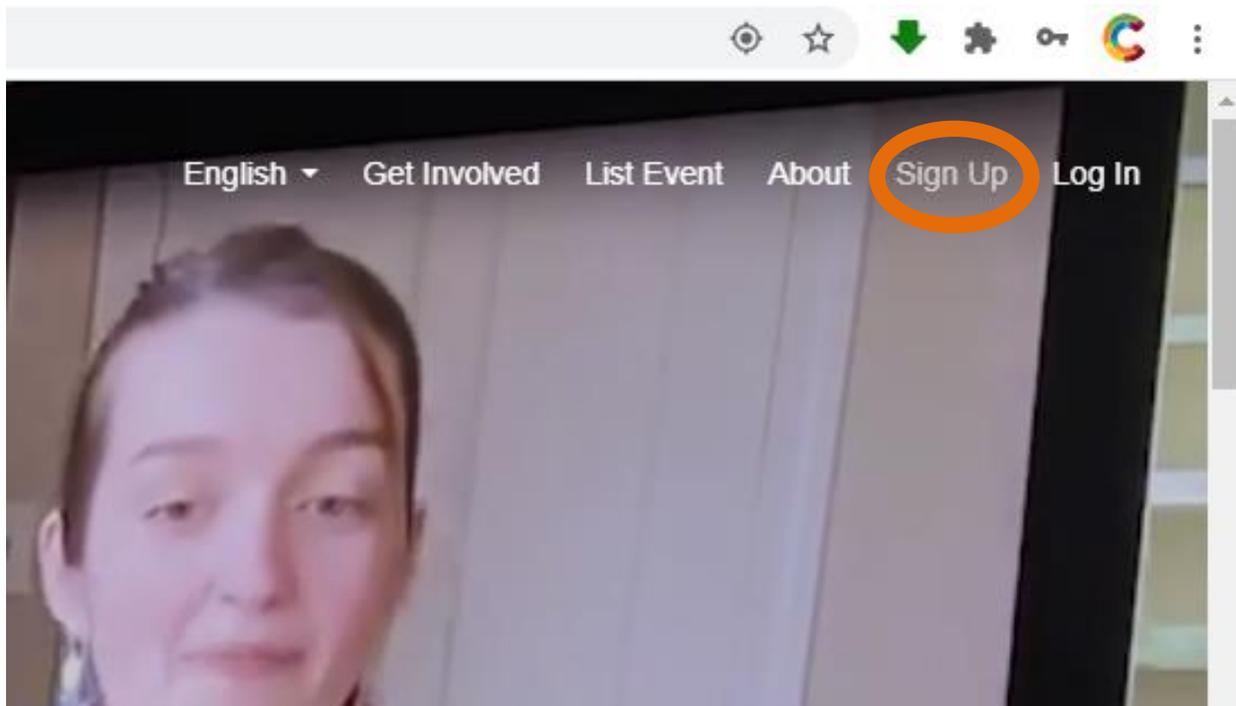
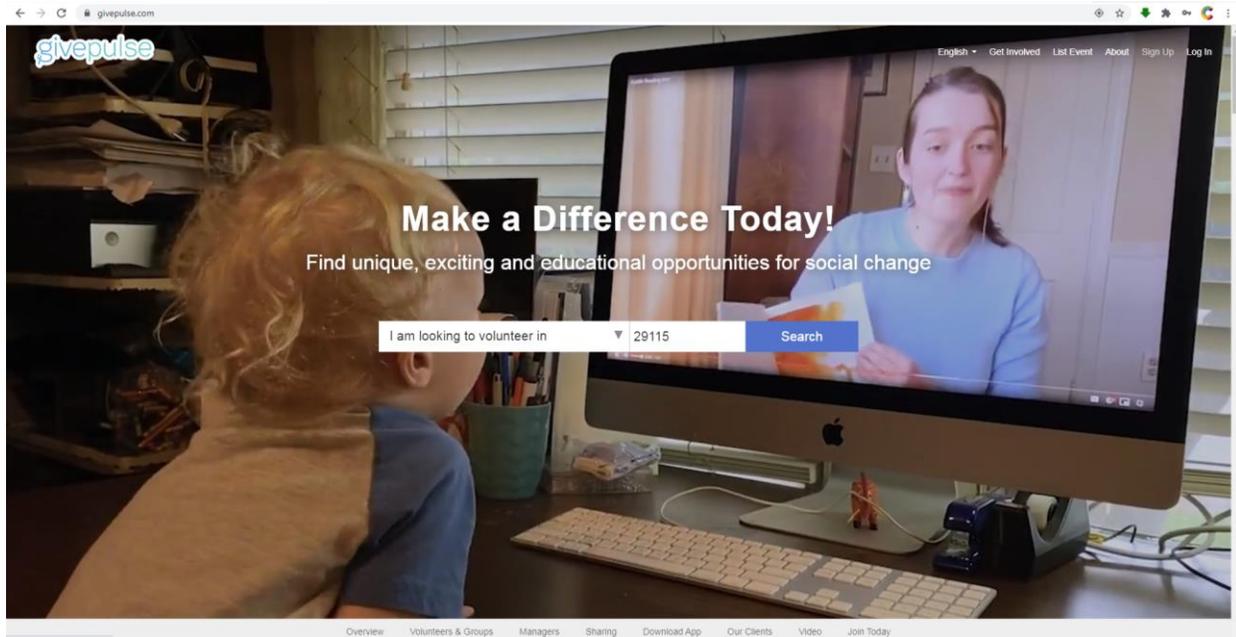


