



givepulse

The Basics

HOSTED BY: THE MAYS CENTER

CIVIC ENGAGEMENT COORDINATOR, CHRISTINA GUERRA

What is Givepulse?

- ▶ “GivePulse is a community of volunteers, professionals, civic leaders and service learning students. We pride ourselves in making exploration, reflection, and collaboration become catalysts for social impact. GivePulse enables you to capture how you make an impact in the community.”

-<https://www.givepulse.com/>



Local Universities Currently on Givepulse



TEXAS A&M UNIVERSITY
SAN ANTONIO



TRINITY
UNIVERSITY



ST. MARY'S UNIVERSITY



The Givepulse Audience



10,232 users in the A&M-SA community!

What does it cost?

- Basic access to Givepulse is completely FREE
- Posting events, collecting volunteer data, affiliating with universities, and promoting your page is included with basic access

Simple and affordable pricing
Upgrade as your organization and requirements grow.

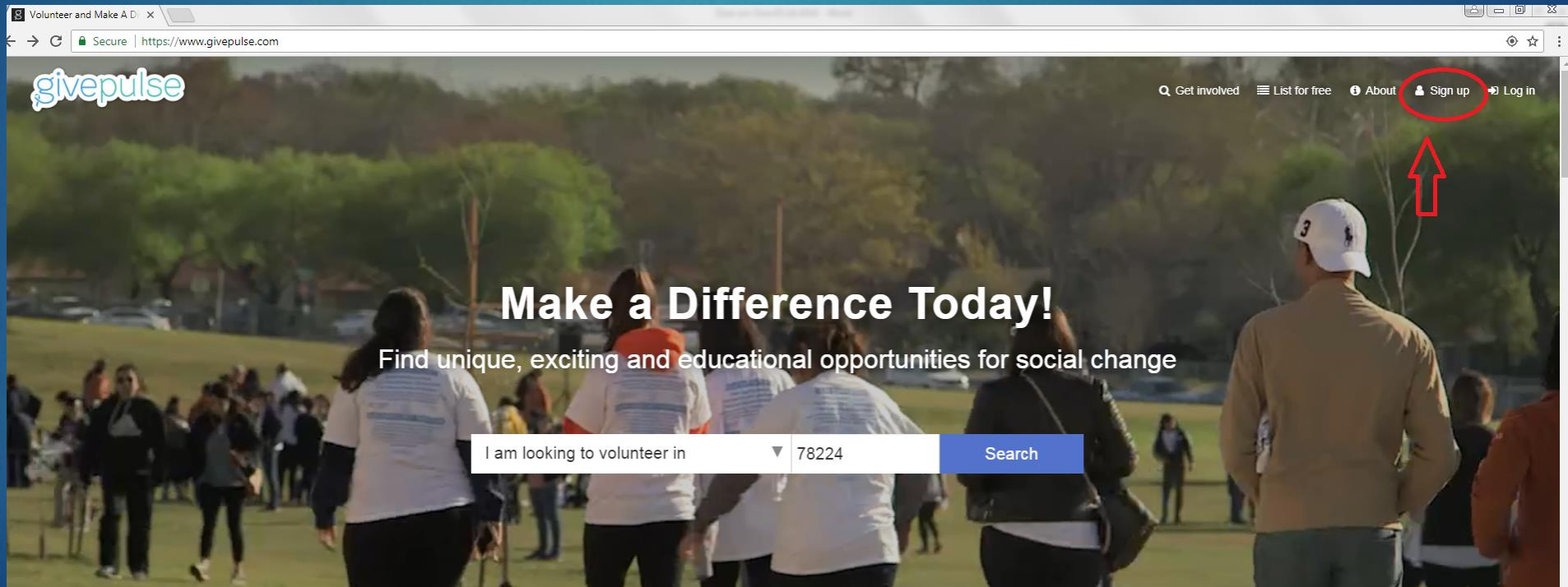
Non-Profits & Events Higher Education Enterprise

Silver	Gold	Platinum
\$8 /month	\$87 /month	\$138 /month
<ul style="list-style-type: none">- 2 Admins- 2 Subgroups- Unlimited Volunteers- All Core Features- Surveys- Private Events- Custom Greeting Messages- Internships	<ul style="list-style-type: none">- 10 Admins- 10 Subgroups- Unlimited Volunteers- All Core Features- Surveys- Private Events- Custom Greeting Messages- Internships- Event Submissions- Administrative Fields- Onboarding- API	<ul style="list-style-type: none">- Unlimited Admins- 25 Subgroups- Unlimited Volunteers- All Core Features- Surveys- Private Events- Custom Greeting Messages- Internships- Event Submissions- Administrative Fields- Onboarding- API- SSO- Whitelabelling- Email Templates- Custom Subdomain- Prioritized Support- Custom Integrations #
Get Started	Get Started	Get Started

Example of extended plans (what the universities have purchased).

How do I get started?

- ▶ Step 1: Visit <https://www.givepulse.com/>
- ▶ Step 2: Click on “Sign up” in upper right hand corner



What Your Initial Page Should Look Like:

Dashboard Get Involved List for free Hi Jane

Jane Doe @ San Antonio, TX
My Dashboard

Dashboard Account Groups Events Impacts Add impact

Welcome to your dashboard!

As a volunteer or service learning student you can discover new events and ongoing opportunities, track your impact and service hours and help the causes you care most about.

