**Online Database & Ladder Safety Instructions**

**Volunteer Database**: <http://ext.wsu.edu/Volunteers/logon.aspx>

 Login: Email address

 Password: *password!*

1. Click “Login”
2. Click on “Volunteers” (left column)
3. Click on “Enter Activity” (left column)
4. Make sure the *program* is: Food Recovery and the a*ctivity* is: Program Support
	1. Select date on calendar
	2. Select time (below calendar)
	3. Click Save
5. Logout in upper right corner

**Ladder Safety and Training & Test:** <http://ext100.wsu.edu/clallam/food-waste-reduction-and-gleaning/>

1. Under Volunteers at bottom of page, click Ladder Safety Training & Test
2. When the box appears click “Open with”
3. Click “Ok” at bottom of box
4. Follow instructions on document to receive certification:
	1. Watch the following online video: <https://www.youtube.com/watch?v=tcsdVup8NzA&feature=youtu.be>
	2. Read through the safety rules below for regular and orchard ladders.
	3. Complete and return the attached written test to the extension office.