THE COMMUNITY ENGAGEMENT PLATFORM
ANALYZING COLLECTIVE IMPACT

- VOLUNTEER MANAGEMENT & MATCHING PORTAL
- DATABASE TO TRACK ALL COMMUNITY ENGAGEMENT ACTIVITY
- ASSESSMENT TOOLS TO GAUGE IMPACT
CREATE ACCOUNT OR LOG IN

SIGN UP IF YOU NEED TO CREATE AN ACCOUNT OR LOG IN IF YOU ALREADY HAVE AN ACCOUNT

LOGIN IF YOU HAVE AN ACCOUNT ALREADY
PERSONAL DASHBOARD AND NAVIGATION

Welcome to your dashboard!
You can browse the events and opportunities in progress, keep track of your community participation activities and help the causes and initiatives that interest you most.

- Search, register and attend events and opportunities in progress.
- Track your impact and service hours
- Invite your friends

As a coordinator or group leader, you can start a community, list and manage your events and opportunities, recruit volunteers for your cause and much more..

- Create a group, class, community or movement now!

Keep track of your activity on the site

Quick access to manage functions

Link to dashboard and account info
MANAGE A GROUP

ADMIN NAVIGATION

SWITCH GROUPS

KEY FUNCTIONALITY PER GROUP

NOTE: YOUR ADMIN MUST SET YOU UP WITH PRIVILEGES

NOTE: YOUR ADMIN ABILITIES APPLY TO YOUR HIERARCHY AS SHOWN IN PREVIOUS SLIDE
DESCRIPTION FOR GROUP PAGE

Please include the following information in your Group Page “About” Section (Edit in the “Edit Group” page)

• What do volunteers DO?
• Minimum Time
  • Weekly service minimum? (is one hour per week enough?)
  • Minimum commitment (is a 15-week semester enough?)
• Schedule for Service Opportunities
  e.g. after school programs require availability from 3:30-6pm
  • Is weekend service an option?
• Background Checks: What is required?
• Location
  • Particularly note if metro accessible
  • Also note if remote service or in-person supplemented with remote service is an option

  **IMPORTANT: Make it clear how to get started!**
  • If a student wants to serve with you, what do they do?
    • Register on your website? Register on GWServes? Email you? Apply?
MANAGE USERS

• Assign roles to specific users (administrator, check-in attendant, etc.)

• Send messages to individuals or groups
  • people who have joined your group (members)
  • people who have reported impacts (participants)

• Our recommendations for “Configure Layout”
  • User, User Roles, Total Hours, Last Impact, Date Joined, Email, First Impact, Total Impacts
  • Remember to scroll to the bottom to save the Configure Layout
# MANAGE USERS

- **Update Impact Tallies with the Date Filters**
- **Change what columns to see**
- **Exporting, adding etc.**
- **Click here for a video**

**NOTE:** Depending on the search and filters applied, the export will relate to what you see.

<table>
<thead>
<tr>
<th>User</th>
<th>Quick Note</th>
<th>User Research Areas</th>
<th># Impacts</th>
<th>Gender</th>
<th>T-Shirt Size</th>
<th>Total Hours</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron</td>
<td>Rockstar, coordinator</td>
<td></td>
<td>1</td>
<td>male</td>
<td>1.00</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>Johnson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abigail</td>
<td>Click to add Notes</td>
<td></td>
<td>0</td>
<td>female</td>
<td>Adult S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gutierrez</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adam</td>
<td>Coordinator</td>
<td></td>
<td>1</td>
<td>male</td>
<td>1.00</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Rodriguez</td>
<td></td>
<td></td>
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<tr>
<td>Semien</td>
<td></td>
<td></td>
<td>0</td>
<td>male</td>
<td>1.00</td>
<td>2.00</td>
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<tr>
<td>Adeane</td>
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</tbody>
</table>
MANAGE IMPACTS