- Search for events and ongoing opportunities
- Track your impact and service hours
- Invite your friends

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

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

My Registrations

Create Organization Page

Upcoming Events

You have not registered for any upcoming events. Find one now!

My Memberships

Groups Events I Manage

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Key: Registered Manage

Access Profile

Creating a Personal Profile:

Jane Doe
@ San Antonio, TX

HOURS: 0.00 | IMPACTS: 0 | GROUPS: 1

About

Causes

Skills

Groups

Group Locations

Impacts
No impacts yet...

This screenshot shows a brand new profile for Jane Doe. The profile is mostly empty, with only a few basic statistics and sections visible. The 'Hours' section shows 0.00, 'Impacts' shows 0, and 'Groups' shows 1. The 'About' section is empty, and the 'Causes' and 'Skills' sections are also empty. The 'Groups' section shows a single group icon. The 'Group Locations' section shows a map of San Antonio, TX. The 'Impacts' section shows 'No impacts yet...'.

Christina Guerra
@ San Antonio, TX

HOURS: 55.25 | IMPACTS: 8 | GROUPS: 21

About

Causes
Advocacy & Human Rights | Animals | Children & Youth | Community | Education | Hunger | Immigrants & Refugees | Justice & Legal | LGBT | Poverty & Basic Needs | Race & Ethnicity | Veterans & Military Families | Victims' Services | Women

Skills
Animal Services | Brand Strategy | Care Taker | Clothing Drives | Communications | Driving | Event Planning | Food Distribution | Food Drives | Food Preparation | Fundraising | Help w/Animals | Help w/People | Learning/Education | Office Work | Pet Sitting | Pet Walking | Public Relations | Race Registration | Race Waterstops | Retail | Social Media | Soup Kitchens | Teaching | Writing

GivePulse Stats

NUMBER OF IMPACTS PER MONTH

Month	Impacts
MAY '17	0
JUN '17	0
JUL '17	0
AUG '17	0
SEP '17	1
OCT '17	2
NOV '17	2.5
DEC '17	2
JAN '18	0
FEB '18	0
MAR '18	1
APR '18	0
MAY '18	1

NUMBER OF HOURS PER MONTH

Groups

Group Locations

This screenshot shows a 'Lived In' profile for Christina Guerra. The profile is fully populated with a profile picture, a bio, and various statistics. The 'Hours' section shows 55.25, 'Impacts' shows 8, and 'Groups' shows 21. The 'About' section is empty, and the 'Causes' section shows a list of causes. The 'Skills' section shows a list of skills. The 'GivePulse Stats' section shows a bar chart of impacts per month and a line chart of hours per month. The 'Groups' section shows a grid of group icons. The 'Group Locations' section shows a map of Austin, TX.

What a brand new profile looks like.

“Lived In” Profile.

Creating a Group

- ▶ Within the Givepulse system, organizations (nonprofits, schools, etc.) are called “Groups”, and partners are called “Affiliates”
- ▶ Under the free version of Givepulse, you will want to use your personal dashboard to create a “Group” page for your organization
- ▶ This function at the bottom of the yellow welcome box on your dashboard

Jane Doe @ San Antonio, TX
My Dashboard

Dashboard Account Groups Events Impacts

Welcome to your dashboard!

As a volunteer or service learning student you can discover new events and ongoing opportunities, track your impact and service hours and help the causes you care most about.

- Search for events and ongoing opportunities
- Track your impact and service hours
- Invite your friends

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

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

My Registrations

Upcoming Events

You have not registered for any upcoming events. Find one now!

