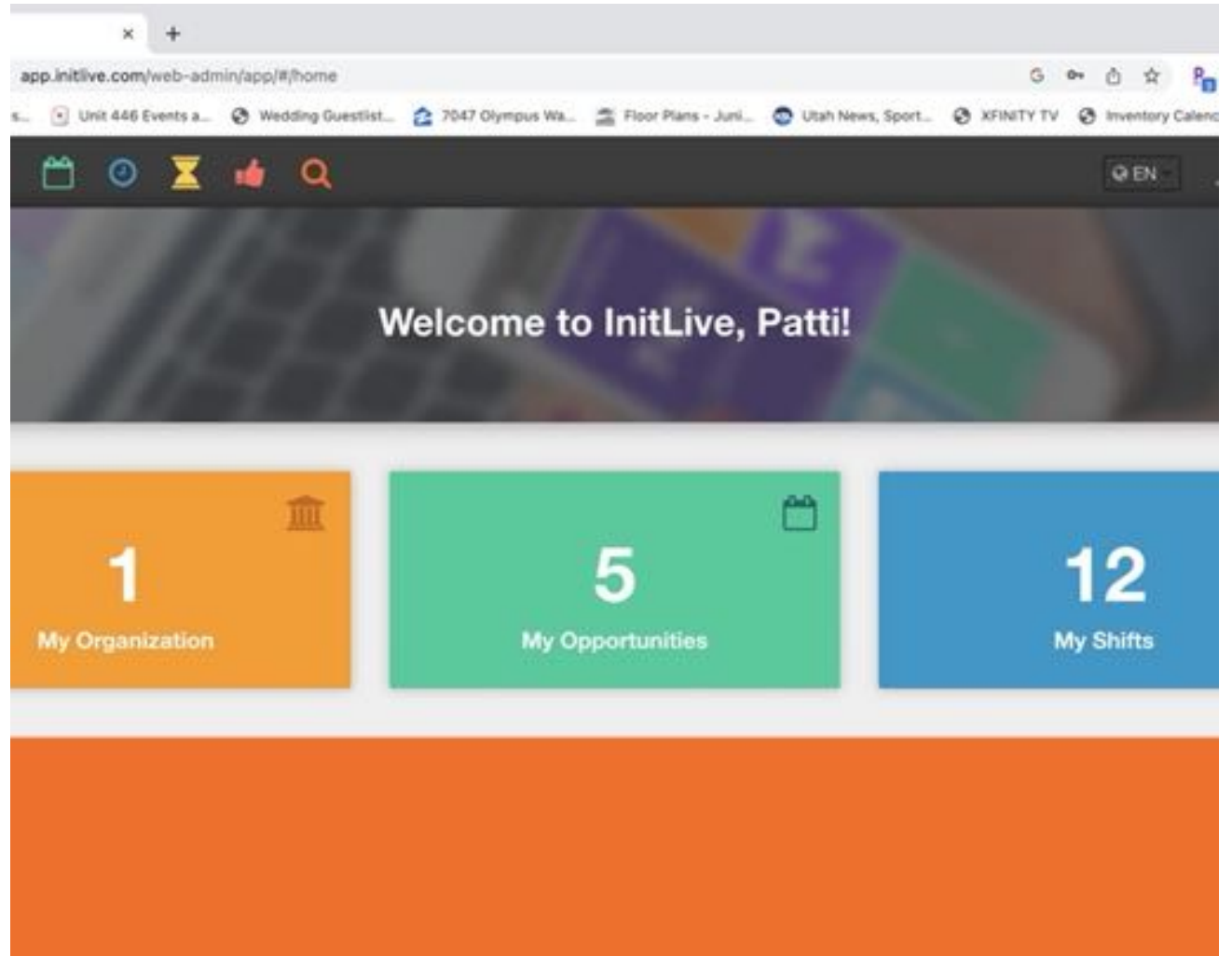
CONGRATULATIONS! YOU ARE NOW
READY TO SIGNUP FOR YOUR
VOLUNTEER SHIFTS.

SIGNING UP FOR
GUIDED TOUR SHIFTS:

Go to
<https://app.initlive.com/web-admin/app/#/login>



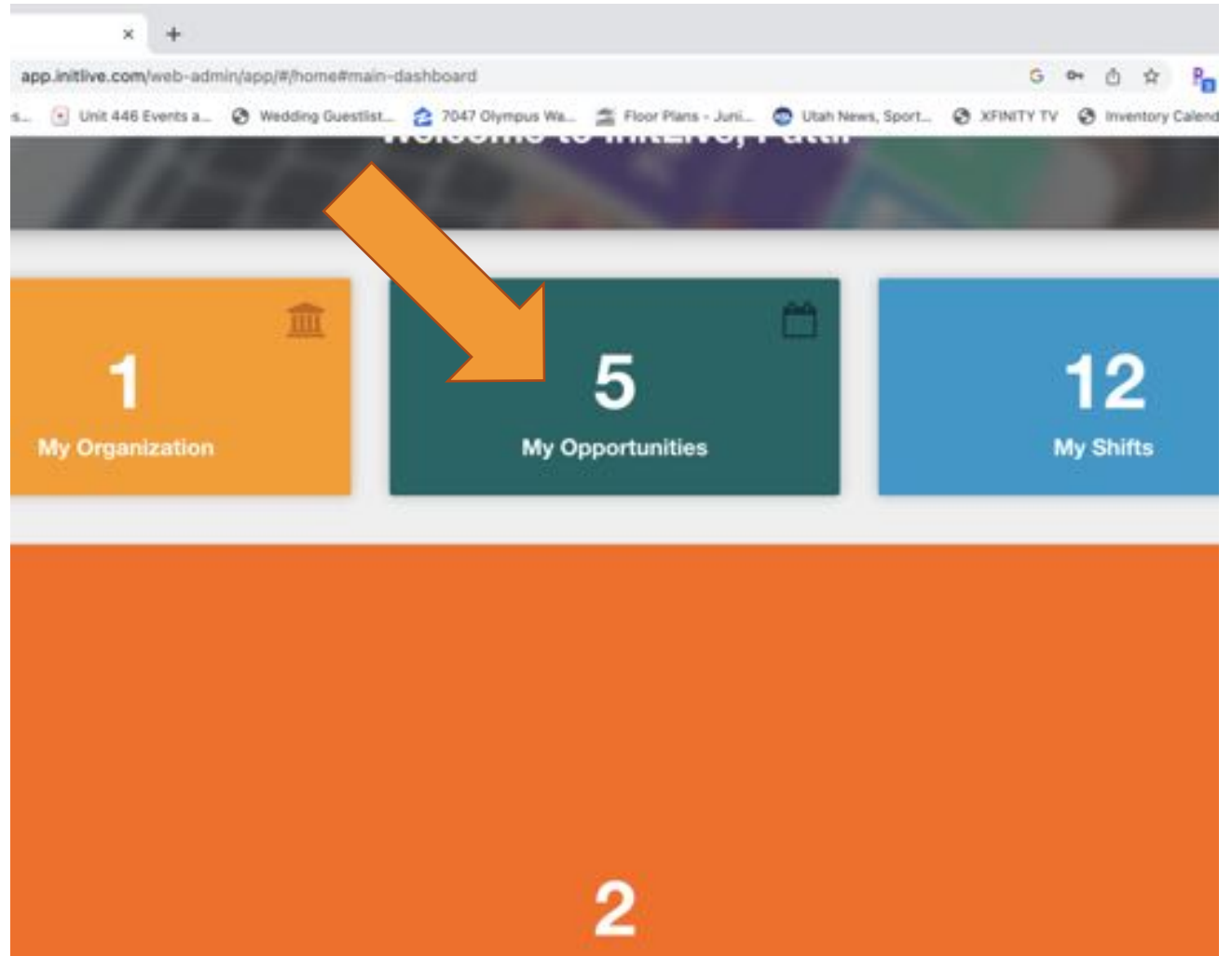
This will take you to the SJG opportunity page



