



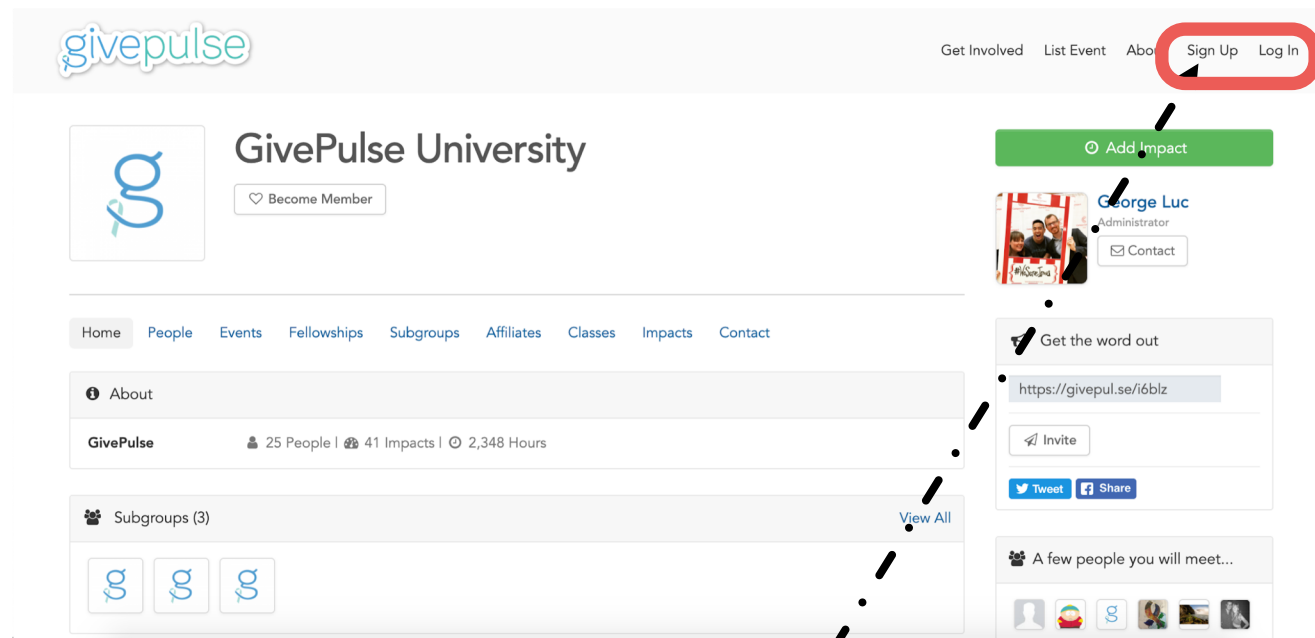
THE COMMUNITY ENGAGEMENT PLATFORM
ANALYZING COLLECTIVE IMPACT

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

The form contains the following elements:

- Buttons for 'Sign up with Facebook', 'Sign up with Google', and 'Single Sign On (SSO)'.
- A separator 'or'.
- Input fields for 'First Name', 'Last Name', 'Zip or Postal Code', 'Email', and 'Password'.
- A checkbox for 'By checking Agree to Terms of Service, you agree to our Terms and that you have read our Data Use Policy.'.
- A reCAPTCHA widget with the text 'I'm not a robot'.
- A green 'Create Account' button.
- A red-bordered box containing the text 'Already a Member? [Log In](#)'.

LOGIN IF YOU
HAVE AN
ACCOUNT
ALREADY

PERSONAL DASHBOARD AND NAVIGATION



Admin Get Involved

Manage 286

My Activity 1

Hi Nicole



QUICK ACCESS TO
MANAGE FUNCTIONS



Nicole Bavon

My Dashboard

IMPACTS HOURS GROUPS
42 114 19

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!

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
11:00 am	8:00 am	8:00 am	8:00 am	5:00 pm		10:00 am
12:00 pm	12:00 pm	12:00 pm	12:00 pm	5:00 pm		11:00 am
2:00 pm	5:00 pm	5:00 pm	5:00 pm			11:00 am
						11:00 am
						12:00 pm
7	8	9	10	11	12	13
	5:00 pm	5:00 pm	5:00 pm	5:00 pm	9:00 am	
						10:00 am
						11:00 am
						11:00 am

\$ Campaigns

KEEP TRACK OF
YOUR ACTIVITY ON
THE SITE

LINK TO
DASHBOARD AND
ACCOUNT INFO

MANAGE A GROUP

ADMIN NAVIGATION

! ↓

SWITCH GROUPS

KEY FUNCTIONALITY PER GROUP

The screenshot shows the GivePulse Users admin dashboard. A red box highlights the left sidebar navigation menu, which includes: Manage, Edit Group, View Public Page, Customize, Users, Events, Impacts (with a red '1' badge), Network, Surveys, Internships, Points, Resources, Payments, and Billing. A dashed arrow points from the 'SWITCH GROUPS' label to the '- Switch -' dropdown menu in the top left. Another dashed arrow points from the 'KEY FUNCTIONALITY PER GROUP' label to the 'Impacts' section in the sidebar. The main content area displays a welcome message, a list of upcoming events (including a webinar on March 29th), and a calendar for March 2019. The right sidebar shows quick stats for Users (1,579), Impacts (91), Hours (741), and Registrations (318), as well as point leaders and recent activity.