My Memberships

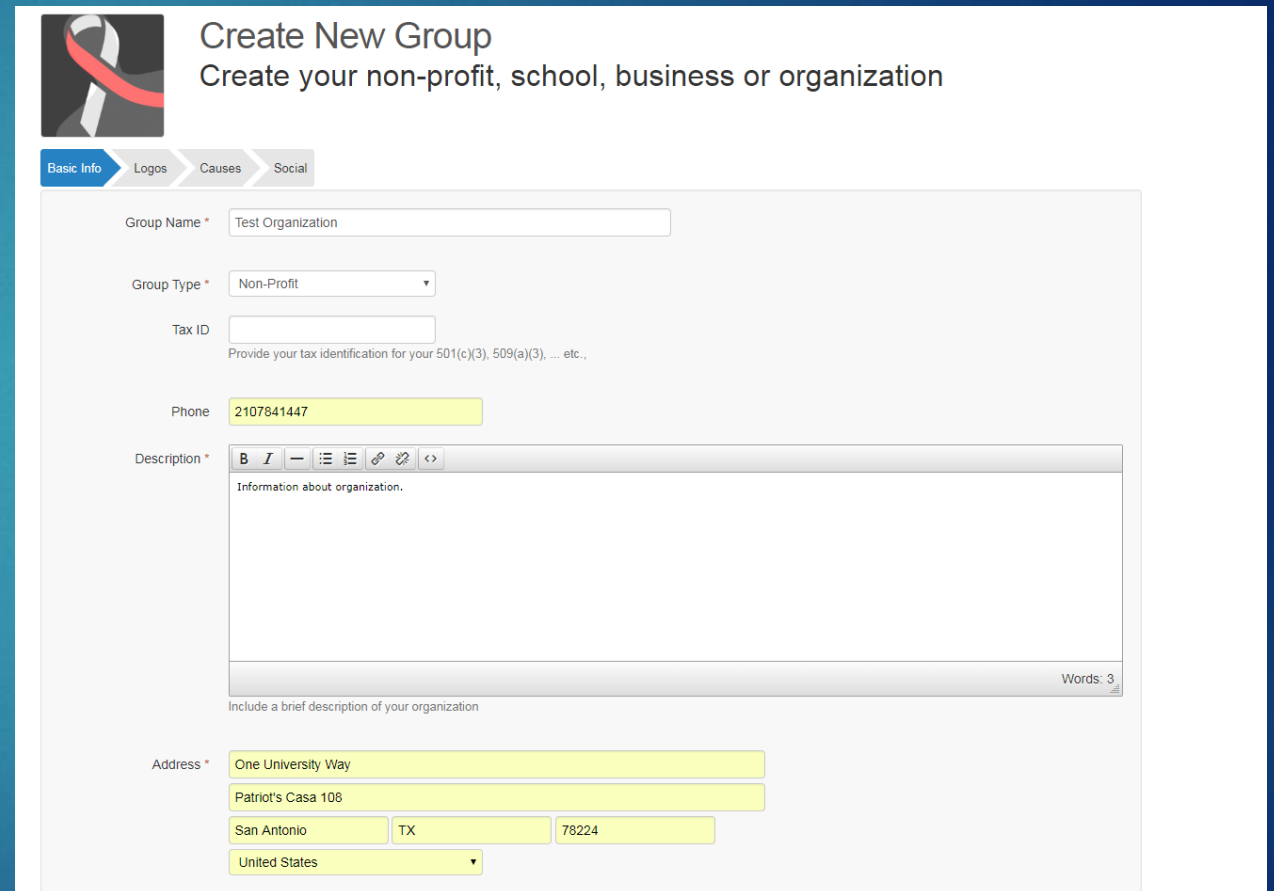
May 2013

Sun	Mon	Tue	Wed
29	30	1	
6	7	8	
13	14	15	1
20	21	22	2
27	28	29	3
3	4	5	

Key: Registered Manage

Creating a Group Cont.:

- ▶ Clicking this link will lead you to the page to your right
- ▶ You will be prompted through multiple pages to provide info about your organization
- ▶ Please provide as much information as possible. Since volunteers often search for specific causes, you will want to make sure key values and opportunities are present so you appear in queries



The screenshot shows a web form titled "Create New Group" with the subtitle "Create your non-profit, school, business or organization". The form is divided into sections: "Basic Info", "Logos", "Causes", and "Social". The "Basic Info" section is active and contains the following fields:

- Group Name ***: Text input field containing "Test Organization".
- Group Type ***: Dropdown menu set to "Non-Profit".
- Tax ID**: Text input field, currently empty. Below it is a note: "Provide your tax identification for your 501(c)(3), 509(a)(3), ... etc..".
- Phone**: Text input field containing "2107841447".
- Description ***: Rich text editor with a toolbar (bold, italic, underline, list, link, unlink, code) and a text area containing "Information about organization.". A word count "Words: 3" is visible at the bottom right of the text area. Below the text area is a prompt: "Include a brief description of your organization".
- Address ***: A series of text input fields for the address:
 - Line 1: "One University Way"
 - Line 2: "Patriot's Casa 108"
 - City: "San Antonio", State: "TX", ZIP: "78224"
 - Country: "United States" (dropdown menu)

Congratulations!

- ▶ Congrats! You have now created your organization's Givepulse page
- ▶ Because it was created under your account, you are the sole administrator
- ▶ You can start out your journey by inviting your loyal volunteers to join your page

The screenshot shows the 'Test Organization' dashboard in Givepulse. At the top, a yellow banner reads 'Congratulations! Your group has been created successfully!'. Below this, the organization name 'Test Organization' is displayed with a sub-header 'Manage your group, opportunities and users'. A navigation bar includes 'View Tour' and 'Support Center' buttons. A green notification box states: 'You are currently using a limited version of the platform. Upgrade for additional administrators, subgroups, surveys, private events, label customization, and more!'. The main content area is divided into several sections: 'Manage' (with options like Edit Group, View Public Page, Customize, Users, Events, Impacts, Network, Surveys, Internships, Points, Resources, Payments, Billing), 'Improve Your Group' (with a list of tasks: List your first event, Onboard users, Set a cover image, and 'Invite others to join' which is circled in red), 'Share' (with a link to 'https://givepul.se/1ofru'), 'Donations' (with a note about enabling donations), '(point) Leaders' (with a note about disabling points), and 'Recent Activity' (with a notification: 'You became a member of Test Organization'). At the bottom, there is a calendar for May 2018.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Inviting Large Groups to Join:

- ▶ Clicking the invite link will lead you to the page on the right
- ▶ You may invite large groups of individuals at once using their personal email addresses
- ▶ Clicking the green button adds more invite lines

Test Organization

Test Organization / Manage / Invites / Send Invites?

You are currently using a limited version of the platform. Upgrade for additional administrators, subgroups, surveys, private events, label customization, and more!

