How to Sign In Volunteers Using GivePulse

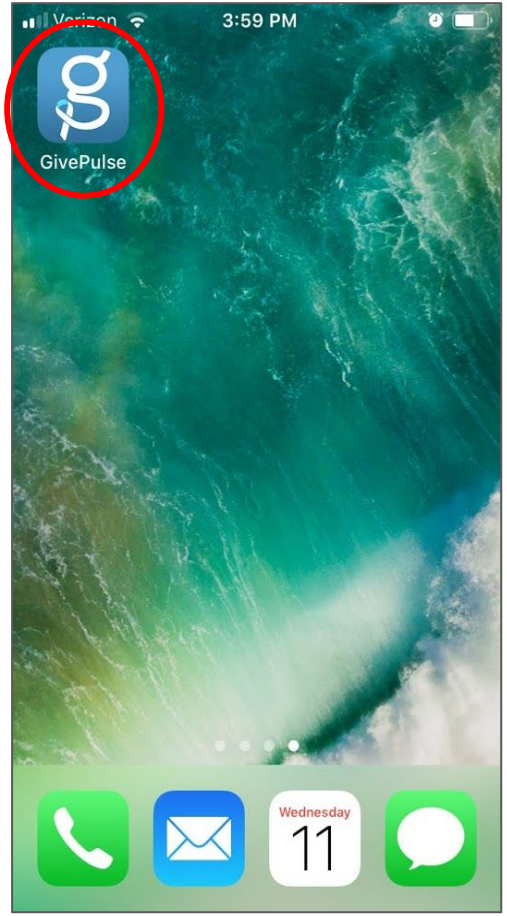
Why should I use GivePulse to sign in volunteers?

- Comply with COVID event limits
- Allow for COVID contact tracing
- Accurate volunteer numbers
- Accurate volunteer hours
- Track volunteer contact information and attendance

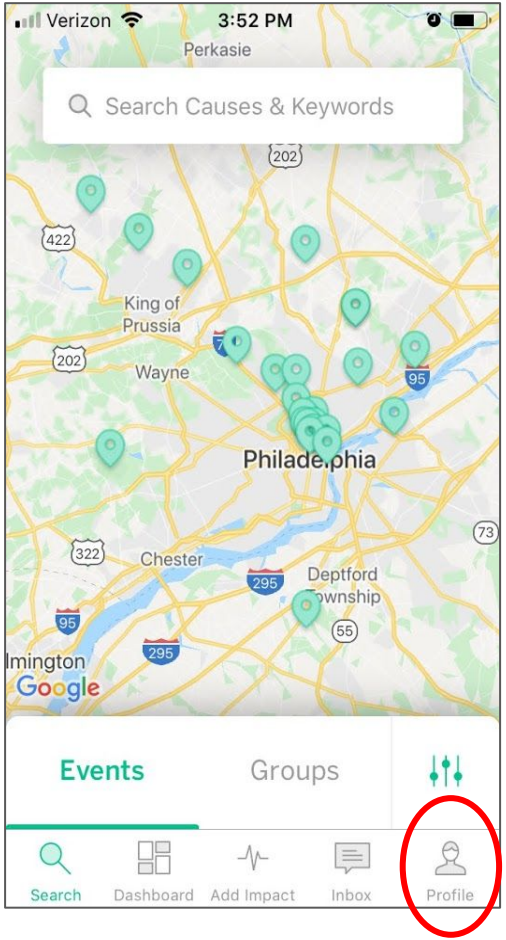
1. **Assign a volunteer check-in person.**
   - Make this decision before your event starts.
   - The person who submitted your event should be the check-in person, or should plan to sign in to their account on the check-in person's phone.
   - You can also use paper sign-in sheets and check people in to GivePulse later. Refer to the **GivePulse Guide** for instructions.

