



# GivePulse 101

*For Park Friends*

**FAIRMOUNT PARK**

**CONSERVANCY**

# Agenda

FAIRMOUNT PARK

CONSERVANCY

## This Workshop

### GivePulse Overview

- What it is
- Why we use it
- What it can do for you

### Registering for Love Your Park

- Choosing an email/account to use
- Filling out submission form

### Managing Your Event

- Accessing admin functions
- Making changes
- Seeing registrants
- Checking in volunteers

## Another Workshop

### Creating and managing a GivePulse group

- Advanced admin features
- Personal profile/page setup
- Tracking volunteer hours
- Affiliating with LYP



# GivePulse Basics

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GivePulse is like **Facebook for volunteers**, plus a lot more.



## Love Your Park

♡ Become Member

Home Events Programs Partners Impacts Documents Contact

### About

Love Your Park is a biannual event that cleans, greens, and celebrates Philly's parks. A collaborative partnership among Fairmount Park Conservancy, Philadelphia Parks & Recreation, and the Park Friends Network, Love Your Park engages citizens and volunteers to revitalize Philadelphia's public green spaces and create safe, welcoming, and fun recreation opportunities in parks across the city. Nearly 100 park friends groups participate each season, engaging 5,000 volunteers annually.

### Social

f @ t Website

### Causes

Civic Engagement Environment Environmental Education

### Sustainable Development Goals



Lindsey Walker

Administrator

✉ Contact



Edelweiss Cardenas

Organizer

✉ Contact



AeLin Compton

Organizer

✉ Contact



Meghan Geiser

Organizer

✉ Contact

Share With Friends

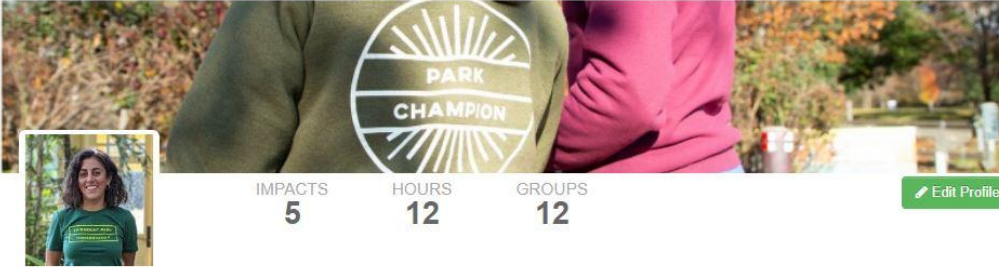


- Personal profile
- Groups
- Events
- Registration
- Messaging
- Attendance & hours tracking
- Volunteer certificates

# GivePulse Basics

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IMPACTS  
5

HOURS  
12

GROUPS  
12

Edit Profile

Lindsey Walker

## About

I'm the Volunteer & Environmental Program Manager at Fairmount Park Conservancy. I live in South Philly, and my favorite park is The Lakes!

## # Causes

## Skills

## GivePulse Stats

ENGAGEMENT PER MONTH

IMPACTS

## Groups



Love Your Park



Second Saturdays



Fairmount Park Conservancy



We Walk PHL



Love Your Park Fall Service Day



Philly Park Friends Network



PFN Park Field Trips



PFN GivePulse Training

# Why GivePulse?

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*Actual footage of the Stewardship Team managing LYP data pre-GivePulse*

In the olden days...

- Park Friends
  - Did not have a list of volunteers
  - Could not change event details
  - Could not easily communicate with volunteers
  - Had to send scanned sign-in sheets
  - Probably didn't use the waiver ;)
- Volunteers
  - Could not cancel their registration
  - Could not contact you
- Stewardship Team
  - Added your events to the website individually
  - Responded to every volunteer registration individually
  - Tracked registration numbers manually
  - Could not access your volunteer info
  - Drowned in spreadsheets

# Why GivePulse?

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*Park Friends using GivePulse to manage volunteers*

But now...

- ★ Park Friends can:
  - Create and change event details
  - Set registration limits
  - Know how many volunteers to expect
  - Communicate with volunteers
  - Access volunteer contact info
  - Sign volunteers in on your phone
  - Report volunteer hours
  - Ensure volunteers agree to the waiver
- ★ Volunteers can:
  - Self-register (no confirmation required!)
  - Update their registration
  - Contact you through GivePulse
- ★ Stewardship Team can:
  - Help manage your events
  - Compile volunteer hours
  - Access your volunteer data

# You have options

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There are two ways for Park Friends to use GivePulse.

