Love Your Park Fall Service Day 2021
Park Friends Registration Guide

Park Friends Registration Form

You must have a GivePulse account to submit an event. If you do not have an account, you can easily create one using your Google or Facebook credentials, or by simply signing up with your email address.

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

Virtual/Remote Opportunity
Leave this set to No.

Shifts
You can leave this set to No Shifts. If you would like to set up multiple shifts (e.g. 10am-12pm, 12pm-2pm), you are welcome to do so!

When
Select a start and end time. We recommend keeping volunteer events to three hours or less. We think two hours is the sweet spot!

Participants Needed
While there is no cap on how many volunteers can register to an event, we strongly recommend Friends groups keep their volunteer registration cap at 25 in order to keep a safe and socially distanced environment. Keep in mind that 'participants needed' is the total number of participants for your event, including yourself and your fellow Park Friends group members. Every participant (including you!) must pre-register.

Privacy Level
Please leave this set to "Public."

Start Address
Enter the address of your park.

Address Notes
Please specify where in the park volunteers should meet, especially if you have a larger park.

End Address
Please leave this blank.

Description
Use this space to "sell" your event to potential volunteers! Share anything and everything you want potential volunteers to know, like what projects you'll be tackling, if they need to bring anything special, if refreshments will be provided, etc.

Requested Information
Starting with Park name, the rest of the form should be self-explanatory! If you have any questions at all, please don't hesitate to contact Lindsey Walker at lwalker@myphillypark.org or Edelweiss Cardenas ecardenas@myphillypark.org , or the stewardship coordinator for your group.

Response to COVID-19
Please select "No."

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

> **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).

> **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. Otherwise, leave this set to Age Limit.

>> 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.

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 so it is live on the Love Your Park Fall Service Day GivePulse page. Volunteer registration for all events will open until October 13.

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!