

Love Your Park Week 2020

Submitting a Volunteer Event on GivePulse



Logging In

Go to the [LYP Week 2020 Volunteer Event Submission Form](#).

GivePulse will prompt you to log in. If you have an account, simply log in. If you do not have an account, you can log in using Facebook or Google, or you can create a new GivePulse account. Please check with your fellow Friends Group members first to see if anyone in your group already has a GivePulse account.

Filling Out the Event Submission Form

Name

This is the title or name of your event. Be sure to include the name of your park! You can use something straightforward like “Love Your Park at Kemble Park,” or something more fun like “Kemble Park Spring Planting!”

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

Please leave 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

Please leave 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.

Friends Group Information, etc.

The second half of this page, starting with “Friends Group Information,” should be self-explanatory! If you have any questions at all, please don’t hesitate to contact Lindsey Walker at lwalker@myphillypark.org or (215) 607-3489, or the stewardship coordinator for your group.

Click Save and Continue

Click “Save and Continue” at the bottom right of the page. 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

Logos

Please leave the pre-set Love Your Park logo in place. If you would like to replace the cover image, you may do so, but please make sure your image meets the specs (1170px by 200px or larger up to 4MB).

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

This is not relevant to our purposes – please leave blank.

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. We recommend using #loveyourpark.

Causes, Skills, and SDGs

We recommend leaving these set to the pre-filled settings, but you can change them if you would like.

After Submitting Your Event

Your event information will be submitted to the Love Your Park team. We'll review the details and let you know if we have any questions or concerns. Once approved, we'll publish your event. You will receive a notification when your event is approved.

To change or view your registration details after submitting

Log in to GivePulse at givepulse.com. After logging in, click on "Manage" in the top right corner, then "Manage Events," then click the blue button to the left of your event name. This will take you to your event dashboard. If you need to make changes to your event, click "Edit" on the menu on the left side of your screen. To see the rest of your registration information (tool and tree requests, etc.), click on "Submission Questions" on the menu on the left side of your screen.

If you make significant changes to your event, including timing, trash pick-up location, tool needs, etc., please notify us!

Please consult the GivePulse Tips document for more information on managing your event on GivePulse.