2. The check-in person should **download the GivePulse app** on their phone before the event starts.

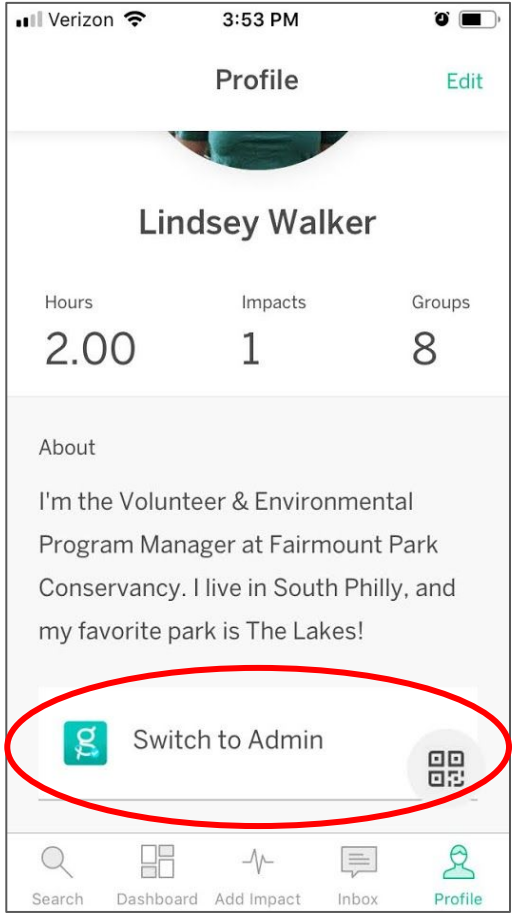
Open GivePulse app



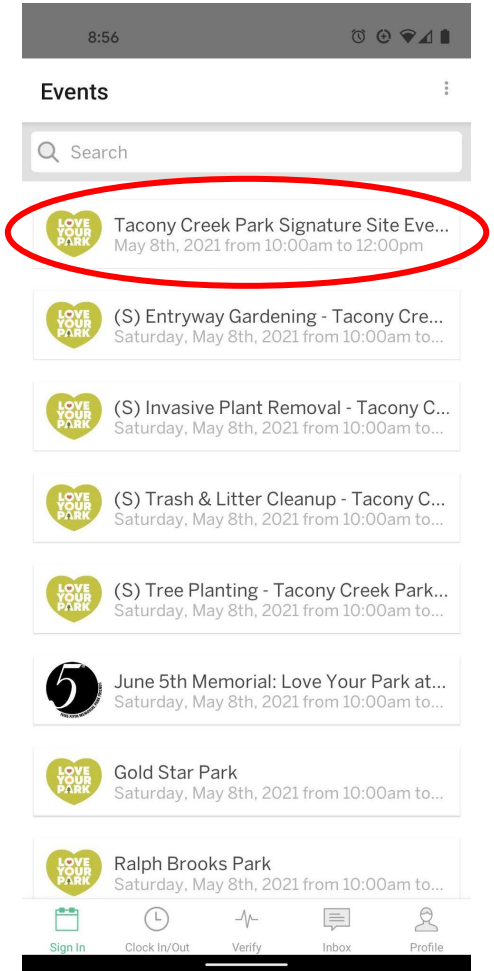