# GivePulse - Instructions

## Sign Up for an account

1. Go to [www.givepulse.com](http://www.givepulse.com) and click sign up.



2. Ensure that you are a member of the existing Claflin University group.
3. If you are not on the “Groups” tab please search “Claflin University” and on the group page click “Become Member”. You will be prompted to enter a verified **claflin.edu** email address to join this group. Upon submission, an email to verify your address will be sent.
4. Once this process is complete, an approval will be pending.

## Adding Impacts/Logging Service Hours and Activities

1. Go to your Dashboard.

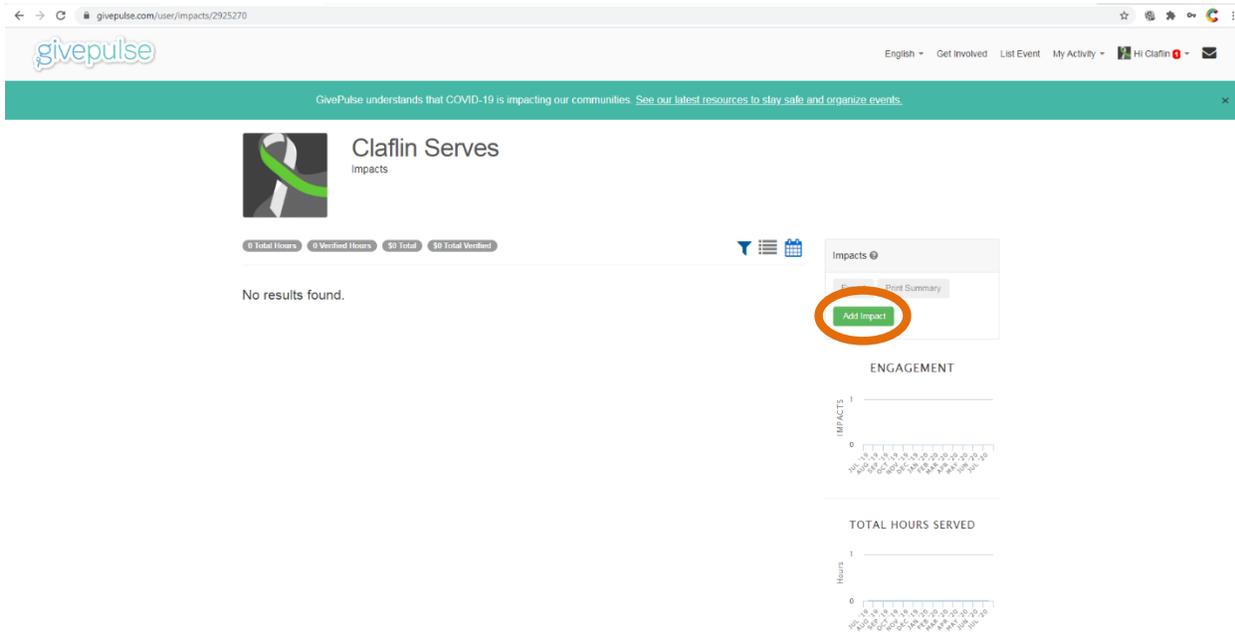
The screenshot shows the GivePulse dashboard for 'Claflin Serves'. At the top, there is a navigation bar with 'English', 'Get Involved', 'List Event', 'My Activity', and a user profile for 'Hi Claflin'. Below the navigation bar is a teal banner with the text 'GivePulse understands that COVID-19 is impacting our communities. See our latest resources to stay safe and organize events.' The main content area is titled 'Welcome to your dashboard!' and includes a list of actions: 'Search, register and attend events and opportunities in progress', 'Track your impacts and service hours', and 'Invite your friends'. Below this is a 'Registrations' section with 'Upcoming Events' and a 'My Memberships' section with 'Groups'. On the right side, there are three charts: 'ENGAGEMENT PER MONTH', 'NUMBER OF HOURS PER MONTH', and 'TOTAL NUMBER OF HOURS'.