GivePulse Users
Manage your group, opportunities and users

GivePulse Users Manage

- Switch -

Manage

Edit Group

View Public Page

Customize

Users

Events

Impacts 1

Network

Surveys

Internships

Points

Resources

Payments

Billing

Alerts

You have 1 impacts to verify.

Improve Your Group

Welcome to your group dashboard! Here is a list of some things to help you get started and make the most of our system. If you haven't already, check out our brief tour to get a lay of the land.

- List your first event
- Set a cover image
- Invite others to join!

1 Upcoming Events

Novice Webinar: GivePulse 101 - The Basics

Many Remaining

Friday, March 29th, 2019 From 11:00am To 12:00pm

Calendar

month week day today March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	1	2
	2:00 pm Advanced Webinar: Surveys!					

Share

<https://givepul.se/r5ch5>

Click to copy the link to your clipboard

Quick Stats

Users	1,579
Impacts	91
Hours	741
Registrations	318

Point Leaders

Points are disabled for this group.
[Enable points here](#)

[Learn More](#)

Recent Activity

Valescia Lee-Collick became a member of GivePulse Users

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

GivePulse.org / Manage / Users

UPDATE IMPACT TALLIES WITH THE DATE FILTERS

EXPORTING, ADDING ETC.,

CHANGE WHAT COLUMNS TO SEE

Actions -

Configure Layout

1 - 20 of 503 People

Switch Group -

- Manage
- Edit Group
- View Public Page
- Customize -

Users 4

- Create User
- Manage Users**
- Manage Memberships
- Membership Requests 4
- Invites
- Message Members
- Message Everyone
- Export Users
- Payments -

Update user numbers by filtering impacts between [] and [] Filter Clear

	User	Quick Note	User Research Areas	# Impacts	Gender	T-Shirt Size	Total Hours	Actions
	Aaron Johnson	r0ckstar, coordinator, best volunteer, campus compact, best tutor, likes bbq, r0ckstar, quick		1			1.00	
	Aaron Leondar	alum, senior		1	male		4.00	
	Abby Alwan	test		0				
	Abel Villarreal	Coach		0	male			
	Abigale Gutierrez	Click to add Notes		0	female	Adult S		
	Adam Rodriguez	coordinator		1			1.00	
	Adam Semien	Click to add Notes		0	male			
	Adeana Revueles	Coach		0	female	Adult M		

SORT, FILTER, SEARCH WITHIN EACH COLUMN OF DATA

ACTIONS APPLY TO EACH RECORD

NOTE: DEPENDING ON THE SEARCH AND FILTERS APPLIED, THE EXPORT WILL RELATE TO WHAT YOU SEE

[CLICK HERE FOR A VIDEO](#)

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

VERIFYING IMPACTS

- Switch -

Manage

Edit Group

View Public Page

Customize

Users

Events

Impacts 10

Add Impact

Manage Impacts 10

Manage Reflections

Heatmap

Cause Distribution

Export Impacts

Export Reflections

You have 10 impacts that need to be verified. To view [click here](#) or sort by verified = pending below

From :
To :

Display all impacts
Filter by Subgroup Memberships

Filter Clear

1 - 10 of 10 Impacts | [Configure Layout](#) | Bulk Actions

<input type="checkbox"/>	Name	Impact Date	Primary Group	Event	Hours Served	Verified	Dollar Amount	Donated Goods	Date Created	Review, Reflection and Feedback	Actions
<input type="checkbox"/>	Alex Karev	04/18/2019 4:05pm	Fido's Food Pantry - South Campus	Sorting Saturdays	0.00	P			04/18/2019 4:05pm	Empty	
<input type="checkbox"/>	Eve Polastri	04/18/2019 1:17pm	Fido's Food Pantry		0.00				04/18/2019 1:17pm	Empty	
<input type="checkbox"/>	Alex Karev	04/18/2019	Fido's	Sorting	0.00				04/18/2019	Empty	

USE THE LINK TO SORT & VIEW PENDING IMPACTS

UPDATE IMPACT FILTERS WITH VARIOUS OPTIONS

USE BULK ACTIONS MENU TO VERIFY MANY IMPACTS

USE ACTIONS MENU TO VERIFY A SINGLE IMPACT

CLICK THE IMPACTS TAB AND SELECT 'MANAGE IMPACTS'.

SORT, FILTER, SEARCH WITHIN EACH COLUMN OF DATA

WHAT'S AN IMPACT?: ON GIVEPULSE, WE USE THE TERM IMPACTS AS AN UMBRELLA TERM TO DESCRIBE ALL POTENTIAL FORMS OF COMMUNITY ENGAGEMENT.