Manage
Edit Group
View Public Page
Customize

Users
Events
Impacts
Network

Surveys
Internships
Points
Resources

Payments
Billing

Email
Excel (csv)

Email

Enter the name and e-mails of individuals you want to invite:

Name	Email *	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	Remove
<input type="text"/>	<input type="text"/>	Remove
<input type="text"/>	<input type="text"/>	Remove

+ Invite More (Add Row)

Message

Add a personal message to your invites (optional)

Send Invitations

Example layout of invite email

givepulse

Linking the Group to Givepulse Affiliated Institutions:

1. Clicking on the “Network” button located on the left hand side of your group page will create drop down button that reads “Manage Affiliations”

The screenshot shows the Givepulse group dashboard for 'Test Organization'. At the top, a yellow banner reads 'Congratulations! Your group has been created successfully!'. Below this, the organization's name and a subtitle 'Manage your group, opportunities and users' are displayed. A navigation bar includes 'View Tour' and 'Support Center' buttons. A green notification box states: 'You are currently using a limited version of the platform. Upgrade for additional administrators, subgroups, surveys, private events, label customization, and more!'. The main content area is divided into several sections: 'Manage' (with sub-options: Edit Group, View Public Page, Customize), 'Users', 'Events', 'Impacts', 'Network' (highlighted with a red circle and a red arrow), 'Surveys', 'Members', 'Points', 'Resources', 'Payments', and 'Billing'. The 'Improve Your Group' section provides a welcome message and a list of tasks: 'List your first event', 'Onboard users', 'Set a cover image', and 'Invite others to join'. The 'Share' section shows a URL 'https://givepul.se/1ofru' and a 'Click to copy the link to your clipboard' button. The 'Donations' section notes that donations are not yet enabled. The 'Upcoming Events' section shows '0 Upcoming Events' and a 'Create one now!' button. The 'Calendar' section displays a calendar for May 2018 with dates from 29 to 12. The 'Recent Activity' section shows a notification: 'You became a member of Test Organization'.

Linking the Group to Givepulse Affiliated Institutions:

2. Type the university (or Non-Profit) name into the search bar. Alternatively, You may visit the individual group page via web address and click the “affiliate” button on the right hand side of the screen.

Q Who would you like to affiliate with? What are affiliations? ⓘ

Search Can't find them?

Hide other networks?

Name	City	State	
Texas A&M University-San Antonio	San Antonio	Texas	
Campus Activities Board <small>tamusa</small>	San Antonio	TX	+ Affiliate
Environmental Club <small>tamusa</small>	San Antonio	TX	+ Affiliate
JagGuides <small>tamusa</small>	San Antonio	TX	+ Affiliate
Math Club <small>tamusa</small>	San Antonio	TX	+ Affiliate
TAMUSA Military Affairs	San Antonio	TX	+ Affiliate
Texas A&M University - San Antonio <small>tamusa</small>	San Antonio	TX	+ Affiliate
Texas A&M University-San Antonio College Republicans <small>tamusa</small>	San Antonio	TX	+ Affiliate
Texas A&M University-San Antonio-Catholic Student Association	San Antonio	TX	+ Affiliate
Texas A&M-San Antonio ACM Student Chapter <small>tamusa</small>	San Antonio	TX	+ Affiliate
Texas A&M-San Antonio Men's Club Soccer <small>tamusa</small>	San Antonio	TX	+ Affiliate
Toastmasters at Texas A&M University-San Antonio <small>tamusa</small>	San Antonio	TX	+ Affiliate


TEXAS A&M UNIVERSITY-SAN ANTONIO
Center for Experiential Learning and Community Engagement

EXPERIENCE
THERE IS NO BETTER TEACHER

JAGUARS Texas A&M University - San Antonio

♡ Become Member

[Add Impact](#)

 Christina Guerra
Administrator
[Contact](#)

Home People Events Internships Member Groups Community Partners Classes Impacts Documents
Contact

About

Description Texas A&M University-San Antonio is the first upper-division institution of higher education located in the historically underserved South San Antonio. Currently serving over 6,000 students, it prepares and empowers students to be innovative and contributing members of a global society.

Social [Facebook](#) [Twitter](#)

GivePulse 9,678 People | 686 Impacts | 2,818 Hours

Member Groups (5) [View All](#)

Get the word out

<https://givepul.se/zapbe>

[Invite](#) [Affiliate](#)

[Tweet](#) [Like](#)

A few people you will meet...

Creating an Event:

- ▶ To create an event, return to your group dashboard and click either the link in the top middle of the screen (first time listing), or the drop down on the left hand sidebar that reads “events” (anytime after).
- ▶ Under the events drop down bar, select “Create Event”

The screenshot shows a web dashboard for a group named "Test Organization". At the top, a yellow banner reads "Congratulations! Your group has been created successfully!". Below this, the dashboard is divided into several sections. On the left is a sidebar with navigation options: Manage, Edit Group, View Public Page, Customize, Users, Events (circled in red), Impacts, Network, Surveys, Internships, Points, Resources, Payments, and Billing. The main content area is titled "Improve Your Group" and contains a welcome message and a list of tasks: "List your first event" (circled in red), "Onboard users", "Set a cover image", and "Invite others to join". A red arrow points from the text "First time listing" to the "List your first event" item. Another red arrow points from the text "Button you will use anytime after" to the "Events" menu item in the sidebar. Below the tasks is a section for "0 Upcoming Events" and a "Calendar" for May 2018. On the right side, there are sections for "Share" (with a link to https://givepul.se/1ofru), "Donations", and "Leaders".