Tap Profile



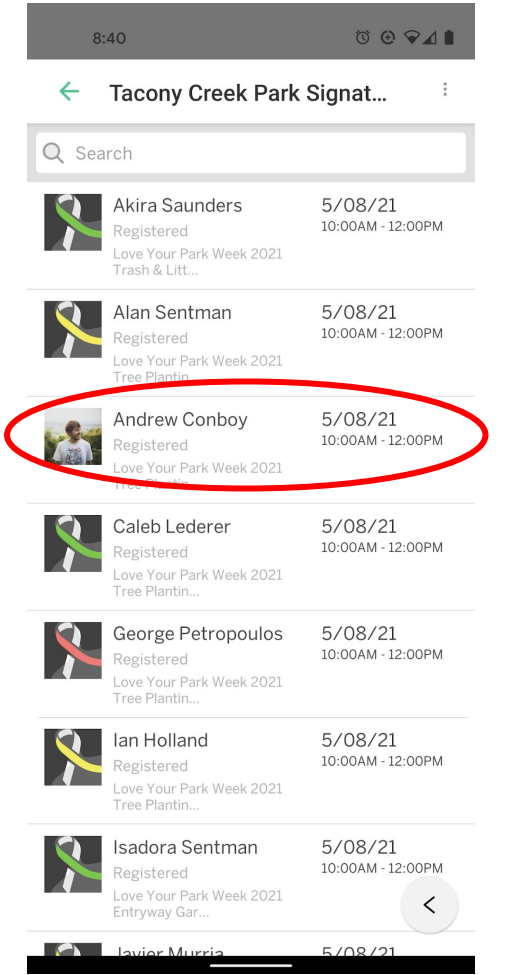
Tap Switch to Admin



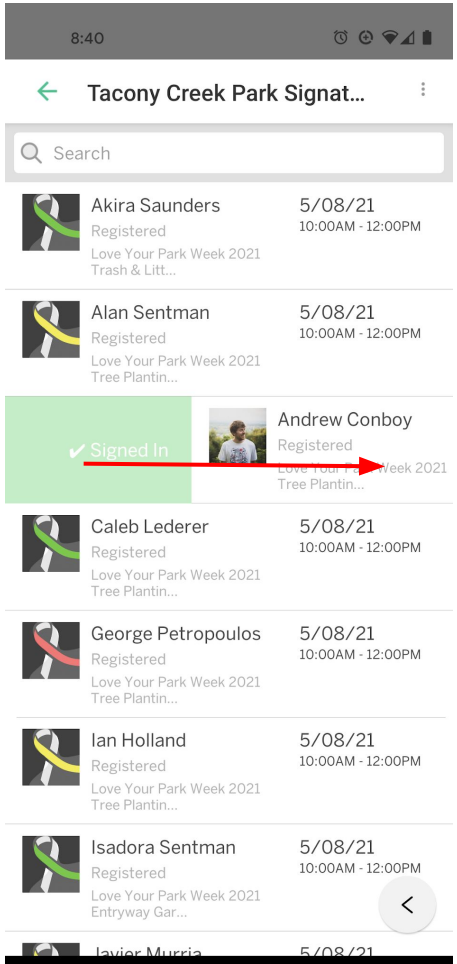
Tap on your event



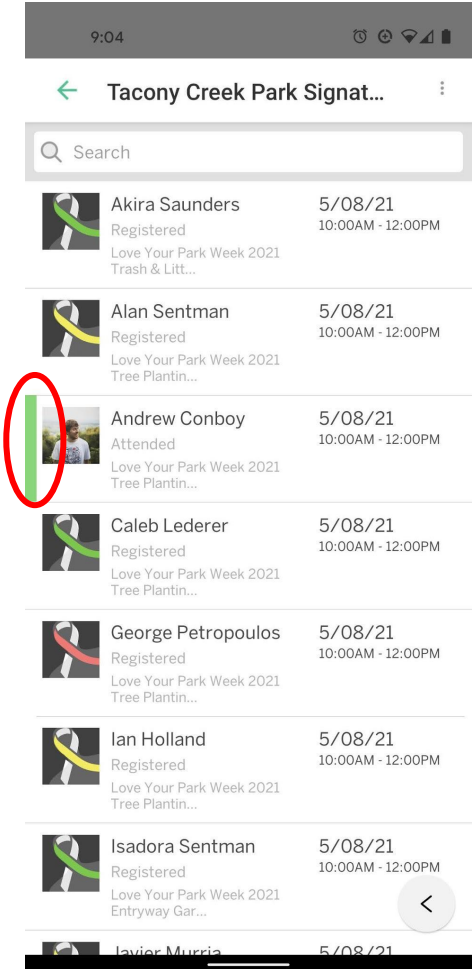
Find the attendee's name