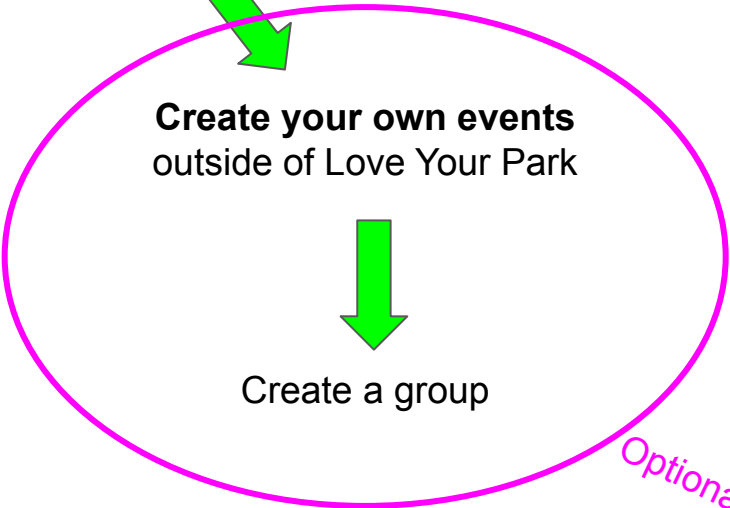



**Submit events to Love Your Park**  
For LYP Week and Fall Service Day




Fill out the registration form

*Must do to  
participate in  
LYP*



**Create your own events**  
outside of Love Your Park



Create a group

*Optional*



# GivePulse Groups

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## Friends of Penn Treaty Park

♡ Become Member

Add Impact



Friends of Penn Treaty Park

Administrator

✉ Contact

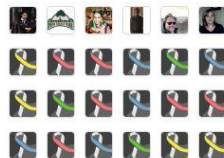
Share With Friends



✉ Invite

👤 Affiliate

A few people you will meet...



View All



GivePulse organizes events under **Groups**.

**Groups allow you to:**

- Post volunteer opportunities in one place
- Events AND open opportunities
- Have members
- Track volunteer info
- Compile volunteer hours
- Have a free website for your Friends group

[Home](#) [People](#) [Events](#) [Affiliates](#) [Impacts](#) [Documents](#) [Contact](#)

### About

The Friends of Penn Treaty Park is a community organization dedicated to preserving and enhancing the beauty and usefulness of historic Penn Treaty Park.

**GivePulse**  
👤 122 People | 📍 95 Impacts | ⌚ 226 Hours | 💰 \$ 6,140 Total Economic Impact

### Affiliates (1)

[View All](#)

### Events



# Submitting an LYP Event

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[loveyourpark.org/resources](https://loveyourpark.org/resources)

Before you submit your LYP event, something to consider:

**Whoever submits your event will be the one who has access to it afterwards.**

**Only one person (or account) can have admin access to your event or group.**



**Think about which Friends group member should submit your event**

**and which email address you want to use to sign up/sign in.**

# Admin Access

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**Only one account can have admin access to your event or group.**



**Have someone  
comfortable trying  
GivePulse submit  
your event**

No one is comfortable? Just do the basic event submission and don't worry about the rest.



**Use a Friends group  
email**

Submit your event using your Friends group email and share the password so multiple people can access it



**Sign up for a  
subscription**

\$8 a month to have two admins

# Submitting an LYP Event

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[loveyourpark.org/resources](https://loveyourpark.org/resources)

- Link LYP Registration
- Follow instructions in the GivePulse Guide

# After Submitting

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- Your event will be published when it is approved.
- **Bookmark your event public page and your event admin page.**
- **Bookmark or download the GivePulse Guide available at [loveyourpark.org/resources](https://loveyourpark.org/resources).**
- Follow the instructions in the GivePulse Guide to edit your event or contact your volunteers.
- Promote your event. Follow instructions in the GivePulse Guide.
- Download the mobile app.




# Public vs Admin


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## Event - Public View



### Walker Square Spring Cleanup

 Saturday, April 10th, 2021 from 12:00pm to 2:00pm (ET)

Friends of Walker Square / Events / Walker Square Spring Cleanup

[Home](#) [Contact](#) [Register](#)

About

Help clean up trash, mulch flower beds, and sweep pathways in preparation for the summer! Coffee and donuts provided, please bring gloves if you have them.

**Positions** 15 Remaining

**Age Limit** Family Friendly

**Requirement Details**

Wondering if you should register to volunteer? Based on the CDC guidelines, we are asking you the following questions:

1. Have you been exposed to someone who has been diagnosed with COVID-19? See the CDC's risk assessment guidance.
2. Do you have symptoms consistent with COVID-19? Symptoms can include a cough or shortness of breath or at least two of the following: Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell. See the CDC's symptom information.


