



GivePulse *Setting Up Your Event*

Create a GivePulse Account

When you create a free account on GivePulse, the account is for *you* as an individual. The free account allows you to both register as a volunteer for events and to create your own events!

1. Go to givepulse.com
2. In the upper right corner, click Sign Up.
3. You can use your Facebook or Google account to sign up, or you can create a new GivePulse account by filling in your name, etc. Agree to the terms of service and click the “I’m not a robot” box.

Create a Group

Once you’ve created a personal account, you can also create a group on GivePulse to represent your community organization.

1. After logging in, click My Activity in the top right corner, then click on Groups.
2. In the box titled Groups towards the right side of screen, click the gray Create button.
3. Add the information requested, clicking Next in the bottom right corner until you complete the entire sign-up process.

Create an Event

1. In the top right corner, click Manage, then select the name of your group from the drop-down menu. If your group name does not appear, click View All.
2. On the left side menu, click Events, then Add Event.
3. A few tips as you fill out the fields:

Name

This is the title or name of your event, which will appear in the list of Love Your Park Fall events exactly as you enter it. Be sure to include the name of your park! You can use something straightforward like “Kemble Park Fall Service Day,” or something more fun like “Kemble Park Leaf Raking Party!”

When

Select a start and end time. We recommend keeping volunteer events to three hours or less.

Participants Needed

Please enter the total number of volunteers you would like to participate in your event, including members of your friends group! If you plan to have five members of your friends group and want to recruit 10 additional volunteers, you would enter 15.

Privacy Level

We recommend leaving this set to “Public.”

Start Address

Click “Edit,” and then uncheck the “No Start Address” box. Enter the name of your park in “Address Line 1”, and the street address in “Address Line 2.” If volunteers should meet up in a particular place within your park, please make a note in the “Address Notes” box.

End Address

We recommend leaving this blank.

Event Description

Use this space to let volunteers know what to expect! Let them know what projects you’ll be tackling, if they need to bring anything special, if refreshments will be provided, etc.

Click Save and Continue

This will take you to a second page with “Advanced” options. You can simply click “Save and Continue” again to submit your event. If you are interested in customizing your event more, read below for instructions.

Advanced Options**Additional Info**Age Limit

If you would like to impose an age limit on your event, for example “No Kids” or “Family Friendly,” you can do that using the “Age Limit” drop-down box.

Requirements

Please leave the Requirements with the pre-set language.

Parking Details

If volunteers should park in a specific place, please include that information here.

Perks

Will you provide coffee and donuts or offer any other special perks to your volunteers? Include that information here.

Social

You can enter your group’s website and social media information here if you would like.

Causes, Skills, and SDGSS


We recommend leaving these blank, but you are welcome to add these if you would like.



GivePulse *Managing Your Event*

Event Management Basics

Navigate to Your Event Dashboard

1. Log in to [GivePulse](#).
2. In the top right corner, click on Manage, then Manage Events.
3. Click the blue  icon to the left of your event. (This icon is supposed to represent a gauge on a car dashboard - it will take you to the *dashboard* for your event.)

Make Changes To Your Event

1. On the left side menu, click Edit.
2. Make changes as necessary.

See Who is Registered for Your Event

1. Log in and navigate to your event dashboard. (See “Navigate to Your Event Dashboard” above.)
2. On the left side menu, click Registrations, then Manage Registrations.

Recruiting Volunteers / Inviting People to Register

Easiest: Share the Direct Link to Your Event

1. Go to your event page: Log in to GivePulse. In the top right corner, click Manage, then Manage events. Click the name of your event.
2. On the right side of the screen, there will be box titled Get the Word Out. Click the link in this box, and it will automatically be copied to your clipboard.
3. You can now paste this link into an email, Facebook, or any other social media. It will take people directly to your event page where they can register.

Invite People Through GivePulse

1. Go to your event page: Log in to GivePulse. In the top right corner, click Manage, then Manage events. Click the name of your event.
2. On the right side of the screen, click on the Invite button. (The button has an icon of a paper airplane.)
3. This will open a page where you can send emails to people you would like to invite to participate, including members of your friends group and contact list.
4. Add the names and email addresses of people you would like to invite in the appropriate boxes. To add several, click the green + Invite More (Add Row) button.
 - a. If you have a spreadsheet with many contacts, you can upload and send an email to all your contacts. First, save your spreadsheet as a .csv file.
 - b. Follow steps 1-4 above.
 - c. On the left side menu, click Excel (csv).
 - d. Click the gray Choose File button to select the file from your computer.
5. Compose a personal message in the appropriate box, then click Send Invitations or Submit.

Contacting Registrants

Message all Registrants

1. Navigate to the Manage Registrations page. (See “See Who is Registered for Your Event” on page 1.)
2. Click the blue Actions button on the top right of the Manage Registrations screen, then select Message registrants.
3. This will open up a window where you can compose an email to your registrants that will be sent through GivePulse.
4. Registrants will receive your email in their inboxes, and if they respond, you will receive their emails in your inbox.

Message Individual Registrants

1. Navigate to the Manage Registrations page. (See “See Who is Registered for Your Event” on page 1.)
2. Find the name of the registrant you want to message in the list.
3. Click the blank dropdown box to the far right of the registrant’s name, then click Message.
4. This will open up a window where you can compose an email to the registrant that will be sent through GivePulse.
5. Registrants will receive your email in their inboxes, and if they respond, you will receive their emails in your inbox.