You are already
starting to think about
giving your tours!



You will click on My Opportunities



Click on Daily Guided Tours as you envision yourself as a tour guide!

Then you will click on the little green Tab that says sign up for more shifts.

Guided Tours

ing daily tours of the garden, currently scheduled for Thursday through Saturday each week.

re part of this Opportunity

Contact Manager Edit Signup for more S



The screen will populate with all current guide tour opportunities.

election x +

app.inilive.com/web-admin/app/#/shift-selection?k=dr7ymngwihkj46

29 TIME SENSITIVE SJJG GUIDE TRAINING April 29, 2023 at 10:00 AM

Unit 446 Events a... Wedding Guestlist... 7047 Olympus Wa... Floor Plans - Juni... Utah News, Sport... XFINITY TV Inventory Calend

ALREADY SCHEDULED	ON WAITLIST	1 OPEN SPOTS
Docent 12:30 PM - 1:30 PM (1 Hour) Saturday, April 22, 2023 Seattle Japanese Garden - Courtyard Main Entry Gate Daily Guided Tour	Docent 12:30 PM - 1:30 PM (1 Hour) Sunday, April 23, 2023 Seattle Japanese Garden - Courtyard Main Entry Gate Daily Guided Tour	Docent 12:30 PM - 1:30 PM (1 Hour) Thursday, April 27, 2023 Seattle Japanese Garden - Courtyard Main Entry Gate Daily Guided Tour
Docent 12:30 PM - 1:30 PM (1 Hour) Friday, April 28, 2023 Seattle Japanese Garden - Courtyard Main Entry Gate Daily Guided Tour	Docent 12:30 PM - 1:30 PM (1 Hour) Saturday, April 29, 2023 Seattle Japanese Garden - Courtyard Main Entry Gate Daily Guided Tour	Docent 12:30 PM - 1:30 PM (1 Hour) Sunday, April 30, 2023 Seattle Japanese Garden - Courtyard Main Entry Gate Daily Guided Tour

Daily Guided Tours
Select any shifts you would like to work

Go to the Opportunity Page

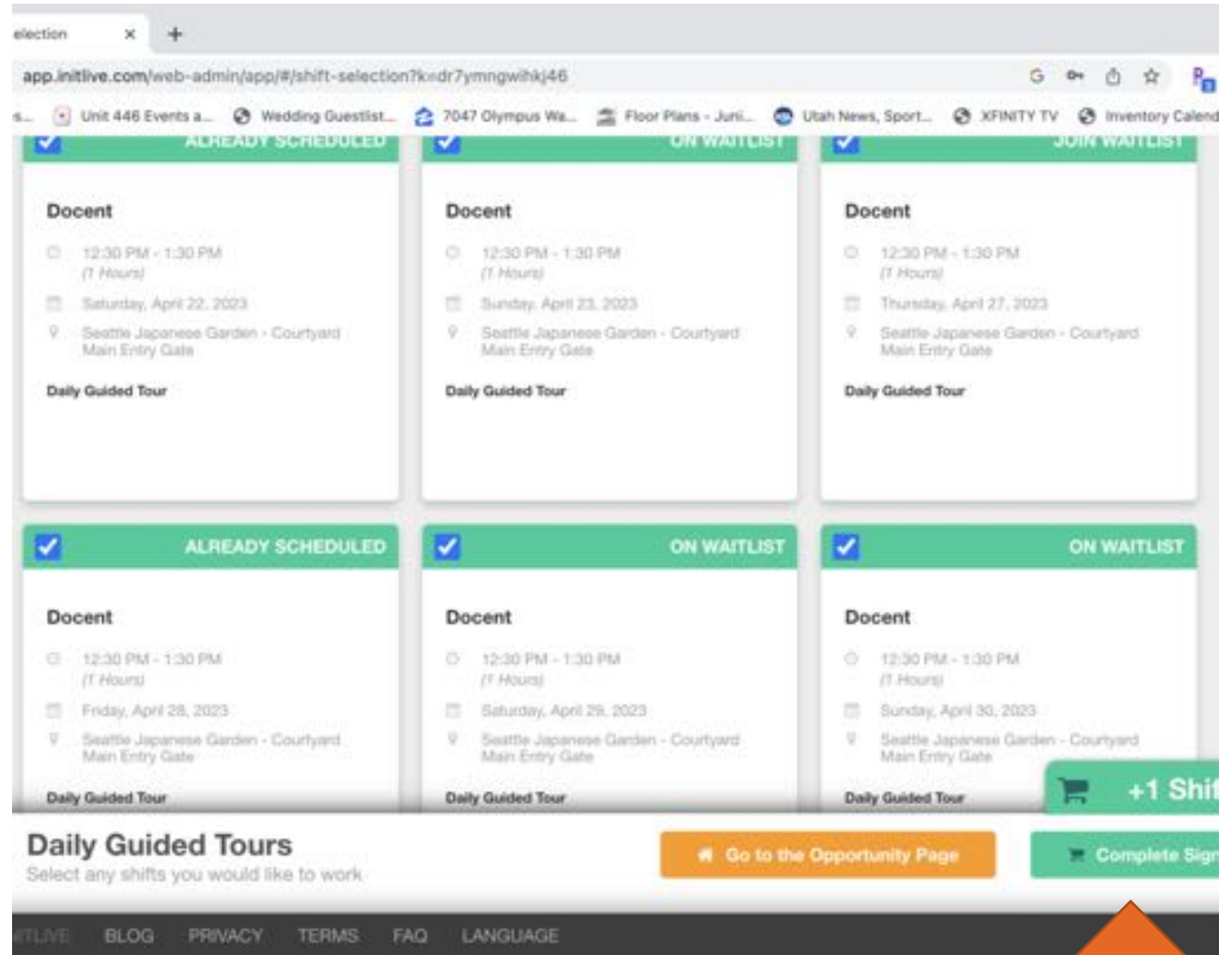
0 Shifts

#TLIVE BLOG PRIVACY TERMS FAQ LANGUAGE

You are starting to branch out as you navigate through this!