If you answered "yes" to any of those questions, we ask you not to register. We are doing all we can to align with best practices and keep our community healthy.

**Causes**

[Environment](#) [Sustainability](#) [Water Conservation](#)

[Register](#)

[Add Impact](#)



**Lindsey Walker**  
Administrator  
[Contact](#)

Share With Friends

[Facebook](#) [Twitter](#) [LinkedIn](#) [Email](#) [Print](#)


[Invite](#) [Promote](#)

**Admin Panel**


[Dashboard](#)  
[Edit](#)  
[Duplicate](#)

[Show More](#)


**Location:** 1214 Tasker St, Philadelphia, PA 19147



## Event - Admin Dashboard



### Walker Square Spring Cleanup | Dashboard

 Saturday, April 10th, 2021 from 12:00pm to 2:00pm (ET)

Friends of Walker Square / Events / Walker Square Spring Cleanup / Dashboard

[Manage Events](#)

[Dashboard](#)

[Edit](#)

[View](#)

[Duplicate](#)

[Users](#)

[Registrations](#)

[Impacts](#)

[Invites](#)

[Notes](#)

[Tags](#)

[Documents](#)

[Audit Log](#)

[Unpublish](#)

[Cancel](#)


[Delete](#)

**Improvements**


- Invite people to participate
- Add a cover image
- Affiliate and promote this event

**Insights**

**TOTAL NUMBER OF HOURS**



**ENGAGEMENT PER MONTH**



**Bookmark both pages for easy access!**

# Checking In Volunteers

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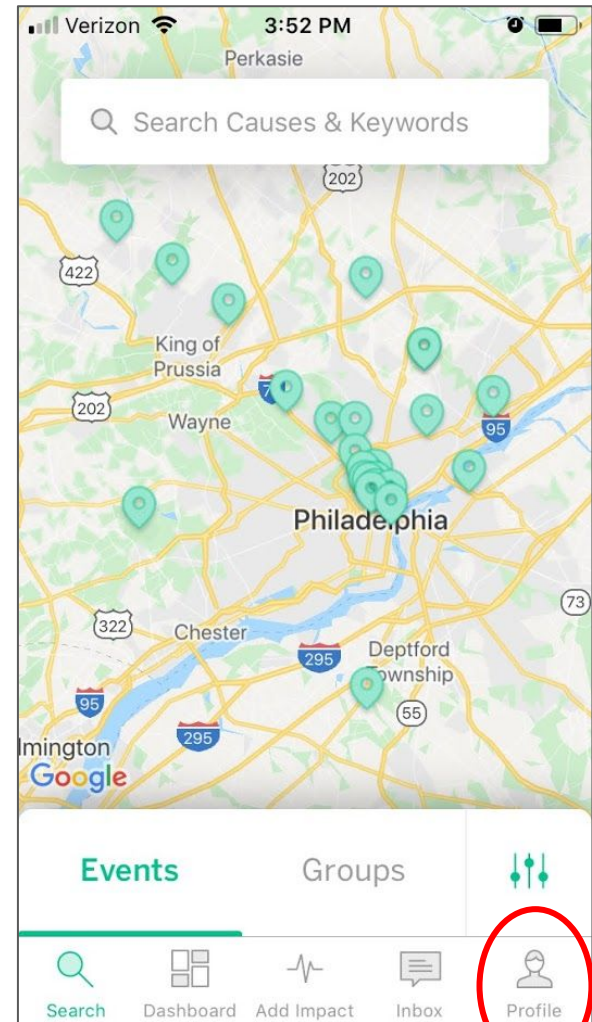
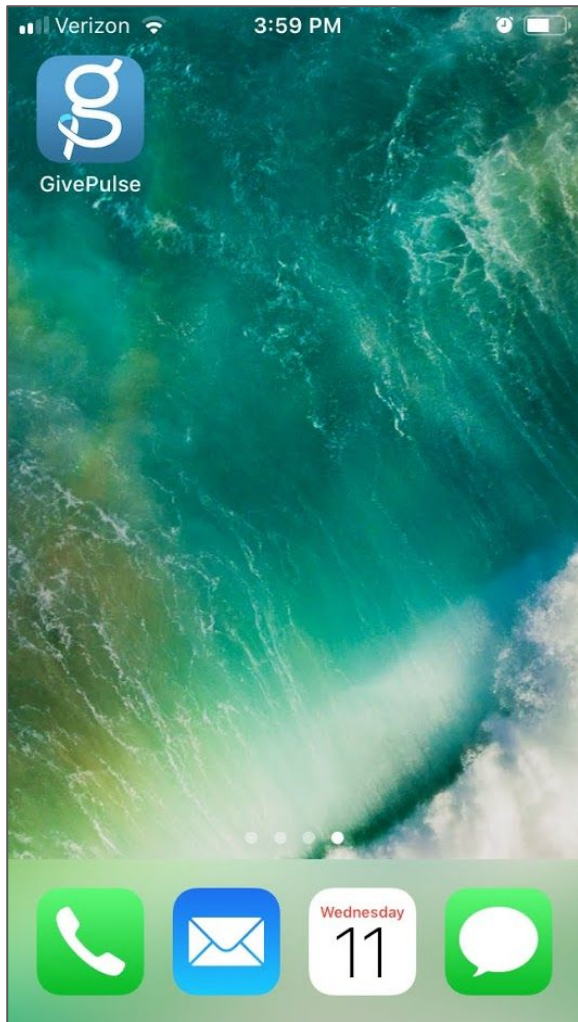
CONSERVANCY