- Review reported service (sort by hours or by date of last impact)
- Review details of reported impacts (Action menu)
- Review student comments and reflections
- Verify Impact Reports!
- Our recommendations for “Configure Layout”
  - Name, Start Date, Verifier, Hours Served, Verified, Date Created, Verified Date
  - Remember to scroll to the bottom to save the Configure Layout
WHAT'S AN IMPACT?: ON GIVEPULSE, WE USE THE TERM IMPACTS AS AN UMBRELLA TERM TO DESCRIBE ALL POTENTIAL FORMS OF COMMUNITY ENGAGEMENT.
# EXPORTING AND REPORTING

**Export Using Actions in the Top-Right to Get an Excel Document of What You See On-Screen.**

**Export From the Admin Navigation Tabs to See All Data.**

**Click Here for a Video**

## Export Users

<table>
<thead>
<tr>
<th>User</th>
<th>User Roles</th>
<th>Primary Email</th>
<th>T-Shirt Size</th>
<th>GivePulse Hours</th>
<th>Total Hours</th>
<th>Date of Birth</th>
<th>Group Impacts</th>
<th>Group Hours</th>
<th>Impact</th>
<th>Note</th>
<th>Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex Karev</td>
<td>Member, Participant, Registrant</td>
<td><a href="mailto:karev@sloangrey.com">karev@sloangrey.com</a></td>
<td>Adult L</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>04/27/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amy Elliot-Dunne</td>
<td>Member, Participant, Registrant</td>
<td><a href="mailto:amy@amaze.com">amy@amaze.com</a></td>
<td>Adult S</td>
<td>5.00</td>
<td>5.00</td>
<td>1</td>
<td>1.00</td>
<td>5.00</td>
<td>06/19/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CREATING EVENTS

Why Create an Event (or project) in Givepulse?

• Givepulse facilitates online volunteer registration (including dates and shift times)

• Use Givepulse to check-in registered participants at the event

• Assign different staff members to manage certain projects or events. Making them the point of contact and verifier.

• Report data for certain projects separately.

This option isn’t for everyone. If you already have volunteer registration on your own website, then Just link students to your webpage in your Givepulse page description.
CREATING EVENTS

SELECT FROM THE MANY EVENT TYPES

Name *
A great name is unique and descriptive

Type *
- Volunteer Opportunity
- Single Day
- No Shifts/Timeslots

When *
- Start Date: 06/13/2019
- Start Time: 11:00 am
- End Time: 3:00 pm

Timezone *
(GMT-06:00) Central Time (US & Canada)

Participants Needed *
20
Number of spots available or the maximum number of registrants allowed/needed.

Administrator *
Nicole Bavon
You may choose anyone from your network to be the primary administrator. To search, start typing their name or email address.

Privacy Level *
Public

Start Address
234 Main Way
Austin TX 78701

End Address
-- n/a --

MAKE IT PUBLIC TO THE WORLD, PRIVATE TO SPECIFIC GROUPS, YOUR NETWORK, A PART OF THE NETWORK ETC.,

CLICK THE EVENTS TAB TO REVEAL THE DROPDOWN MENU. CLICK ‘ADD EVENT’ TO CREATE A NEW VOLUNTEER OPPORTUNITY.

CLICK HERE FOR A VIDEO
MANAGE AFFILIATIONS

As a community partner you are able to affiliate with. This is when one group displays all or some of its events on another group's page. Note: you may always remove or de-select specific events and opportunities even when they are approved to display all their events on your group page.

Possible Scenarios

- You are able to choose whether you want your events to be shown on their page or not (and vice versa).

Click on “network” then choose “manage affiliations”.

Click the down tab on the action button to choose to hide their events on your page or your events on their page.
CREATING EVENTS: FOR GW USE

At GW, we are trying to create an easier avenue for students to record where they serve, more accurately. Therefore, we are asking community partners to create 2 events for us in particular to help navigate this more effectively. This is not considered an actual event, but more for the intention of students to record where they served better.

Below are the 2 events we would like you to create:

- GW Course Service Opportunity
- GW Student Org Service Opportunity

You would choose open opportunity as the type of event and have as many as 200 volunteers. The description box can be used to describe what volunteers would be doing. Treat it as you would as your main page description so if you already have a way for volunteers to sign up through your website or socials be sure to put that in the event description as well. Make sure to choose the blue publish button when finished.
QUESTIONS?

Email GivePulse Support

support@givepulse.com

Visit our support site

support.givepulse.com