- Signing up for an open spot
- Add your name to the waitlist.
- **REMEMBER** to complete sign up in lower righthand corner or you will not be added to the shift.



You will receive an email reminder 24 hours before your shift.

Searching "All Mailbo..."
Found 58 results

Bar Delete Get Mail New Message Junk Reply Reply All Forward Flag

Searching "All Mailboxes"

DT Daily Guided Tours
Broadcast From Daily Guided Tours
To: Patti Brawer

Inbox - Comcast April 21

Reminder to Patti: next shift is 12:30:00 p.m. at SJG/Courtyard for 'Daily Guided Tours'

All Results

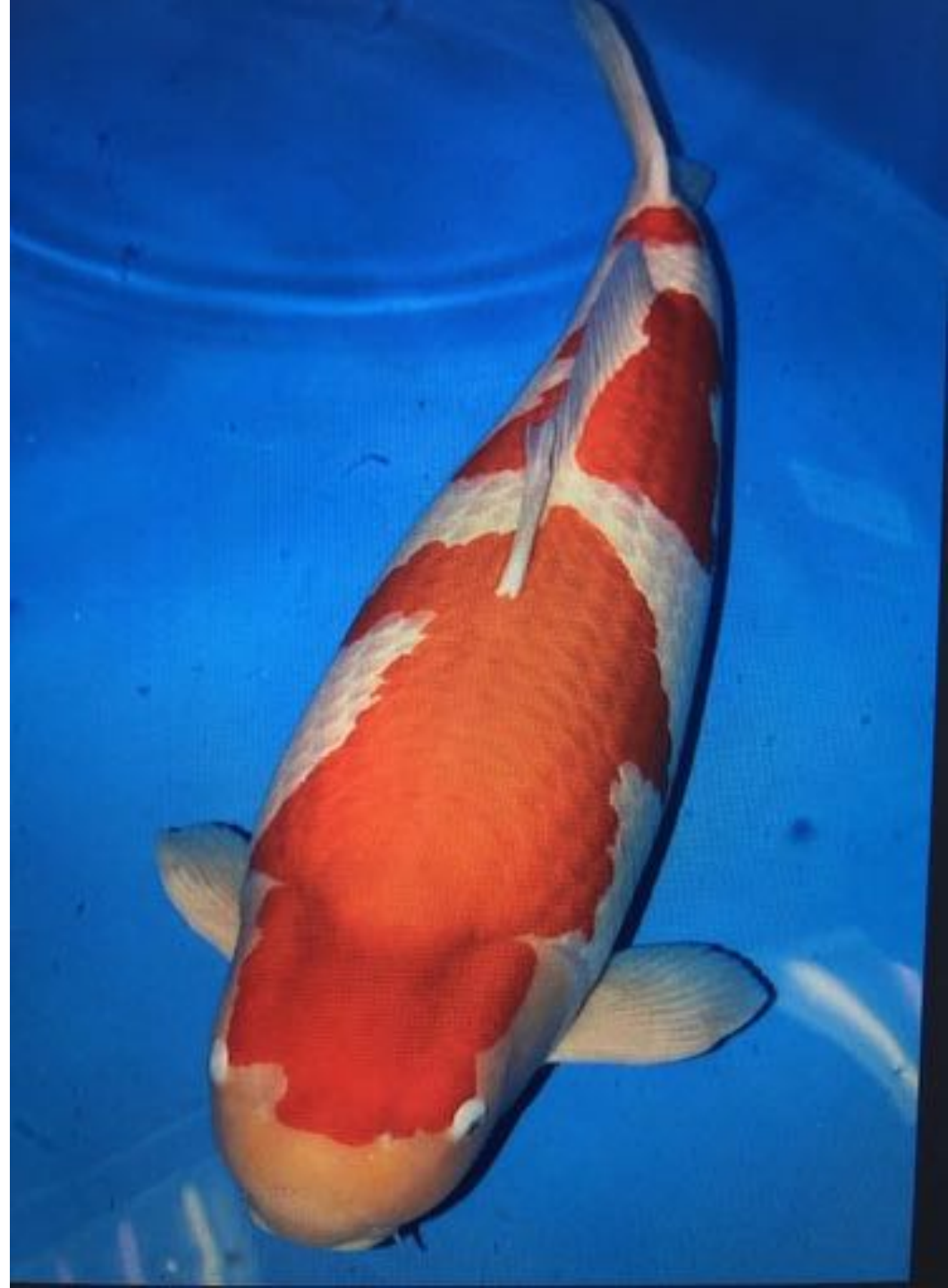
- Submission Successful!
Hi Patti, This is a confirmation that your submission to Unit 88 Comm...
- InitLive Team - Inbox - 4/21/23
Submission Successful!
Hi Patti, This is a confirmation that your submission to Unit 88 Comm...
- Daily Guided...** - Inbox - 4/20/23
Broadcast From Daily Guided To...
Reminder to Patti: next shift is 12:30:00 p.m. at SJG/Courtyard fo...
- donotreply@n... - Inbox - 4/19/23
Payment Receipt
Receipt for Payment Northwest
Vision Institute, PLLC 12301 NE 10...
- Neiman Marcus - Inbox - 4/19/23
50% off! First Call Spring Sale is...
Save now on Alice + Olivia, Staud & more spring essentials! WOMEN M...
- Vrbo - Inbox - Comcast 4/19/23
572310 is your secure sign in code
Hi, Your secure code expires in 15 minutes. 572310 Don't share this...
- American Exp... - Inbox - 4/12/23
Your Payment Reminder
Your payment is due on Apr 18, 2023. Bonus Brilliant Amex Card...
- DoNotReply@... - Inbox - 3/25/23
USPS eReceipt
MERCER ISLAND
3040 78TH AVE SE MERCER ISLA...
- Patti Brawer - Sent - 3/20/23
Re: InitLive Tech Support for US...
Hi Patti - I am happy to help you. I will forward you the steps I took at...

If you aren't feeling well or need to cancel...