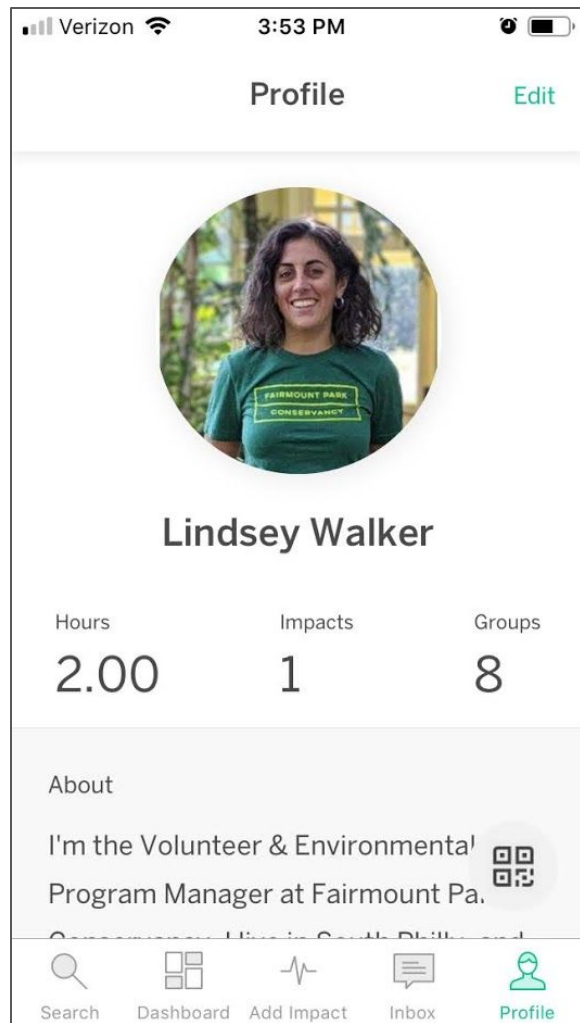
Use the **mobile app** to **check in volunteers** at your event.

Instructions are in the **GivePulse Guide**

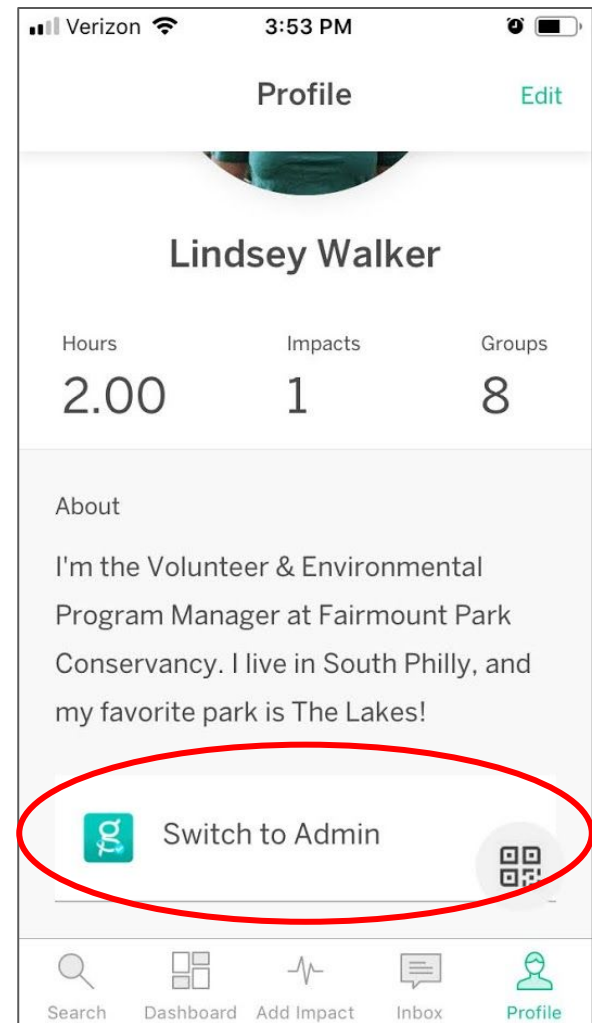
*Available at [loveyourpark.org/resources](https://loveyourpark.org/resources)*

