Agenda

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

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

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

**Designed to create personal interactions.**

You can use your account as a **group admin**, **event admin**, or **volunteer**.

You can be a member and/or administrator of **several groups**.
Why 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

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

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

Create your own events
outside of Love Your Park
- Create a group

Must do to participate in LYP

Optional
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
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

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

loveyourpark.org/resources

➔ Link LYP Registration
➔ Follow instructions in the GivePulse Guide
After Submitting

- 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.**

- 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

Event - Public View

Walker Square Spring Cleanup

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

About
Help clean up trash, muck 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

Requirements 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 guidelines.
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.

Courses
Environment, Sustainability, Water Conservation

Share With Friends

Register

Add Impact

Event - Admin Dashboard

Walker Square Spring Cleanup | Dashboard

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

Manage Events

Dashboard

Users

Registrations

Impacts

Invites

Notes

Tags

Documents

Audit Log

Unpublish

Cancel

Delete

TOTAL NUMBER OF HOURS

ENGAGEMENT PER MONTH

Bookmark both pages for easy access!
Use the **mobile app** to **check in volunteers** at your event.

Instructions are in the **GivePulse Guide**

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

**Visual instructions** on the next slides!
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!

Switch to Admin
<table>
<thead>
<tr>
<th>Name</th>
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<th>Time</th>
<th>Event</th>
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<td>11/14/20</td>
<td>10:00AM - 12:00PM</td>
<td>Love Your Park Fall Service</td>
<td>B Park</td>
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<td>Barrett Bridenhagen</td>
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<td>Love Your Park Fall Service</td>
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**Swipe left to mark as “No Show” or Undo**
Best Practices

➔ 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

support.givepulse.com