InitLive sign up

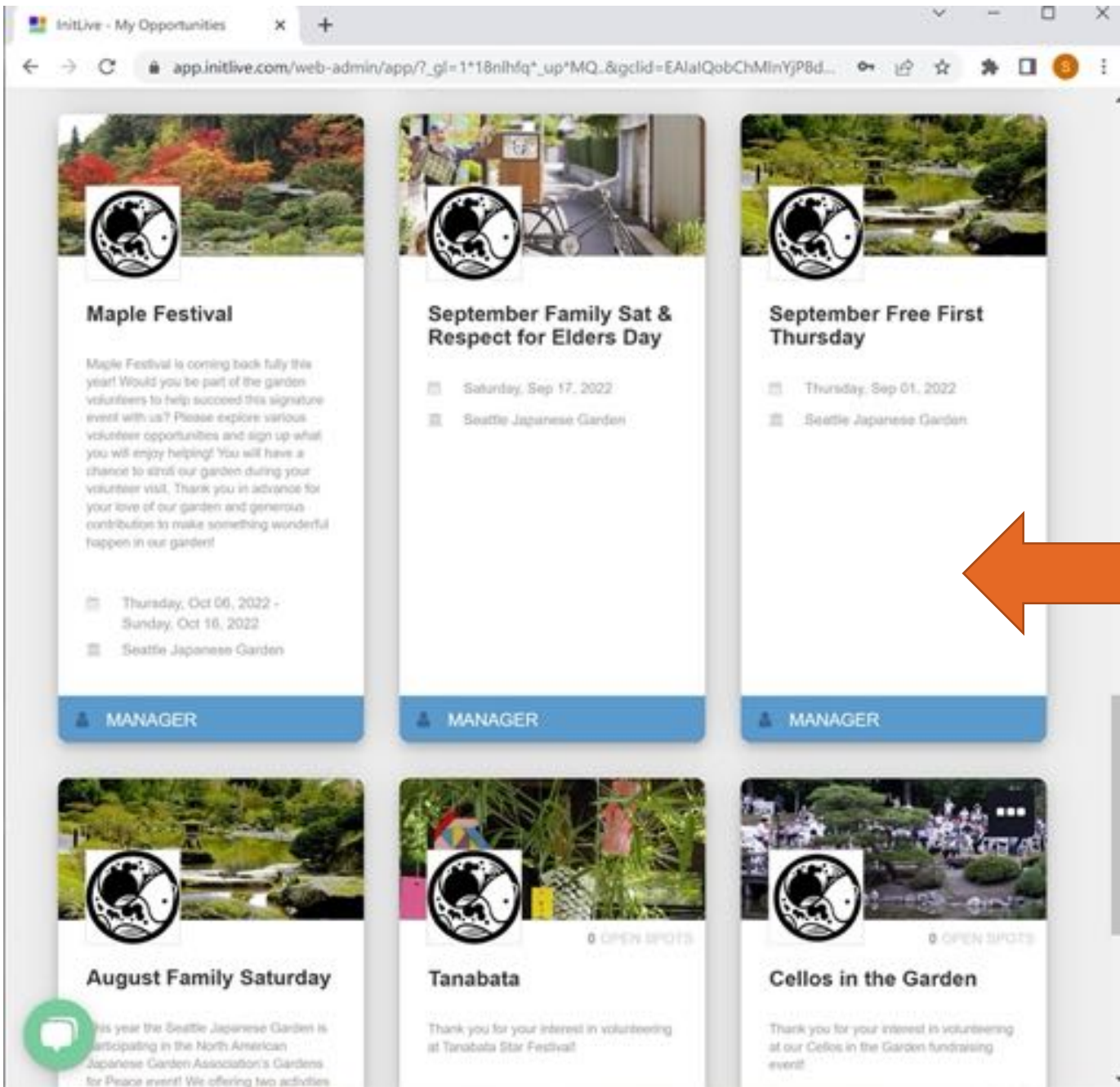
- I hope this helps you navigate through InitLive sign up for giving guided tours at the Seattle Japanese Garden.
- If you have any questions you can contact me at psbrawer@comcast.net
- HAVE FUN!





GUIDES ALSO SUPPORT OTHER EVENTS
FOR THE SEATTLE JAPANESE GARDEN.

SIGNING UP FOR
EVENT SHIFTS:



Select an Opportunity

- Each event will have a variety of shift time and tasks
- It's a fun way to meet other volunteers and spend time in the Garden
- Your hours are automatically recorded