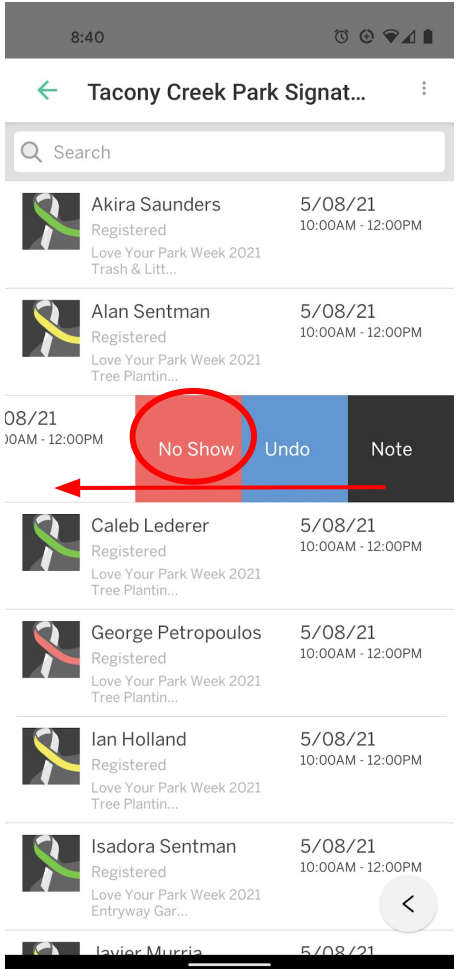
Swipe right to sign in



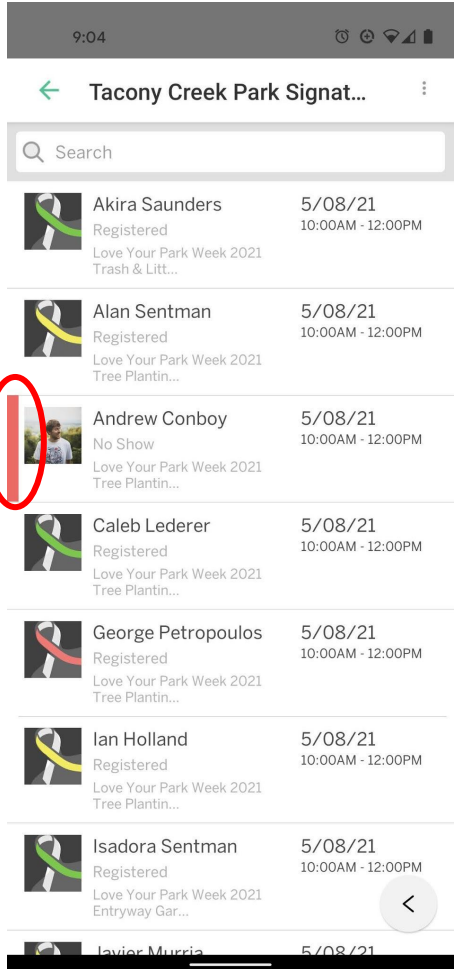
Green bar = signed in



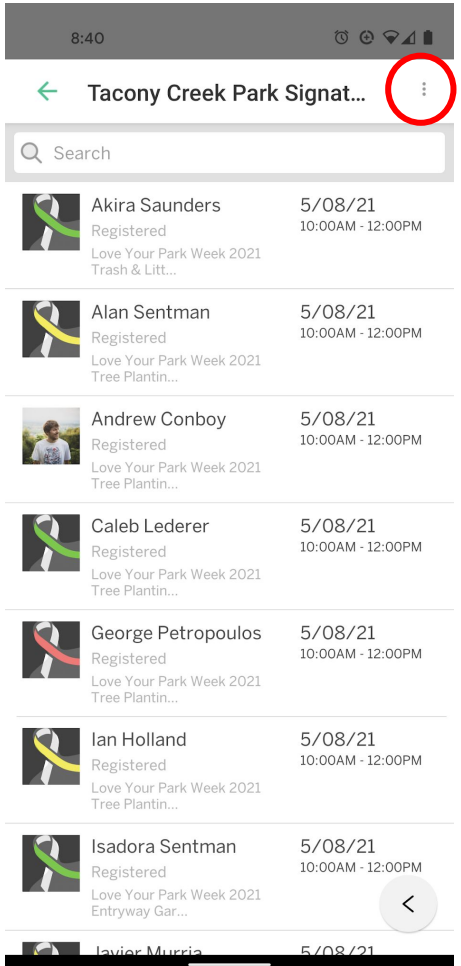
Swipe left to mark as a "No Show" or to Undo