**Visual instructions** on the next slides!

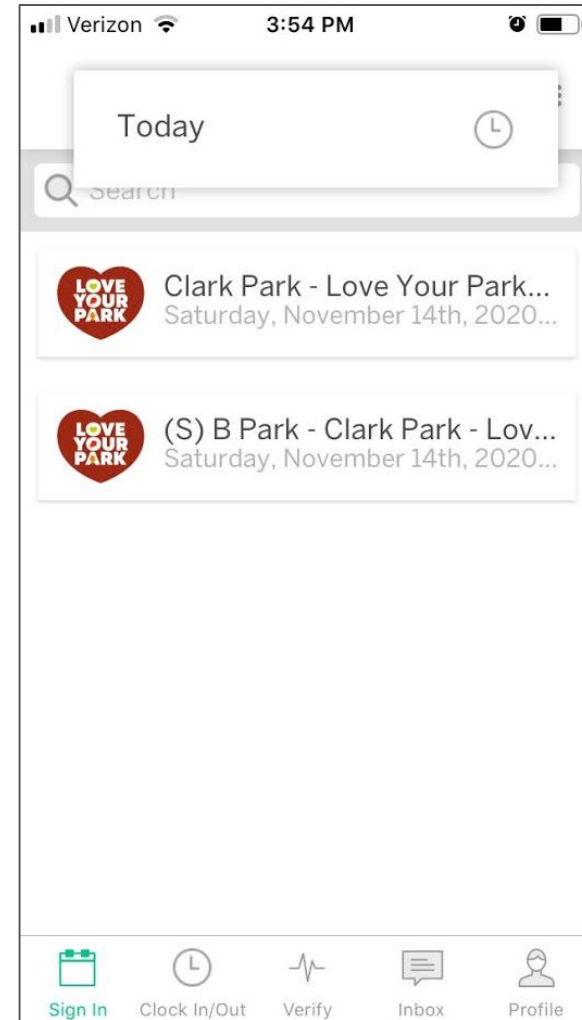
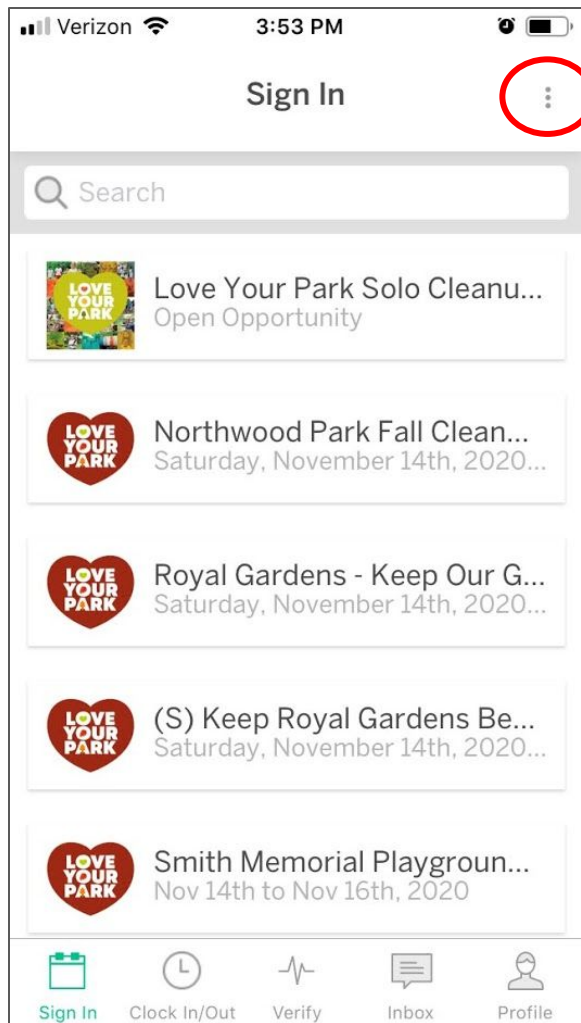