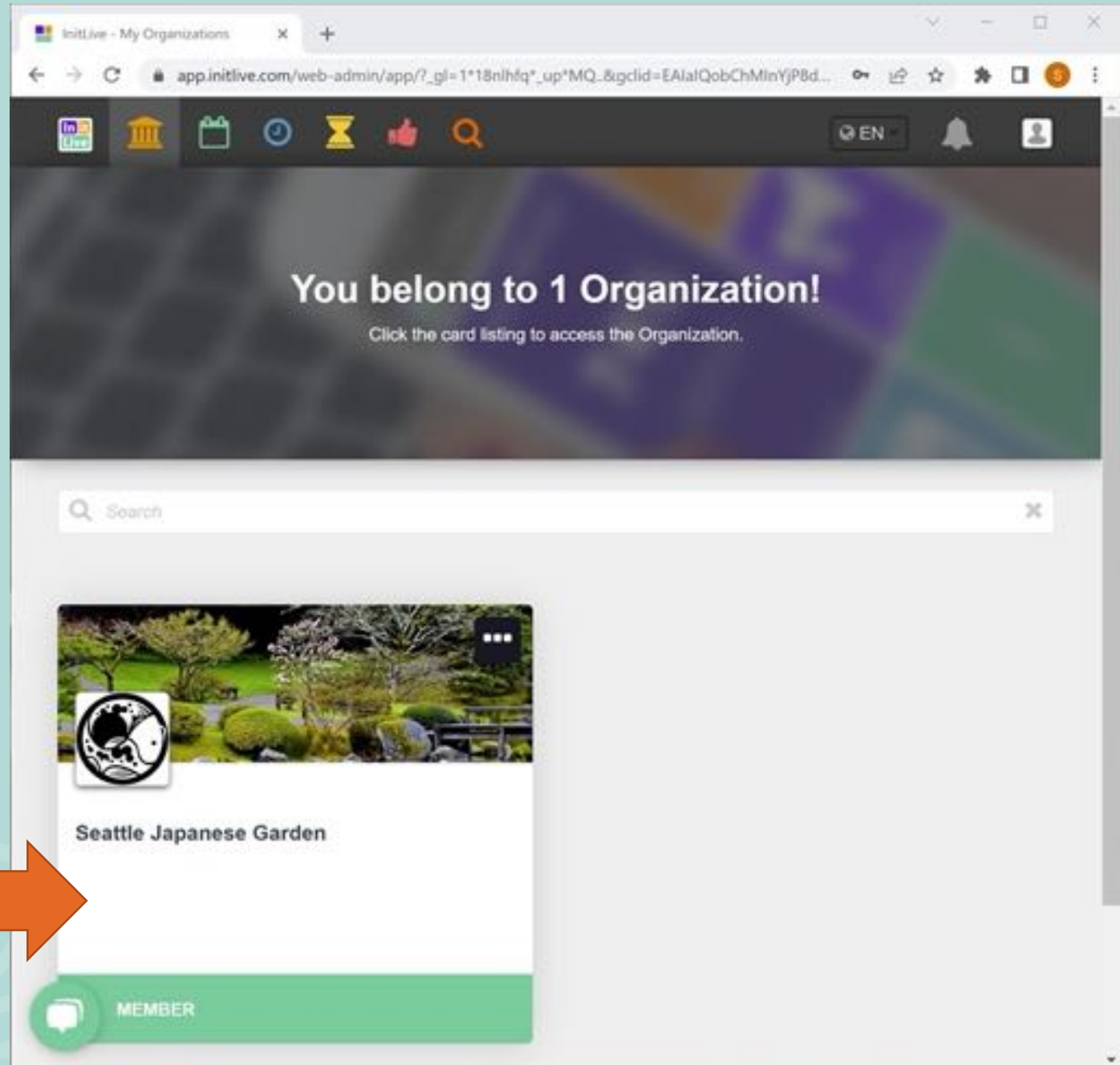


ALL VOLUNTEER HOURS ARE
COLLECTED, INCLUDING THE HOURS
WORKED FOR OTHER UNIT PROJECTS.

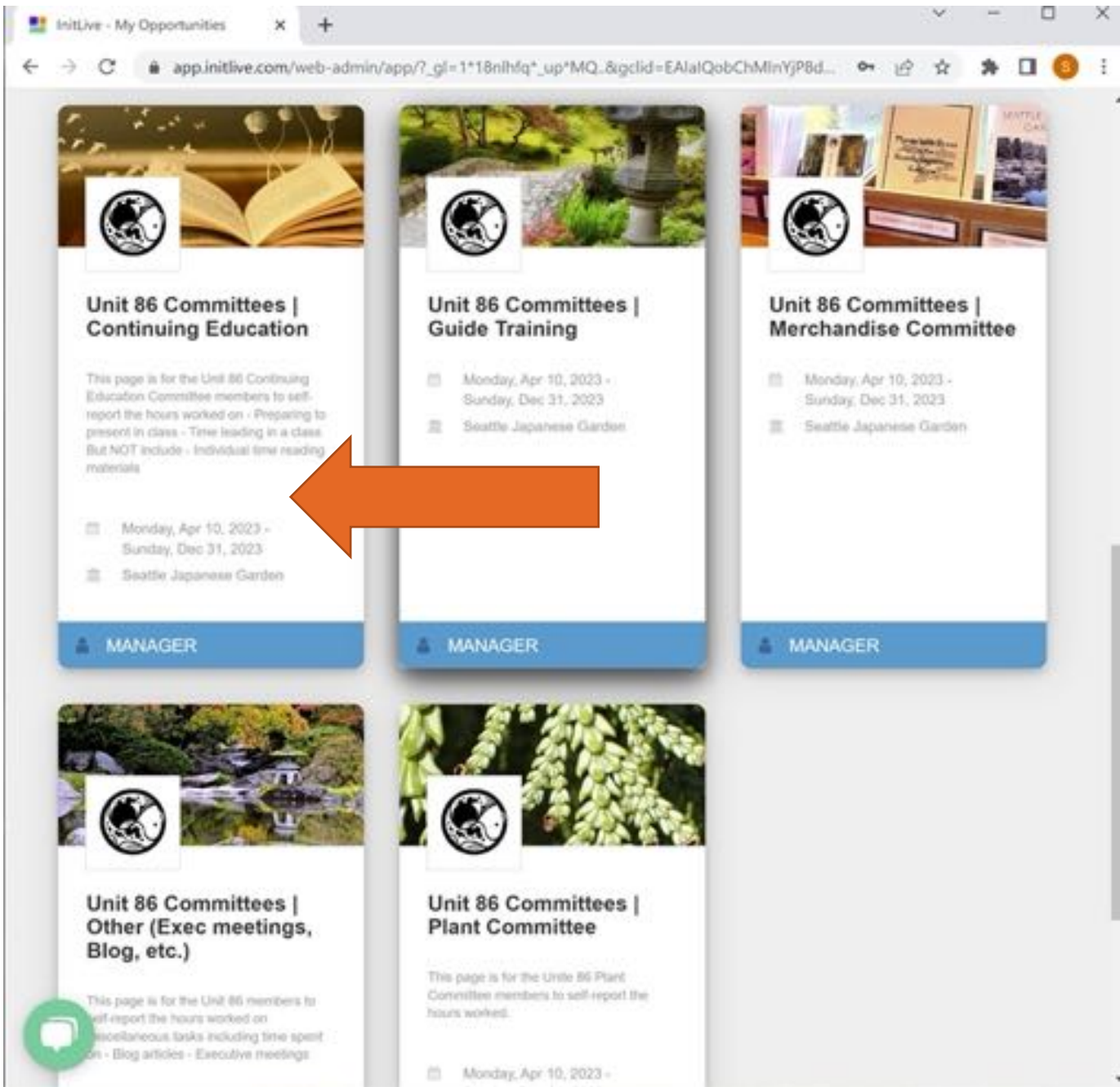
LOGGING HOURS FOR
UNIT 86 COMMITTEES AND
OTHER PROJECTS:

Organization

- Select Seattle Japanese Garden

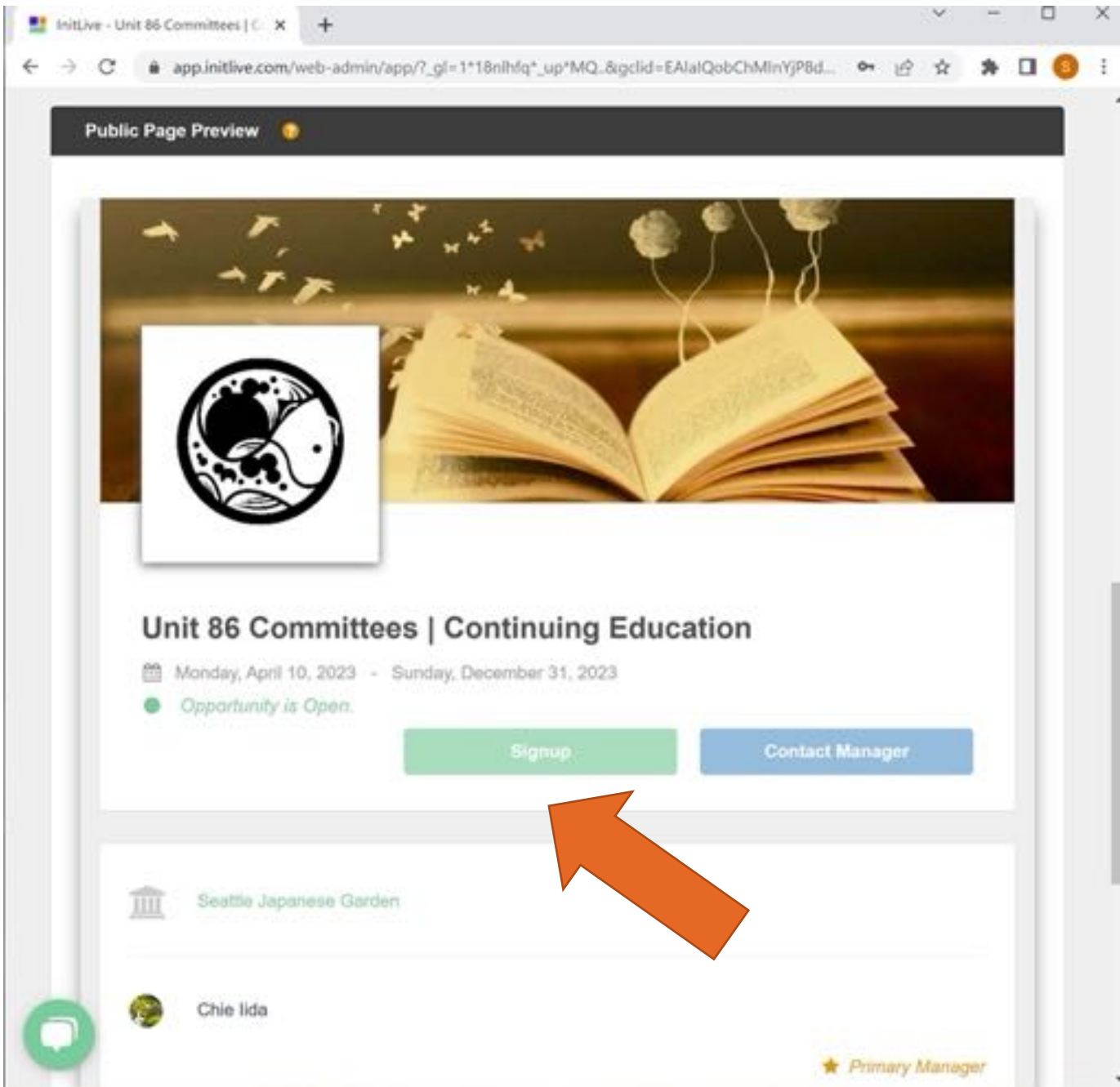


The screenshot shows a web browser window with the URL `app.initlive.com/web-admin/app/?_gl=1*18nlh4q*_up*MQ_&gclid=EAIaIQobChMInYjP8d...`. The page header includes navigation icons (calendar, building, shopping bag, clock, hourglass, thumbs up, magnifying glass) and a language selector set to 'EN'. The main content area features a dark banner with the text 'You belong to 1 Organization!' and a subtext 'Click the card listing to access the Organization.'. Below the banner is a search bar with the placeholder text 'Search'. A single organization card is displayed, featuring a landscape image of a Japanese garden, a circular logo with a yin-yang symbol, and the text 'Seattle Japanese Garden'. At the bottom of the card is a green button with a speech bubble icon and the word 'MEMBER'. A large orange arrow points from the left side of the slide towards the 'Seattle Japanese Garden' card.



Choose a Committee

- Committees are groups within Unit 86 who focus on specialized tasks
- To log hours for committee work, first 'signup' for each committee