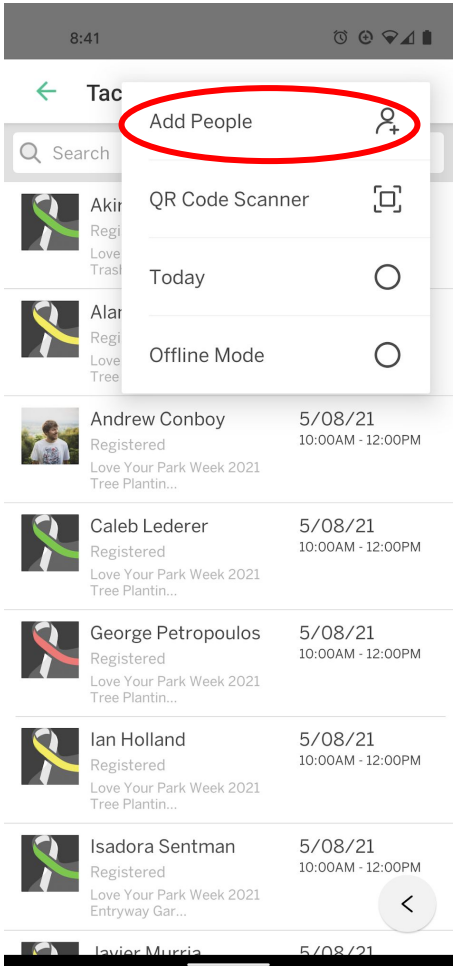
Red bar = no show



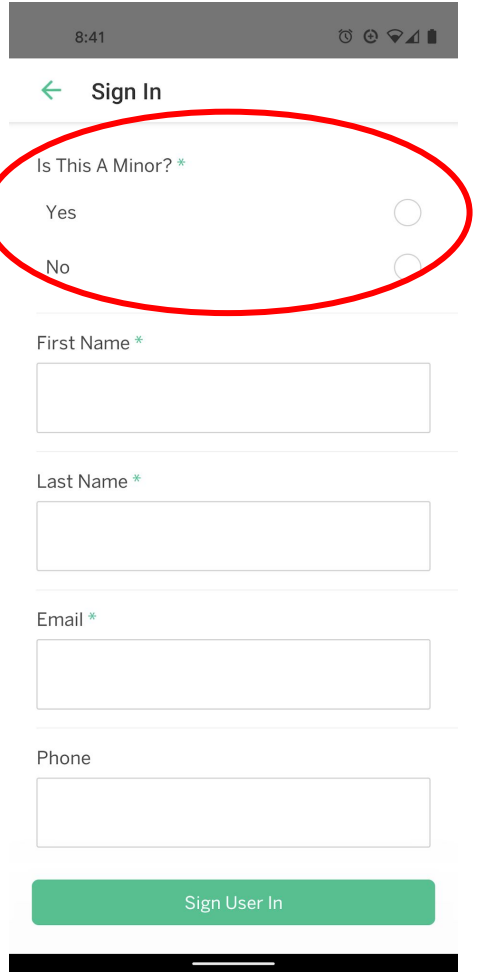
To add a walk-in, tap three dots