2. In the upper right hand corner, there will be a “My Activity” menu with drop down options. In the drop down menu, select “Impacts”

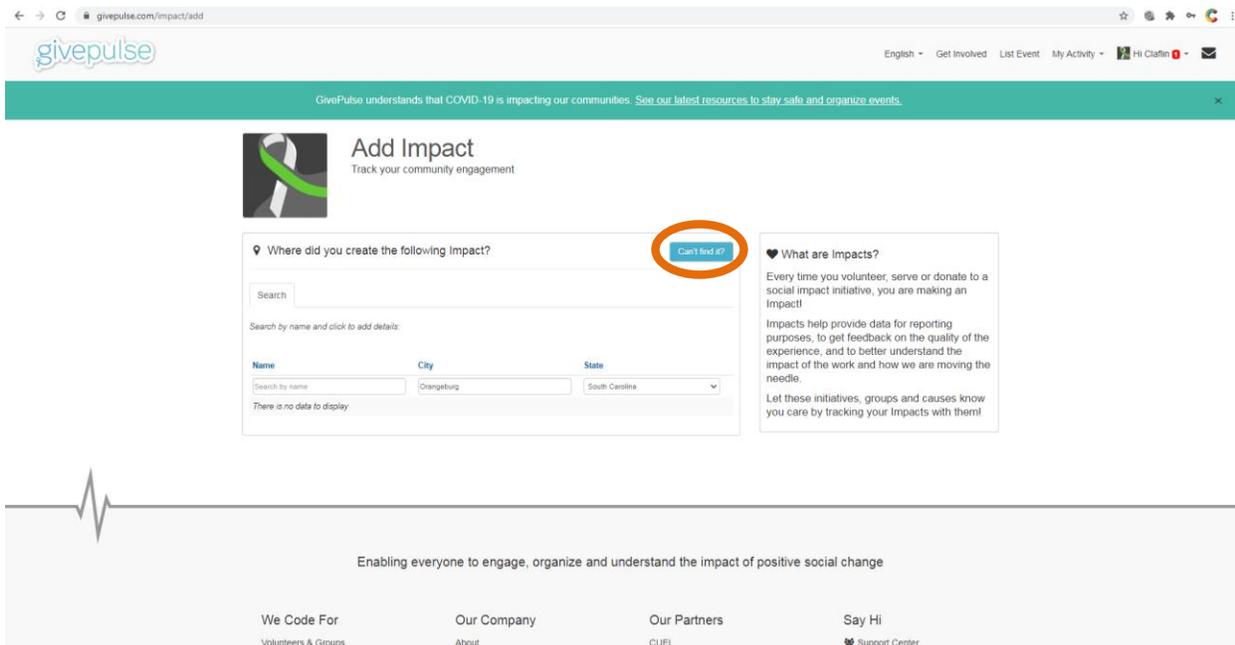
This is a close-up of the 'My Activity' dropdown menu. The menu is open, showing the following options: 'Groups', 'Impacts', 'Registrations', 'Donations', 'Purchases', and 'Insights'. The 'Impacts' option is circled in red, indicating it is the selected option.

MENT PER MONTH

3. On the “Impacts” page, click the green “Add Impacts” button.



4. You will manually enter all impacts! On this page you will click the blue “Can’t Find It” button.



5. On this page you will be required to enter information into **ALL** fields.

**YOU ARE REQUIRED TO:**

- Select the impact type from the drop down menu.
- Rate and include a three-sentence minimum reflection.
- Attach screenshots after your activities are complete. If you do not, your hours are subject to denial and no re-entry.
  - Please note that cumulative entries will be denied. Impact entries should be for each time an activity is completed.
- Keep impacts set to public for approval.

6. Click submit for approval.

The screenshot shows the 'Add Impact' form on the GivePulse website. The form is titled 'Add Impact' and 'Track your community engagement'. It includes several sections:

- Where did you create the following impact?**: A text input field with a placeholder 'Is the place where you volunteered not listed? Let us know more about the group or organization:'. There are 'Add Timesheet' and 'Search Groups' buttons.
- Verification**: Fields for 'Verifier's Name', 'Verifier's Email', and 'Verifier's Phone'. A note below states: 'In order to verify this, please provide the name, email and phone number of the event organizer or of the person that can confirm you were there.'
- Date**: Fields for 'Start Date' (07/01/2020) and 'End Date' (07/01/2020). There are '+ Time' and '- Date' buttons.
- Impact Type & Measurement**: A dropdown menu for 'Time' and an input field for 'Hours'.
- About Your Experience**: A rating section with a star icon and five stars. Below it is a text area for 'Review, Reflection and Feedback'. There is also a 'Personal Notes' field with a note: 'Personal notes are private and only viewable by you.' Below that is an 'Attachments' section with a note: '(File types: .jpg, .jpeg, .png, .gif, .ppt, .odt, .xls, .xlsx, .csv, .rtf, .pdf, .bit, .doc, .docx, .zip)' and an 'Add Attachment' button.
- Sharing and Privacy Settings**: A 'Public/Private' toggle with 'Public' selected. A note below states: 'Private impacts are only visible to you and the groups you share with.'

At the bottom of the form is a green 'Add Impact' button.