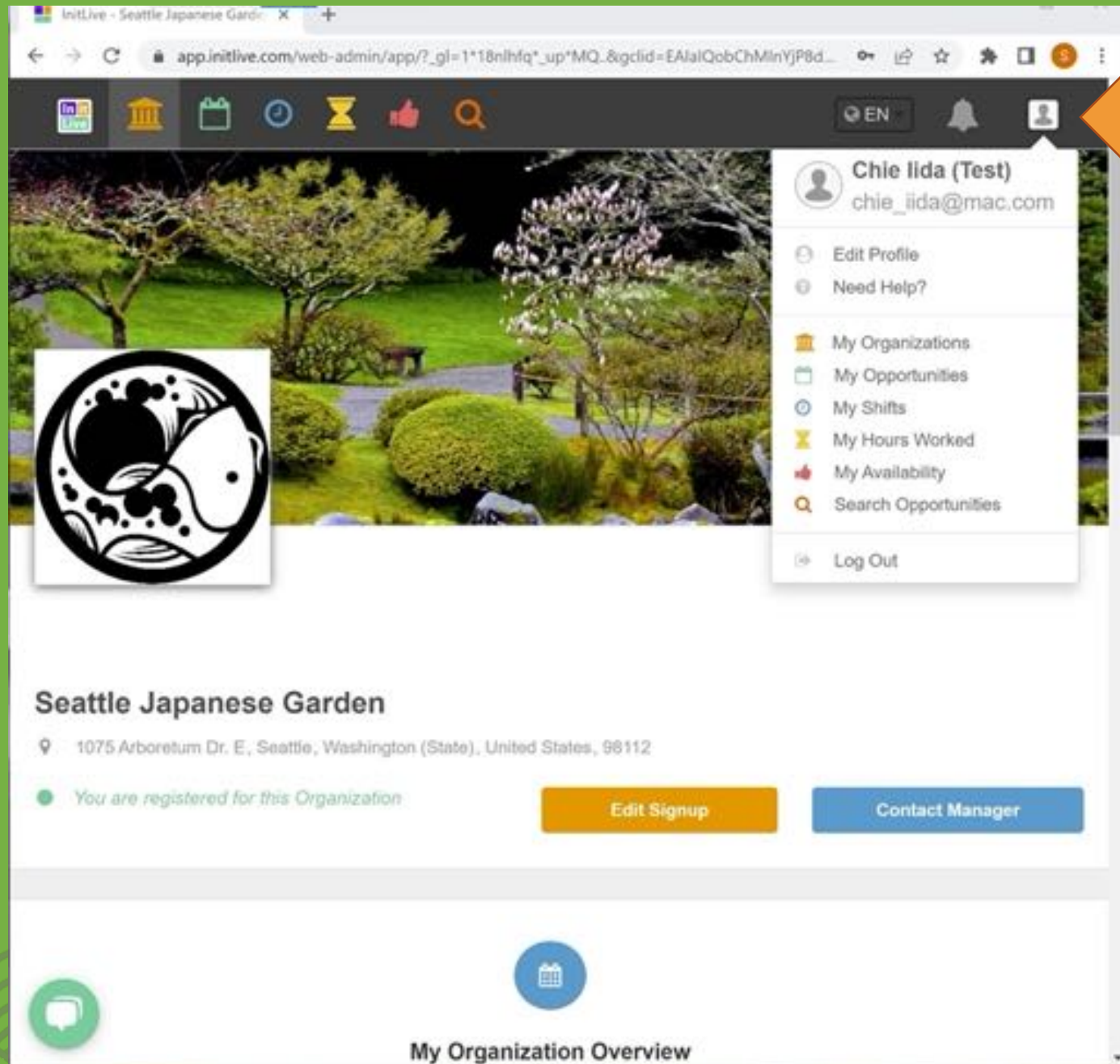


Signup for Committees

- Once you're signed up for a committee, you can log your hours

Organization Overview

- Click on your profile icon
- Choose "My Hours Worked" from a pull down menu



The screenshot shows the web interface of the InitLive application. At the top, there is a navigation bar with various icons and a user profile icon. A pull-down menu is open, displaying the user's name 'Chie Iida (Test)' and email 'chie_iida@mac.com'. The menu items are: Edit Profile, Need Help?, My Organizations, My Opportunities, My Shifts, My Hours Worked (highlighted with an orange arrow), My Availability, Search Opportunities, and Log Out. Below the menu, the organization name 'Seattle Japanese Garden' is displayed, along with its address: '1075 Arboretum Dr. E, Seattle, Washington (State), United States, 98112'. There are two buttons: 'Edit Signup' and 'Contact Manager'. At the bottom, there is a 'My Organization Overview' section with a calendar icon.

InitLive - My Hours Worked

app.initlive.com/web-admin/app/?_gl=1*18nhfq*_up*MQ_&gclid=EAAlQobChMinYjP8d...

You have completed 3 Lifetime Hours!

Review your service history below and Add Hours to let your manager know when you worked.

[+ Add Hours Worked](#)

0
Hours Today
Thursday, April 20

0
Hours This Week
Apr 16 - Apr 22 [Week 16]

3
Hours This Month
April

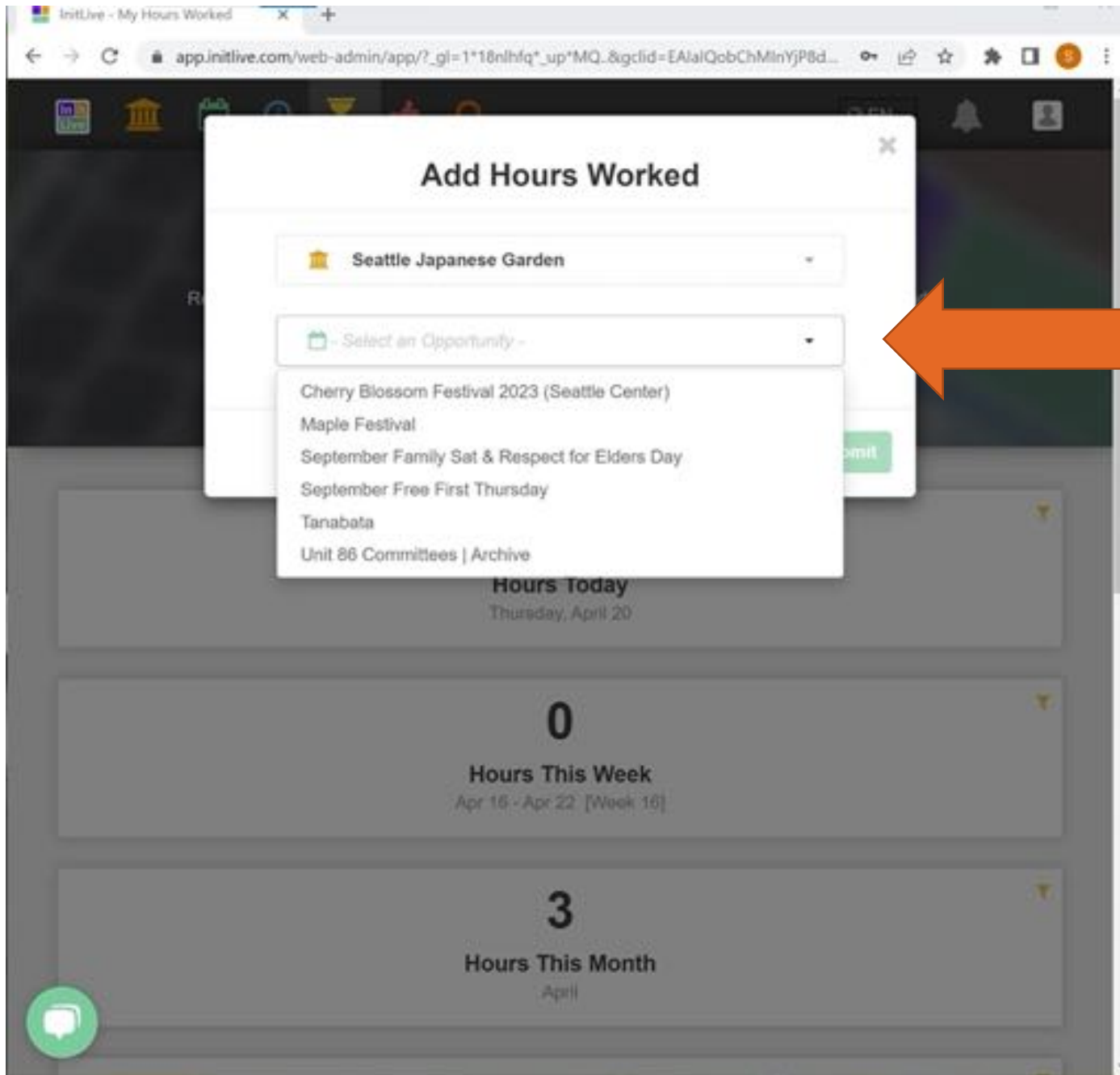
Add Hours

- Click on "Add Hours Worked" button

Select an Opportunity

- Under Organization: Seattle Japanese Garden
- Select an Opportunity

The screenshot shows a web browser window with the URL `app.initlive.com/web-admin/app/?gl=1*18nlhfq*_up*MQ.&gclid=EAlalQobChMlnYjP8d...`. A modal window titled "Add Hours Worked" is open, featuring two dropdown menus. The first dropdown is labeled "Seattle Japanese Garden" and the second is labeled "Select an Opportunity". Below the dropdowns are "Cancel" and "Submit" buttons. An orange arrow points to the "Select an Opportunity" dropdown. The background dashboard displays three summary cards: "0 Hours Today" for Thursday, April 20; "0 Hours This Week" for Apr 16 - Apr 22 [Week 16]; and "3 Hours This Month" for April. A green chat icon is visible in the bottom left corner of the dashboard.