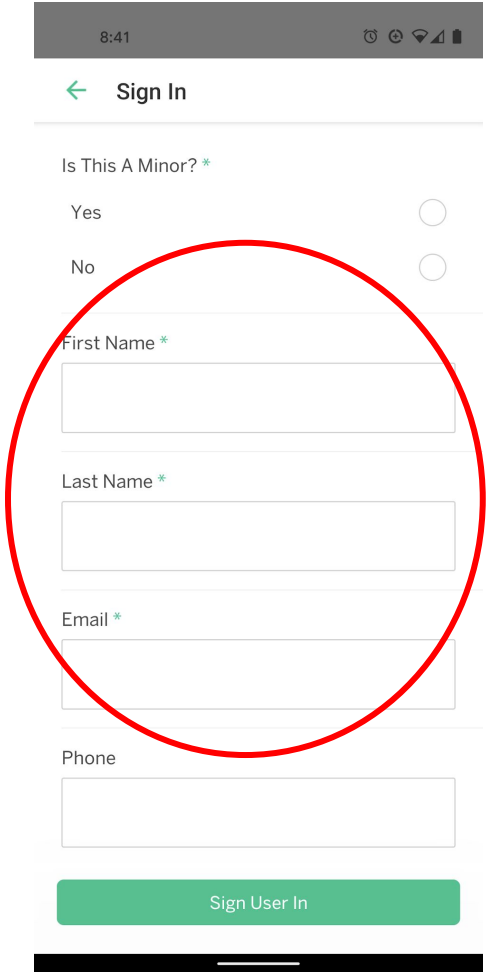
Tap Add People



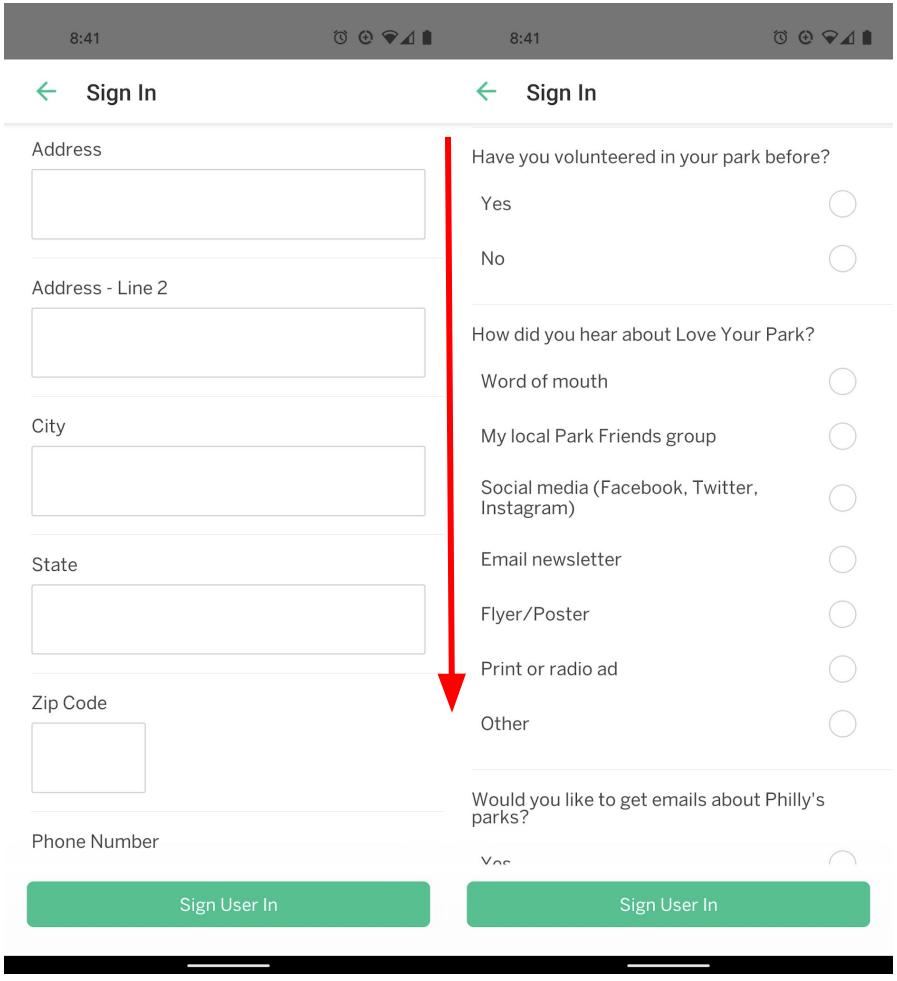
Select "Yes" for a minor or "No" for an adult