Creating an Event, Cont.:

- ▶ Upon clicking the create event link, you will be brought to the landing page and asked to select the type of event you are creating. Your options are:
 1. Volunteer Opportunity- Where participants will assist the organization and hours will be recorded.
 2. Event- Assistance is not required of the participant, just attendance.
- ▶ Once the type is decided, you will need to select the duration from the following:
 1. Single Day
 2. Multiday
 3. Recurring
 4. Random Dates
 5. Open Opportunity
- ▶ From there you determine if there will be shift selection, or all participants will register for the whole duration of the event.

Dashboard Get Invo

Create new event or volunteer opportunity

Test Organization

Test Organization / Manage / Create New Event

- Manage
- Edit Group
- View Public Page
- Customize

Name *

A great name is unique and descriptive

Type * Volunteer Opportunity Single Day No Shifts/Timeslots

When *

Start Date	Start Time	End Time
05/24/2018	11:00 am	3:00 pm

Participants Needed *

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

Administrator * Jane Doe Display Full Name

You may choose any member or network admin to manage this. They will be the primary contact and will receive all notifications

Privacy Level Public

Start Address One University Way Edit
Patriot's Casa 108
San Antonio TX
78224

Event Type Breakdowns:

- ▶ **Single Day Opportunities:** To be used when you need volunteers for one specific event on a specific day. Volunteer opportunities can be broken down into shifts
- ▶ **Multiday Opportunities-** To be used when you need volunteers for one specific event that takes place over multiple days.
- ▶ **Recurring:** To be used when volunteers are needed for the same activity, at the same location, multiple set times over the course of a single project. Example: Volunteer needed to shelve books in the SAPL every Tuesday for three months.
- ▶ **Random Dates:** To be used when volunteers are needed to perform the same activity in the same location over multiple days, but participation can be sporadic. Allows for more flexibility. Example: Volunteer needed in the food pantry, may select as many available instances as they would like over the next 3 months.
- ▶ **Open Opportunity:** To be used when volunteers are needed to help out in general, rather than just for one specific instance. Rather than pre-entering hours for registrants, hours are updated and verified as time is served. Example: Volunteer needed to work at the Witte whenever they are available to give free time. Will manually enter time any time they complete activities.

Shifts

- ▶ If the event is complex and needs multiple volunteers for different tasks, you may designate different shifts with different roles.
- ▶ After selecting the “Shifts/Time Slots” function on the first page (Basics), a tab titled “Shifts” should appear under the left hand bar.
- ▶ Clicking the blue “Actions” button in the upper right hand corner of the shifts page should let you add shifts and shift descriptions.

The screenshot shows the 'Edit Shifts' page for an event titled 'Choose Act. Impact. Spring Day of Service'. The page has a breadcrumb trail: 'Texas A&M University -... / Events / Choose Act. Impact. Spring Day of... / Dashboard / Edit Shifts'. A blue 'Actions' button in the top right corner is circled in red, with a red arrow pointing to it from below. On the left sidebar, the 'Shifts' tab is highlighted in grey and circled in red, with a red arrow pointing to it from the right. The main content area shows a table of shifts with columns for 'Name & Time', 'Description', and 'Positions'. The table contains four rows of shift information, each with a corresponding description and position count. A 'Continue' button is located at the bottom right of the page.

Name & Time	Description	Positions
Camp CAMP - property beautification Start: Sat, Feb 24, 8:00AM End: Sat, Feb 24, 1:00PM	CAMP provides recreational programming for children and adults with developmental, intellectual, medical, behavioral, and physical disabilities. Volunteers will be working on beautifying the org's property, so that they can serve their clients better.	21/24
Guadalupe Community Center Start: Sat, Feb 24, 8:00AM End: Sat, Feb 24, 1:00PM	Property beautification and light maintenance. Shift Closed- Maximum capacity reached	44/45
Medina River Natural Area Start: Sat, Feb 24, 8:00AM End: Sat, Feb 24, 1:00PM	Beautification and maintenance of biking and hiking trails.	35/40
San Antonio Food Bank Start: Sat, Feb 24, 8:00AM End: Sat, Feb 24, 1:00PM	Sorting donated food in the warehouse. This event will take place in the freezer, so please bring a light jacket or hoodie.	23/30

Shifts:

- ▶ Adding a shift through the blue button looks like the picture to the right.
- ▶ Shifts can be created for any type of volunteer opportunity and can vary in date and duration.
- ▶ If you would like the shift to be made available to only a few potential volunteers, you can choose to create a lock code that will need to be utilized to register for a particular shift.

Note that if you change a date that has registrants, those registrants will receive an email notification informing them of the new date and time. You may change this setting here.

Dashboard

Basics

Advanced

Shifts

Registration Settings

Registration Questions

Impact Settings

Impact Questions

Settings

Event created by Bayan Shaku on July 23, 2017

Shift Details Add Custom Fields

Title * Camp CAMP - property beautification

Description CAMP provides recreational programming for children and adults with developmental, intellectual, medical, behavioral, and physical disabilities. Volunteers will be working on beautifying the org's property, so that they can serve their clients better.

Shift Description

Start * 02/24/2018 8 00 am

End * 02/24/2018 1 00 pm

Num Registrants * 24
Total Allowed

Address Patriots' Casa
One University Way
San Antonio TX 78224

Address Notes Registration in the lobby/breakfast in the Ceremony Room
Additional details about the address if needed. E.g. Meet at the bottom of the hill

Is Locked?
If the shift is locked, users can only register with a special code

Code to register to locked shift Mays2018
Please create a code to provide to users to unlock the shift. Max length of 20 characters

Page Management:

- ▶ As administrator of your page, you will be the sole individual able to perform edits, check impacts, and create events.
- ▶ You can manage your page by accessing your group via your dashboard, and then clicking the blue “Manage” button to the right of the profile icon at the top of the group page. This button will allow you to edit your page description, create events, add users, and manage impacts.