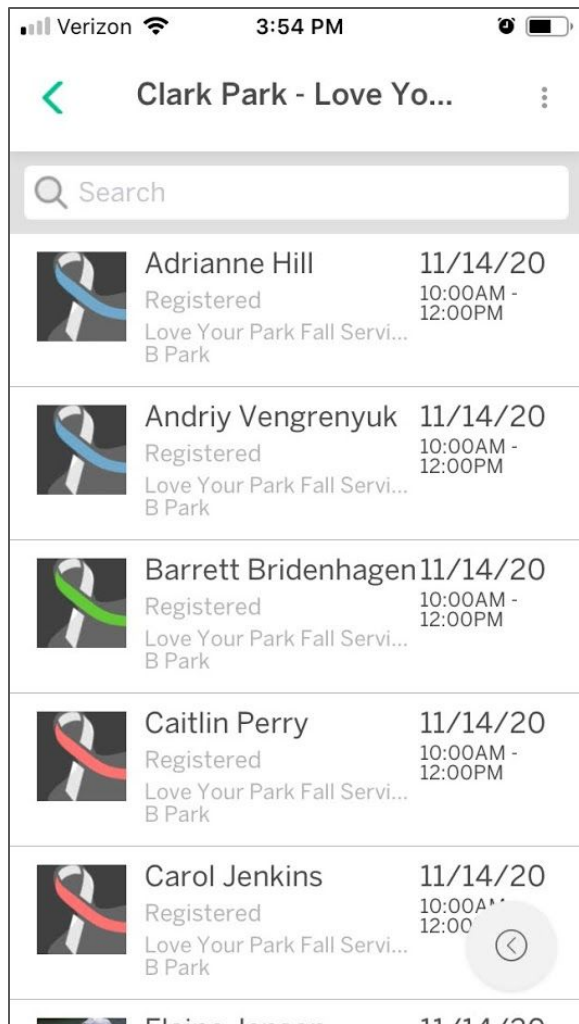


Scroll Down



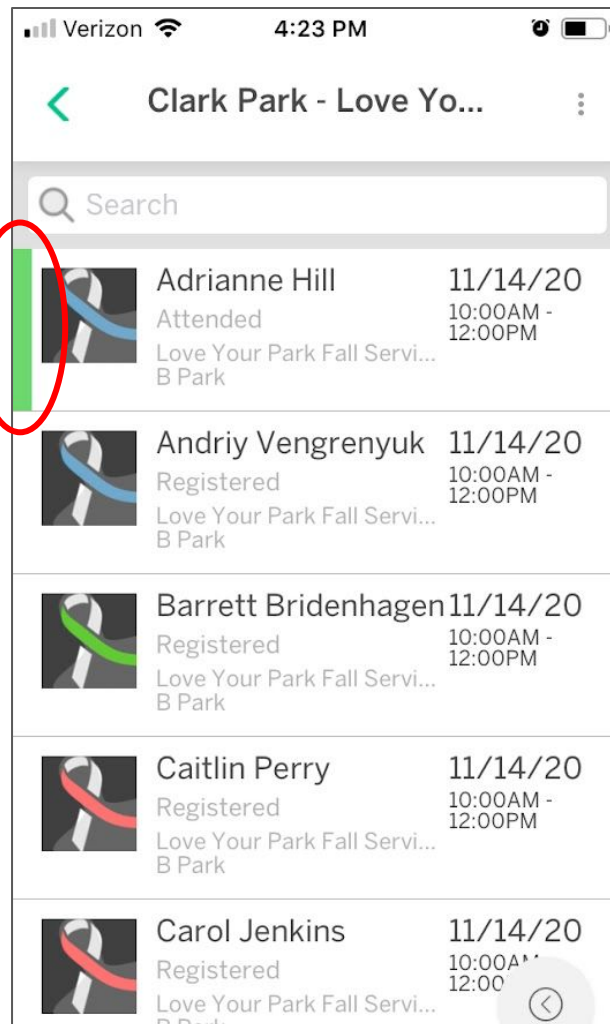


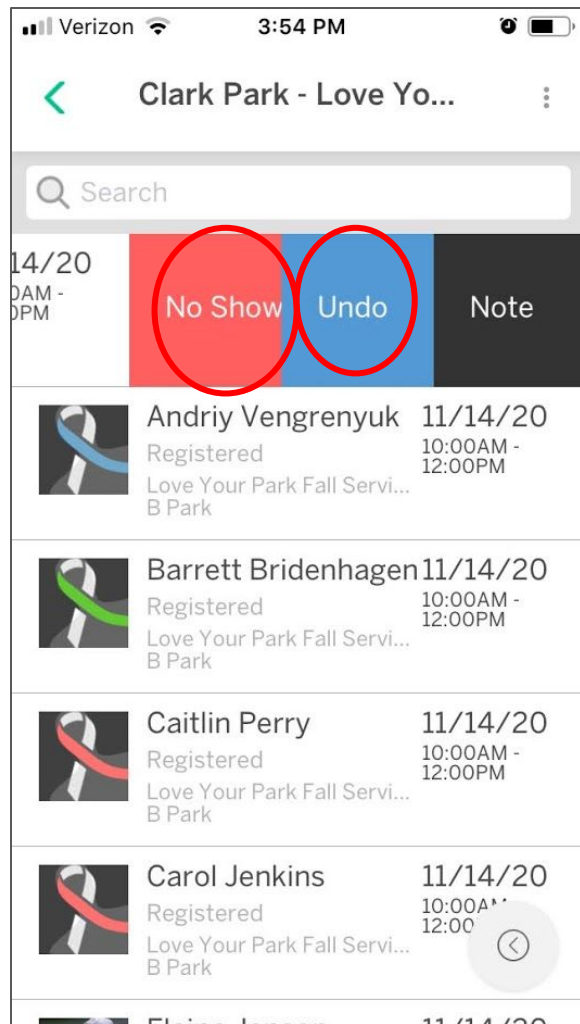




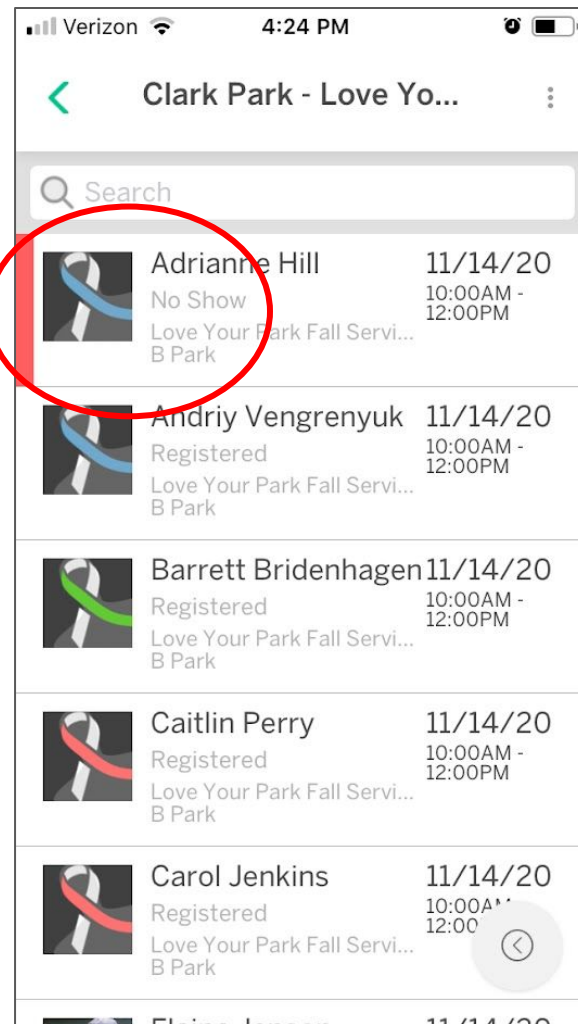
Scroll down or  
search for name

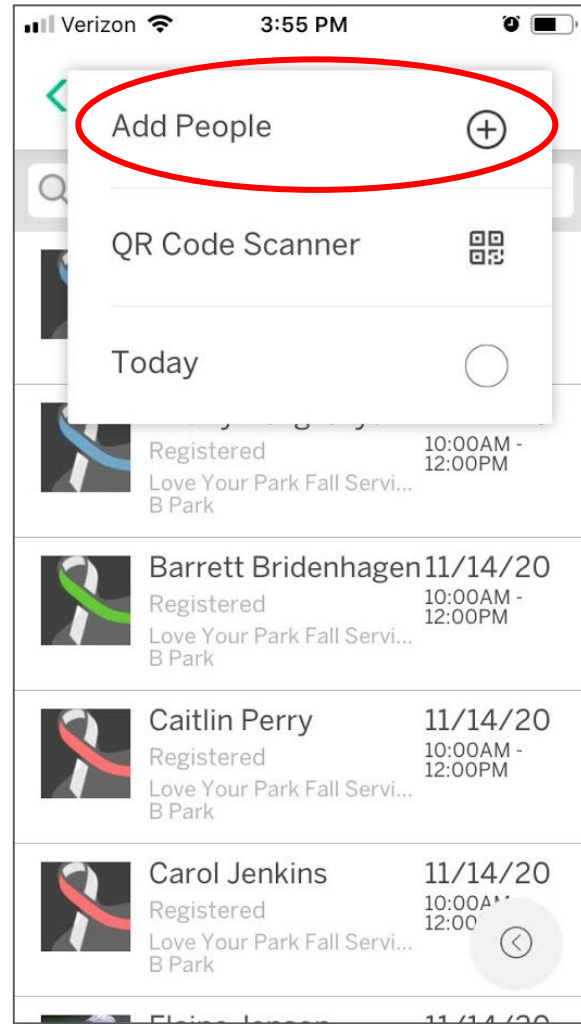
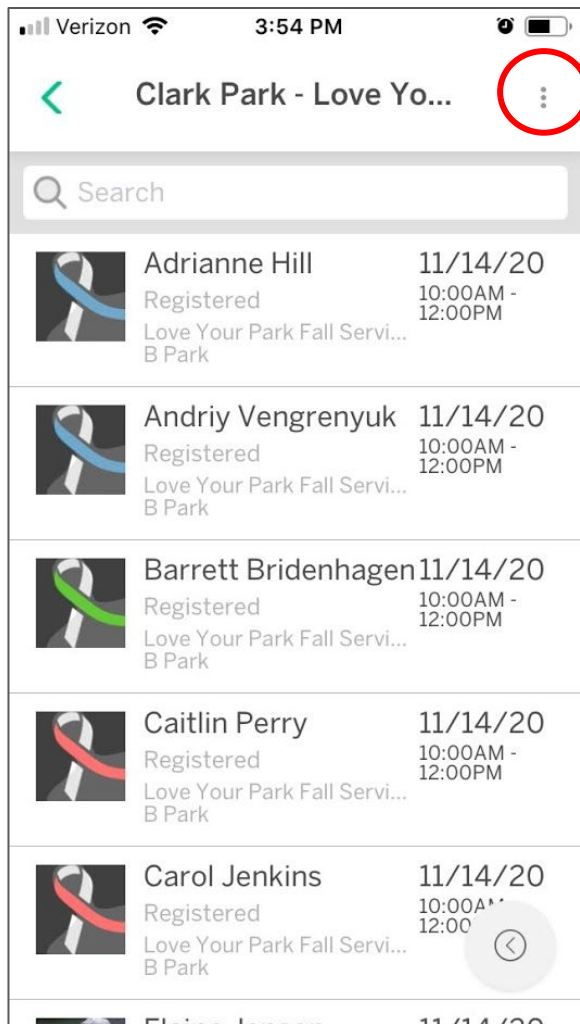
Swipe right to  
sign in





Swipe left to  
mark as "No  
Show" or Undo







Verizon 3:55 PM

< Sign In

Is This A Minor? \*

Yes ☐

No ☐

First Name \*

Last Name \*

Email \*

Phone

Sign User In

Verizon 3:57 PM

< Sign In

Email newsletter ☐

Flyer/Poster ☐

Print or radio ad ☐

Other ☐

Would you like to get emails about Philly's parks?

Yes ☐

No ☐

I agree to the Platform Liability

Sign User In

Verizon 3:58 PM

< Sign In

Yes ☐

No ☐

I agree to the Platform Liability Release Form \*

<https://www.givepulse.com/site/liability> ☐

I agree to the FPC PPR Volunteer & Event Participant Waiver.pdf \*

[https://www.givepulse.com/document/download?key=209a2c014c3a06e1c3d28ad3afa2bbc7&t=1605128136&event\\_id=206852&user\\_id=1915290](https://www.givepulse.com/document/download?key=209a2c014c3a06e1c3d28ad3afa2bbc7&t=1605128136&event_id=206852&user_id=1915290) ☐

Sign User In

# Best Practices

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- Set up an account with your **Friends group email**
- **Bookmark the public page** for your group/event
- **Bookmark the admin page** for your group/event
- Download the **app**
- Put someone on **check-in duty**

**Contact GivePulse Support for help!**

[support@givepulse.com](mailto:support@givepulse.com)

[support.givepulse.com](https://support.givepulse.com)