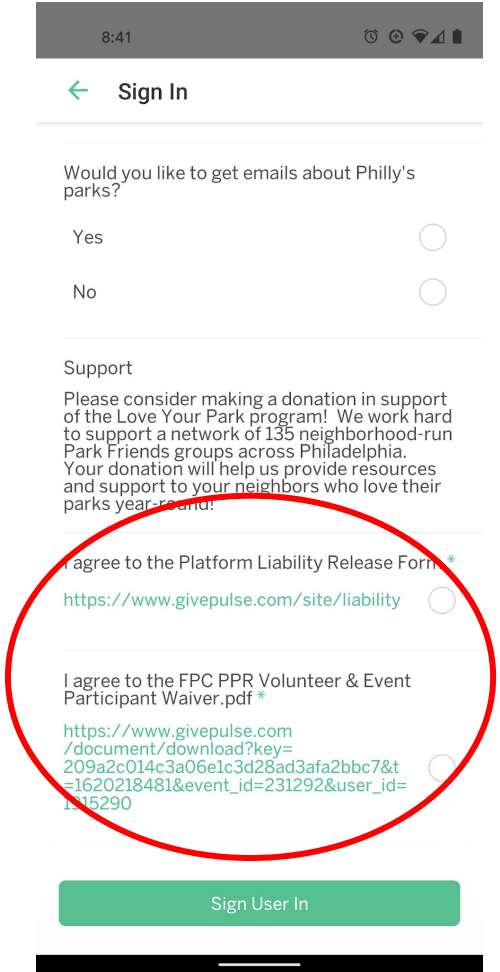
Enter their name & email address



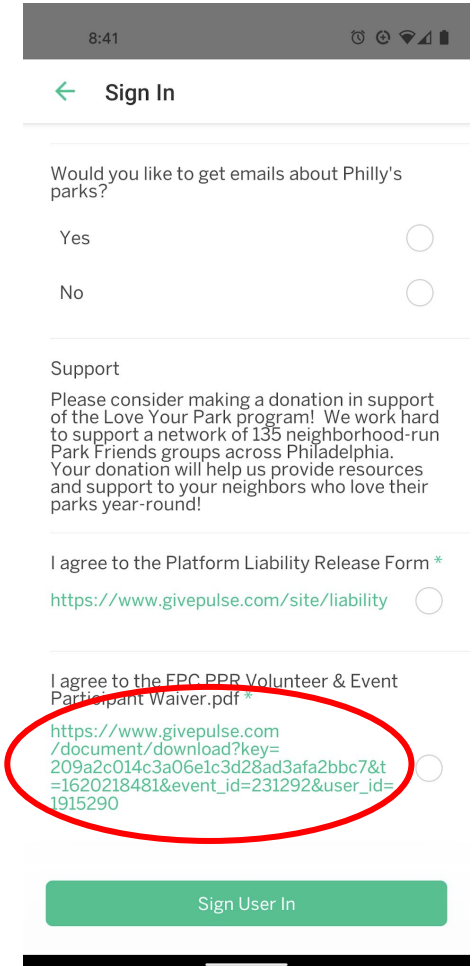
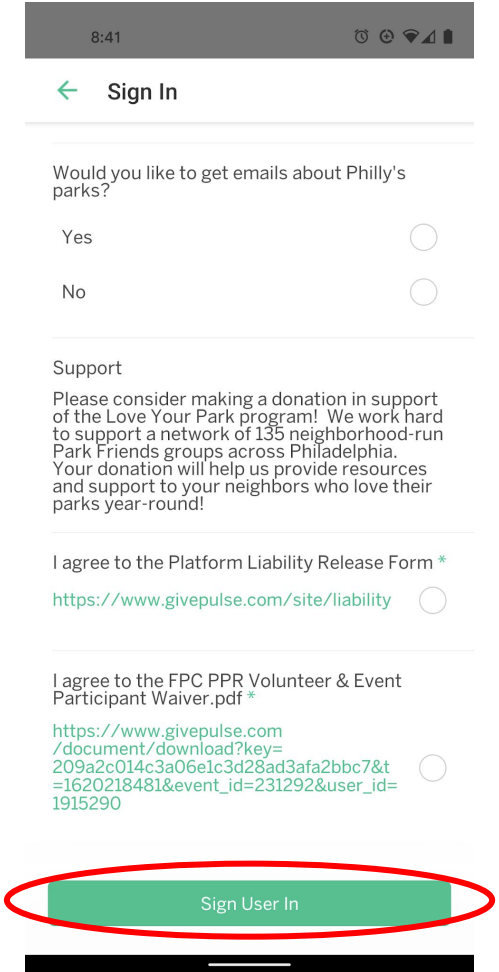
This info is optional - you can skip it. Scroll down.



Ask if they agree to the volunteer waivers.



If they want to see the waivers, tap the green links.



Tap Sign User In