1.

Welcome to your dashboard!

As a volunteer or service learning student you can discover new events and ongoing opportunities, track your impact and service hours and help the causes you care most about.

- Search for events and ongoing opportunities
- Track your impact and service hours
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As a coordinator you can start a community, list and manage your events and opportunities, recruit volunteers to your cause and much much more.

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

My Registrations

Upcoming Events

You have not registered for any upcoming events. Find one now!

My Memberships

Groups | Events | Manage

Test Organization
Information about organization.

0.00 Hours | Last Impact: Never

Key: Registered Manage

Accessing Group from the dashboard

2.

Test Organization

Manage

Welcome to Test Organization! As an admin, you can edit group details here and manage your events here.

Home Events Contact

About

Description Information about organization.

Social Website

Causes Advocacy & Human Rights Children & Youth Community Development General Service Workforce Development

Managing Group from Group page

Impacts

- ▶ Within Givepulse, volunteer hours are recorded as “Impacts”.
- ▶ As administrator of your group, you will be the one responsible for setting predetermined impacts for events, and for verifying impacts manually entered by volunteers.
- ▶ Impacts are sorted by “Verified”, “Pending”, and “Disputed”. Clicking the drop down bars below each list automatically sorts the impacts by status
- ▶ To sort verification status, click the bar under “Verified”. To mark impacts as verified or disputed, click the individual drop down bars under the “Actions” title

<input type="checkbox"/>	Name	Review, Reflection and Feedback	Impact Date	Primary Group	Event	Hours Served	Verified	Tags	Actions
<input type="checkbox"/>									
<input type="checkbox"/>	Shawn Novak	Empty	05/07/2018	Children's Education	Outdoor Classroom Field Trip Guide	3.00	Verified		
<input type="checkbox"/>	Marlene Barreiro	Empty	05/05/2018	Senior Programs	Adopt-A-Senior for the Summer!	2.50	Verified		
<input type="checkbox"/>	Ernest Hernandez	Empty	05/05/2018	Texas A&M University - San Antonio	Student Research Symposium	5.50	Verified		
<input type="checkbox"/>	Javier Morales	Empty	05/05/2018	Texas A&M University - San Antonio	Student Research Symposium	3.00	Verified		
<input type="checkbox"/>	Martha Saenz	Opportunity to work with others to support student mission away from normal work week. I have worked hospitality for events...	05/05/2018	Texas A&M University - San Antonio	Student Research Symposium	2.25	Verified		
<input type="checkbox"/>	Michael Writer	I was fun seeing my old campus again.	05/05/2018	Texas A&M University - San Antonio	Student Research Symposium	2.00	Verified		

Impacts, Cont.:

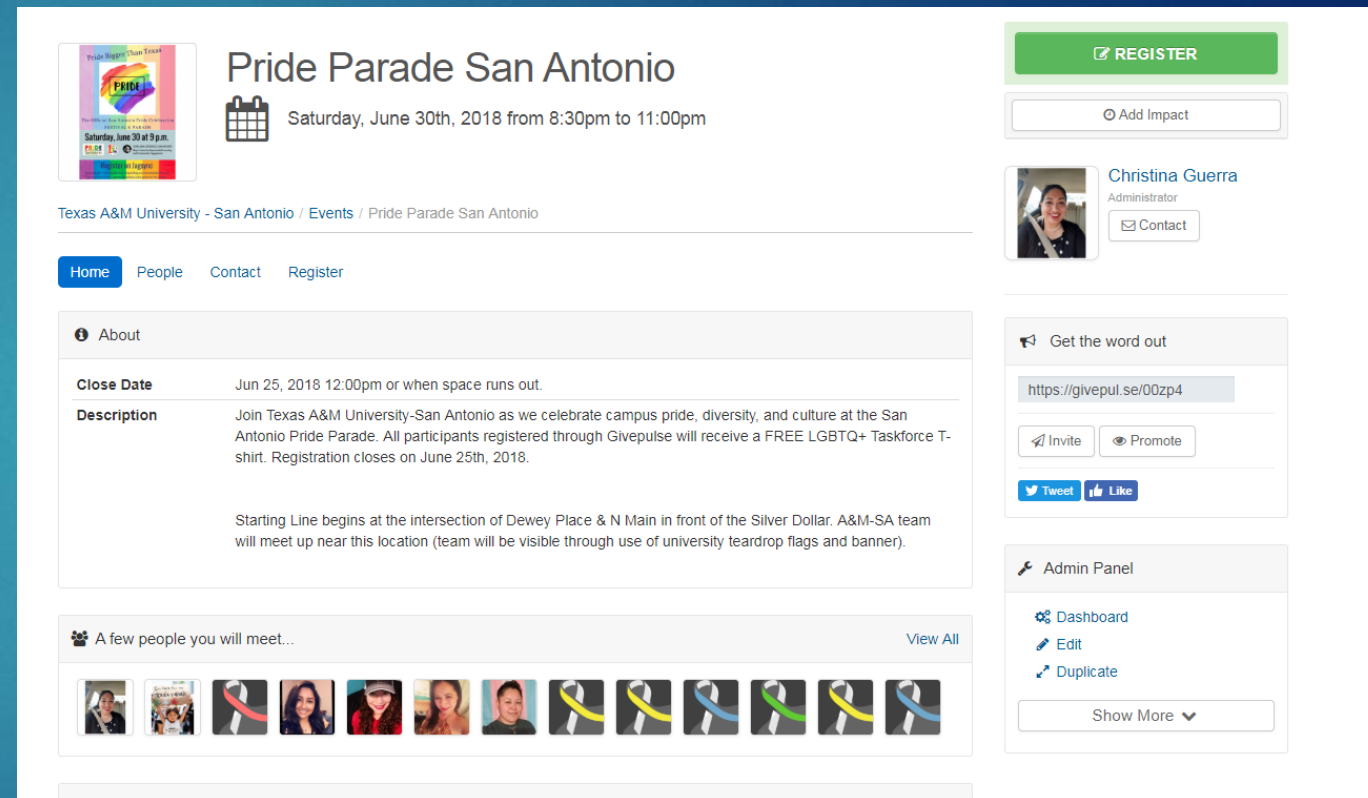
- ▶ Disputing an impact will automatically send a message to the volunteer requesting them to resubmit the information correctly.
- ▶ To adjust hours served, click on the numbers below the “Hours Served” title and manually adjust. This will automatically send a message to the volunteer.
- ▶ After any sort of event (not Open Opportunities), volunteers are sent a message to verify their participation and to provide feedback. It is optional to make feedback mandatory when creating an event.