Download a Spreadsheet of Registrants and Contact Info

1. Click the blue Actions button on the top right of the Manage Registrations screen, then select Export.
2. Click the button next to Registrants and then the blue Export button.
3. This will download a .csv (similar to an Excel spreadsheet) file to your computer. To open it, go to your Downloads folder (or wherever you have your documents set to download).
4. If you want, you can copy email addresses from this document and paste them into an email to send a message directly to registrants.
5. Registrants will receive your email in their inboxes, and if they respond, you will receive their emails in your inbox.



GivePulse *During Your Event*

Checking People In At Your Event

Download the GivePulse App

1. On your smartphone or tablet, open the App Store (iPhone), Google Play store (Android), or wherever you get your apps.
2. Search for "GivePulse" and download the app.
3. Open the app and sign in.

Sign In Volunteers

1. Open the GivePulse app.
2. In the bottom right corner, click on Profile.
3. Scroll to the bottom and click Switch to Admin.
4. Select (tap on) your event. This will bring up a list of people registered for your event!
 - To sign someone in, find their name on the list and swipe (slide your finger across their name) to the right. A green "Sign In" box will appear on the left, a green bar will appear to the left of their name when they are signed in.
 - To undo a sign-in or mark someone as a no-show, swipe to the left (slide your finger across their name to the left). Tap the red No Show box or the blue Undo box.
 - To add a new registrant, click the three dots in the top right corner, and then click Add People. Type, or have the person type in their information and agree to the liability waiver. Then click Sign User In.



GivePulse *After Your Event*

Checking People In AFTER Your Event

If you used paper sign-in sheets to sign in volunteers at your event, you can still add them to GivePulse.

If Volunteer Registered Online

1. Navigate to the Manage Registrations page. (See “See Who is Registered for Your Event” on page 1.)
2. Find the volunteer’s name in the list.
3. Click the blank dropdown box to the far right of the person’s name and select “Sign In (Mark As Attended.”

If Volunteer Did NOT Register Online

1. Navigate to the Manage Registrations page. (See “See Who is Registered for Your Event” on page 1.)
2. Click on the blue Actions button in the top right corner, and select Manually Register User.
3. Leave the Method dropdown box on Create New User.
4. Add the person’s name and email address.
5. You can skip the Requested Information section, unless you have this info and want to include it.
6. Skip “Are they registering with or on behalf of a group?”
7. In the Status dropdown box, select Attended.
8. Click the green Register User button.

Verifying Impacts

After volunteers participate in your event, you will be asked to verify their attendance. This means they will have a record of their volunteer service and you will be able to aggregate the volunteer hours served!

To Verify Impacts Individually

1. Navigate to your event dashboard. (See “Navigate to Your Event Dashboard” on page 1).
2. On the left side menu, click Impacts, then Manage Impacts.
3. Find the volunteer whose hours you would like to verify in the list.
4. Click the blank dropdown box to the far right of the volunteer’s name and select Verify.

To Verify All Impacts

1. Navigate to your event dashboard. (See “Navigate to Your Event Dashboard” on page 1).
2. On the left side menu, click Impacts, then Manage Impacts.
3. In the column titled Verified, click on the blank dropdown box, and click Pending. This will show you just the impacts (hours) that need to be verified.
4. To select all pending impacts, click on the blank check box next to the Name column. This should select (add a check mark to every box) every name on the list.
5. In the top right, click on Bulk Actions, then Verify Selected.



GivePulse *After Your Event*

Generating Volunteer Certificates

To Generate a Volunteer Certificate for a Registrant

1. Navigate to your event dashboard. (See “Navigate to Your Event Dashboard” on page 1).
2. On the left side menu, click Impacts, then Manage Impacts.
3. Find the volunteer’s name in the list. (If they are not listed but attended your event, please add them by following the “If Volunteer Did NOT Register Online” instructions on page 5.)
4. Click the blank dropdown box to the far right of the volunteer’s name, then select Download Certificate.
5. If a popup window asks if you are sure you want to download the certificate, select OK. The file will save to your downloads folder, or wherever you save your downloads.
6. You can now attach this file to an email to send it to the volunteer.

To Generate a Volunteer Certificate for Yourself

You can share these instructions with your volunteers so they can generate their own certificates! Volunteers must have an account with GivePulse to do this on their own, which is simple and easy to setup.

1. Go to givepulse.com and click on Log In in the top right corner.
2. In the top right corner, click on My Activity and then Impacts.
3. If you were properly checked into the event, the event(s) you have participated in will be listed and marked as Verified. If there are no events listed but you did participate, please contact the event administrator and ask them you add register you and verify your attendance on GivePulse.
4. Click the blue down arrow next to the green Verified box and select Download Certificate.

Viewing Impacts & Reflections (Volunteer Feedback)

To View Impacts

Impacts are services – stats you can compile – to measure the impact of your event. Number of hours volunteered is the most common type of Impact, but you can also set your events to include goods, money, and training as impacts as well.

1. Navigate to your event dashboard. (See “Navigate to Your Event Dashboard” on page 1).
2. On the left side menu, click Impacts, then Manage Impacts.

To View Reflections

Reflections are volunteers’ answers to questions that you can set when you create your event. In the case of Love Your Park, the stewardship team sets standard questions for all Love Your Park events. You can see how volunteers who served at your park answered these questions.

1. Navigate to your event dashboard. (See “Navigate to Your Event Dashboard” on page 1).
2. On the left side menu, click Impacts, then Manage Reflections.