[CLICK HERE FOR A VIDEO](#)

EXPORTING AND REPORTING

Manage

Edit Group

View Public Page

Customize

Users

Add Users

Manage Users

Manage Memberships

Membership Requests

Invites

Message Members

Message Everyone

Export Users

Payments

Users

Impact Data Between 06/01/2019 - 07/08/2019 | Show Everyone | Filter | Clear

1 - 20 of 61 People | Configure

User

User Roles

Primary Email

T-Shirt Size

GivePulse Hours

Total Hours

Date of Birth

Group Impacts

Group Hours

Impact

Note

Tags

Alex Karev

Member, Participant, Registrant

karev@sloangrey.com

Adult L

0.00

0.00

0

0.00

04/27/2019

update

Amy Elliot-Dunne

Member, Participant, Registrant

amy@amaze.com

Adult S

5.00

5.00

1

5.00

06/19/2019

Click to edit

Actions

Add User

Add user from Network

Banned Users

Archived Users

Message Users

Export

EXPORT FROM THE ADMIN NAVIGATION TABS TO SEE ALL DATA

EXPORT USING ACTIONS IN THE TOP-RIGHT TO GET AN EXCEL DOCUMENT OF WHAT YOU SEE ON-SCREEN.

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

- Switch -

Manage

Edit Group

View Public Page

Customize

Users

Events

Add Event

Add Event Template

Manage Events

Manage Templates

Manage Registrations

Manage Shifts

Manage Recurrences

Promoted Events

Shared Events

Export Events

Export Registrations

Export Shifts

Export Recurrences

SELECT FROM THE MANY EVENT TYPES

Name *

A great name is unique and descriptive

Type *

Volunteer Opportunity

Single Day

No Shifts/Timeslots

DECIDE IF YOU WANT TO HAVE A SINGLE DAY, MULTI-DAY, RECURRING, ETC.,

APPLY SHIFTS TO THE EVENT?

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

Display Full Name

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

Privacy Level

Public

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

Start Address

234 Main Way

Austin TX 78701

Edit

End Address

-- n/a --

Edit

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'S GROUP'S PAGE. NOTE: YOU MAY ALWAYS REMOVE OR DESELECT SPECIFIC EVENTS AND OPPORTUNITIES EVEN WHEN THEY ARE APPROVED TO DISPLAY ALL THEIR EVENTS ON YOUR GROUP PAGE

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

Manage Affiliations | Alpha Phi Omega

George Washington University / Student Organizations

Alpha Phi Omega

- Manage
- Edit Group
- View Public Page
- Customize

Users 14

Events

Giving

Impacts 2

Academia

Network

- Add Subgroup
- Manage Subgroups
- Manage Affiliations**
- Network Visualization
- Export Subgroups
- Export Affiliations

When you affiliate on your Alpha Phi Omega page, you can choose whether or not their events are shown on the bottom of the page.

Affiliates Data Base

Affiliate	Status	Their Events	Our Events	Tags	Actions
--Select--	Not Car				
FRESHFARM FoodPrints	Approved	Displayed - Both Showing Their Events	Hidden - They Hid My Events		<ul style="list-style-type: none"> View Public Page Message Organizer Edit Affiliate Group Manage Affiliate Group Hide My Events Hide Their Events Update Cancel Affiliation Export Our Agreement Export Their Agreement

Possible Scenarios

Four possible scenarios on whether my events are listed on their page

- I want to show my events on their page and they also want to show them
- I want to show mine but they don't want to show mine
- I don't want mine listed but they do
- I don't want mine listed and neither do they

✓ - They are shown
✗ - They are NOT shown

Four possible scenarios on whether their events are listed on my page

- I want to show their events on my page and they also want to show them
- I want to show their events but they don't want to show them
- I don't want their events listed but they do
- I don't want their events listed and neither do they

YOU ARE ABLE TO CHOOSE WHETHER YOU WANT YOUR EVENTS TO BE SHOWN ON THEIR PAGE OR NOT (AND VICE VERSA)

CLICK THE DOWN TAB ON THE ACTION BUTTON TO CHOOSE TO HIDE THEIR EVENTS ON YOUR PAGE OR YOUR EVENTS ON THEIR PAGE

CLICK ON "NETWORK" THEN CHOOSE "MANAGE AFFILIATIONS"

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.

ashington University | Add event or volunteer opportunity

city / Add Event

Name *

GW Course Service Opportunity

A great name is unique and descriptive

Virtual/Remote Opportunity

No

Type *

Volunteer Opportunity

Single Day

Multiday

Recurring Event

Random Dates

✓ Open Opportunity

Shifts/Timeslots

Timezone *

(GMT-05:00) Eastern Time (US & Canada)

Participants Needed *

200

Number of spots available or the maximum number of registrants allowed/needed.

Administrator *

GWServes Support

Display Full Name

Select an admin, event manager, member in your group, or an admin of an affiliate organization.



THE COMMUNITY ENGAGEMENT PLATFORM
ANALYZING COLLECTIVE IMPACT

QUESTIONS?

Email GivePulse Support

support@givepulse.com

Visit our support site

support.givepulse.com