Name	Review, Reflection and Feedback	Impact Date	Primary Group	Event	Hours Served	Verified	Tags	Actions
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Shawn Novak	Empty	05/07/2018	Children's Education	Outdoor Classroom Field Trip Guide	<u>3.00</u>	Verified		<input type="text"/>
<input type="checkbox"/> Marlene Barreiro	Empty	05/05/2018	Senior Programs	Adopt-A-Senior for the Summer!	<u>2.50</u>	Verified		<input type="text"/>
<input type="checkbox"/> Ernest Hernandez	Empty	05/05/2018	Texas A&M University - San Antonio	Student Research Symposium	<u>5.50</u>	Verified		<input type="text"/>
<input type="checkbox"/> Javier Morales	Empty	05/05/2018	Texas A&M University - San Antonio	Student Research Symposium	<u>3.00</u>	Verified		<input type="text"/>
<input type="checkbox"/> Martha Saenz	Opportunity to work with others to support student mission away from normal work week. I have worked hospitality for events...	05/05/2018	Texas A&M University - San Antonio	Student Research Symposium	<u>2.25</u>	Verified		<input type="text"/>
<input type="checkbox"/> Michael Writer	I was fun seeing my old campus again.	05/05/2018	Texas A&M University - San Antonio	Student Research Symposium	<u>2.00</u>	Verified		<input type="text"/>

Can be manually manipulated

Event:

- ▶ An event is an activity through your organization that has an outside audience, but does not require any volunteering
- ▶ You may select the “Event” classification at the very beginning of building your event, or you can choose to “Disable Impacts” in the settings portion
- ▶ Disabling settings means patrons will not receive volunteer hours for their time



The screenshot shows a Givepulse event page for "Pride Parade San Antonio". The event is scheduled for Saturday, June 30th, 2018, from 8:30pm to 11:00pm. The page includes a "REGISTER" button, a "Add Impact" button, and a contact card for Christina Guerra, Administrator. The "About" section contains the following information:

- Close Date:** Jun 25, 2018 12:00pm or when space runs out.
- Description:** Join Texas A&M University-San Antonio as we celebrate campus pride, diversity, and culture at the San Antonio Pride Parade. All participants registered through Givepulse will receive a FREE LGBTQ+ Taskforce T-shirt. Registration closes on June 25th, 2018.

Additional details include: "Starting Line begins at the intersection of Dewey Place & N Main in front of the Silver Dollar. A&M-SA team will meet up near this location (team will be visible through use of university teardrop flags and banner)." and a "Get the word out" section with a URL <https://givepul.se/00zp4> and buttons for "Invite", "Promote", "Tweet", and "Like". An "Admin Panel" section includes links for "Dashboard", "Edit", and "Duplicate", along with a "Show More" dropdown.

Managing Volunteers:

- ▶ Attendance can be marked by clicking “Manage Registrations” on the right-hand side bar and utilizing the drop down options under “Actions”
- ▶ Through the “Actions” drop down, you can personally message individual registrants, cancel their registration, decline registration, mark individuals as attended, reschedule volunteers to another shift, or flag volunteers as a “no show”

Pride Parade San Antonio | Manage Registrations
Saturday, June 30th, 2018 from 8:30pm to 11:00pm

Texas A&M University - San... / Events / Pride Parade San Antonio / Registrations

1 - 20 of 38 Registrations | Configure Layout | Bulk Actions

	User Full Name	Status	Tags	Registration Date	Actions
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>		Registered		06/12/2018 7:09pm	<input type="text"/>
<input type="checkbox"/>		Registered		06/12/2018 8:32am	<input type="text"/>

Recruiting Volunteers:

- ▶ Listing events as “Public” will give all Givepulse members within the Central Texas region access to view it
- ▶ Affiliation with universities means that all events published by your organization (that you list either as “Public” or select to be viewed by the A&M-San Antonio network) are listed on our pages newsfeed as options