Select an Opportunity

- Unit 86 Committee opportunities are only visible to the trained guides

InitLive - My Hours Worked

app.initlive.com/web-admin/app/?_gl=1*18nlhfq*_up*MQ_&gclid=EAlalQobChMinYJP8d...

Add Hours Worked

Seattle Japanese Garden

Unit 86 Committees | Archive

Date

- Select a Date -

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	26	27	28	29	30	31	01
14	02	03	04	05	06	07	08
15	09	10	11	12	13	14	15
16	16	17	18	19	20	21	22
17	23	24	25	26	27	28	29
18	30	01	02	03	04	05	06

Cancel Submit

3
Hours This Month
April

Select a Date

- Make sure you have the correct Opportunity
- Select a date on the calendar

Enter Hours

- You can track hours by “Hours and Minutes” or “By Start and End Time”
- You can also leave additional Notes and Comments



The screenshot shows a web browser window with the URL `app.initlive.com/web-admin/app/?_gl=1*18nlhfq*_up*MQ.&gclid=EAlalQobChMinYjP8d...`. The main content is a modal form titled "Add Hours Worked".

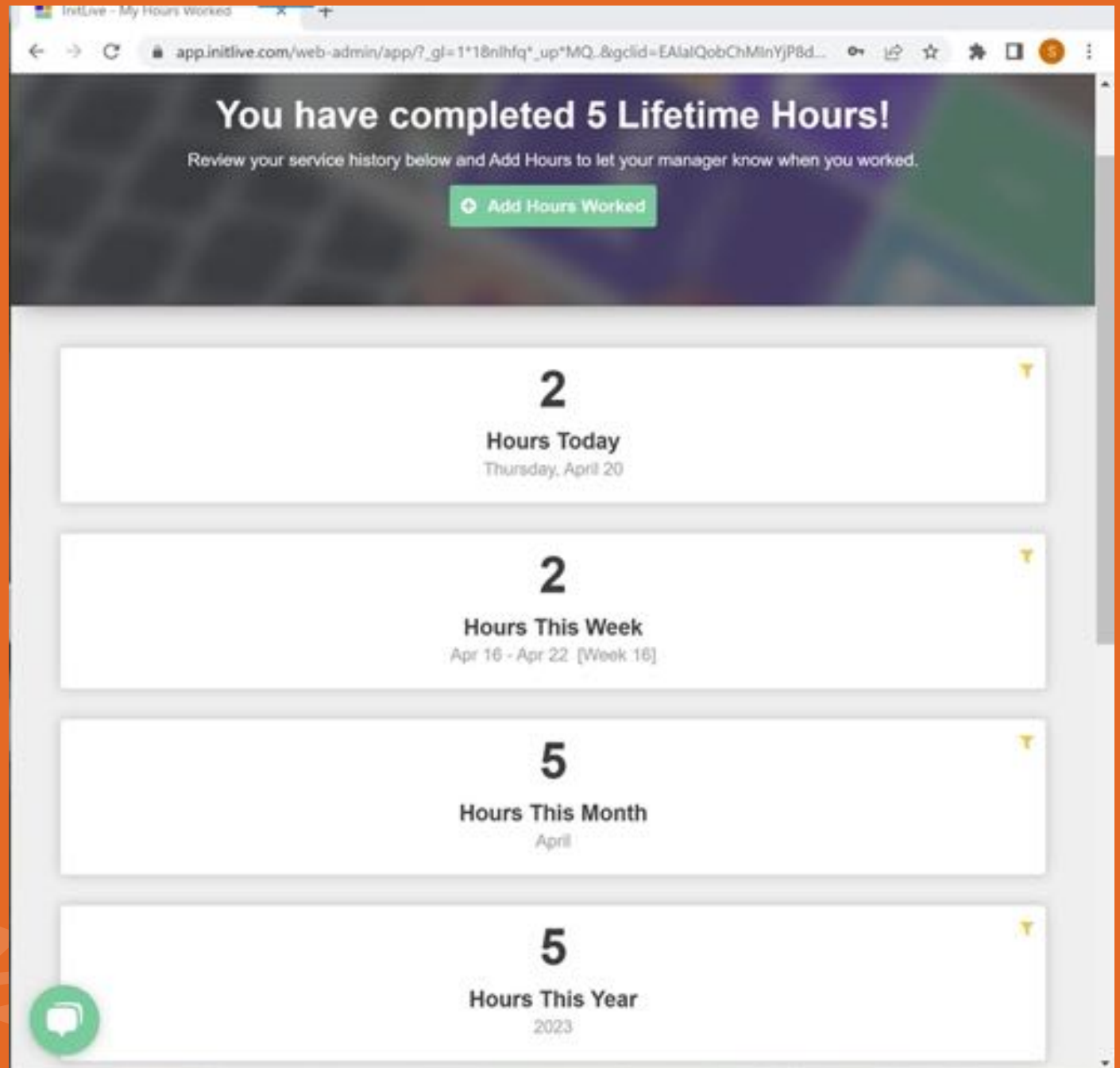
The form contains the following fields and options:

- Location:** A dropdown menu with "Seattle Japanese Garden" selected.
- Unit:** A dropdown menu with "Unit 88 Committees | Archive" selected.
- Date:** A date input field showing "2023-04-20" with a calendar icon to its right.
- How would you like to track your hours?:** Two radio button options: "By Hours and Minutes" (selected) and "By Start and End Time".
- Hours:** A text input field containing the number "2".
- Minutes:** An empty text input field.
- Additional Notes / Comments:** A text area containing the text "Scanning articles at Miller Library".

At the bottom of the form, there is a "Please Note: This information NOT internal. It can be seen by all parties and cannot be removed." and two buttons: "Cancel" (orange) and "Submit" (green).

Hours Log Completed!

- Your logging is now completed
- This is where you can see all the hours you spent volunteering outside of giving public tours



The screenshot shows a web browser window with the URL `app.initlive.com/web-admin/app/?_gl=1*18nlhfq*_up*MQ_&gclid=EALalQobChMinYjP8d...`. The page features a dark header with the text "You have completed 5 Lifetime Hours!" and a sub-header "Review your service history below and Add Hours to let your manager know when you worked." Below this is a green button labeled "Add Hours Worked". The main content area consists of four white cards stacked vertically, each displaying a large number and a label: "2 Hours Today" (Thursday, April 20), "2 Hours This Week" (Apr 16 - Apr 22 [Week 16]), "5 Hours This Month" (April), and "5 Hours This Year" (2023). A green chat icon is visible in the bottom left corner of the page.

Period	Hours
Today (Thursday, April 20)	2
This Week (Apr 16 - Apr 22 [Week 16])	2
This Month (April)	5
This Year (2023)	5



Thank you!

Questions and comments?

**Email: Chie Iida, Seattle Japanese Garden
Programs Manager**

ciida@arboretumfoundation.org