The screenshot displays the Givepulse Events interface. At the top, there's a search bar and a filter dropdown. Below, a list of events is shown, each with a thumbnail, title, description, date, and time. The events listed are:

- Pride Parade San Antonio**: Posted by Texas A&M University - San Antonio. Sat, Jun 30, 2018, 8:30pm - 11:00pm. Promoted.
- TPR's Cinema Tuesday: SNOW WHITE AND THE SEVE...**: Posted by Texas Public Radio. Tue, Jun 12, 2018, 6:00pm - 7:30pm. Community Partner.
- Education Camps: AfterCare**: Posted by The DoSeum. Wed, Jun 13, 2018, Ends Fri, Aug 17, 2018. Community Partner.
- Education Camps: ECE Camp Assistant**: Posted by The DoSeum. Wed, Jun 13, 2018, Ends Fri, Aug 17, 2018. Community Partner.
- Visitor Experience Host**: Posted by Cibolo Nature Center & Farm. Thu, Jun 14, 2018. Recurring.

On the right side, there are two charts:

- MONTHLY IMPACTS**: A bar chart showing the number of impacts per month from June 2017 to June 2018. The y-axis ranges from 0 to 100.
- TOTAL HOURS**: A line chart showing the cumulative total hours from June 2017 to June 2018. The y-axis ranges from 0k to 1k.

At the bottom right, there's a section for **Tweets by @TAMUSanAntonio**, featuring a tweet from A&M-San Antonio: "Will you be studying abroad this summer? We are excited to have students traveling, studying and bringing back their diverse..."

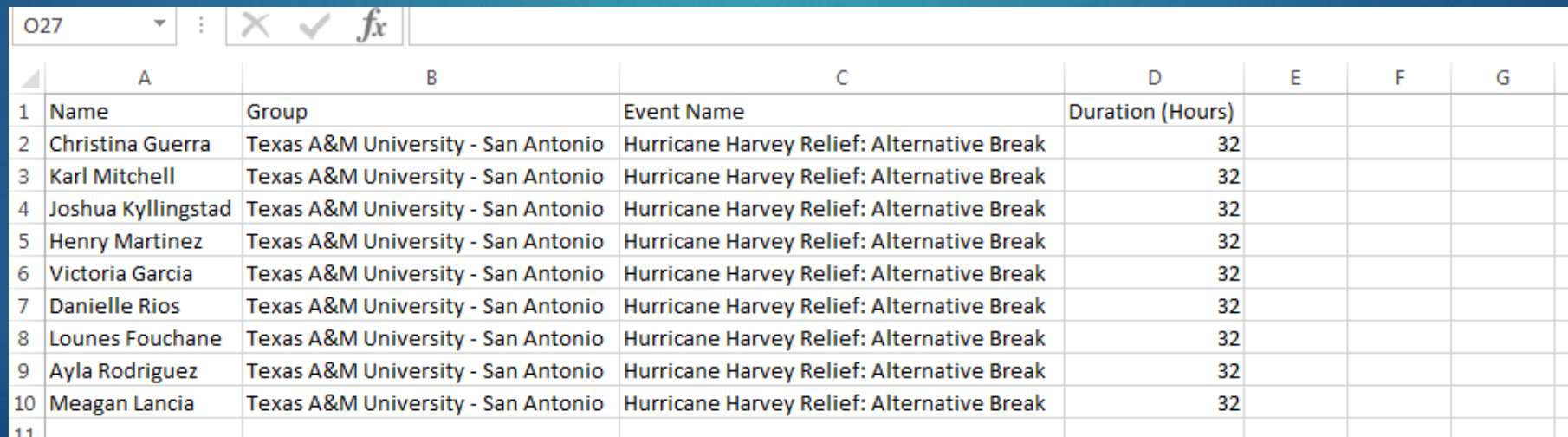
Tracking Event Registrations:

- ▶ Data is easily exported from Givepulse in Excel format. You may access this information by going to the event page and clicking either “Export Registrations” or “Export People”
- ▶ Doing this will provide easily managed data sheets that include all of the information listed by the volunteer upon registration.

The screenshot displays the Givepulse event management interface. At the top, there is a section titled "A few people you will meet..." with a row of profile pictures and a "View All" link. Below this is a map showing the event location at "1300 N. Main Ave, San Antonio, TX, San Antonio, TX 78212". The map includes landmarks like San Antonio Zoo, The DoSeum, and Fort Sam Houston Exchange. Below the map is a "Wall" section with a "Leave a message..." input field and a "Post" button. A red arrow points from the "Post" button to the right-hand navigation menu. The navigation menu includes options like "Wall Posts", "Promoters", "Manage People", "Message People", "Impacts", "Registrations", "Reservations", "Manually Register User", "Sign Registrants In", "Invites", "Invite People", "Notes & Admin Fields", "Export People", "Export Registrations", "Audit Log", and "Disable Admin Alerts". The "Export People" and "Export Registrations" options are circled in red.

Tracking Hours:

- ▶ On your organization's page, you may access total volunteer hours served by going to the left-hand side bar, right clicking the impacts button, and selecting "export impacts" from the drop down bar.
- ▶ Exported impacts will include breakdowns of who is serving time, where they served, what their contact information is, and any other registration info you choose for patrons to input.

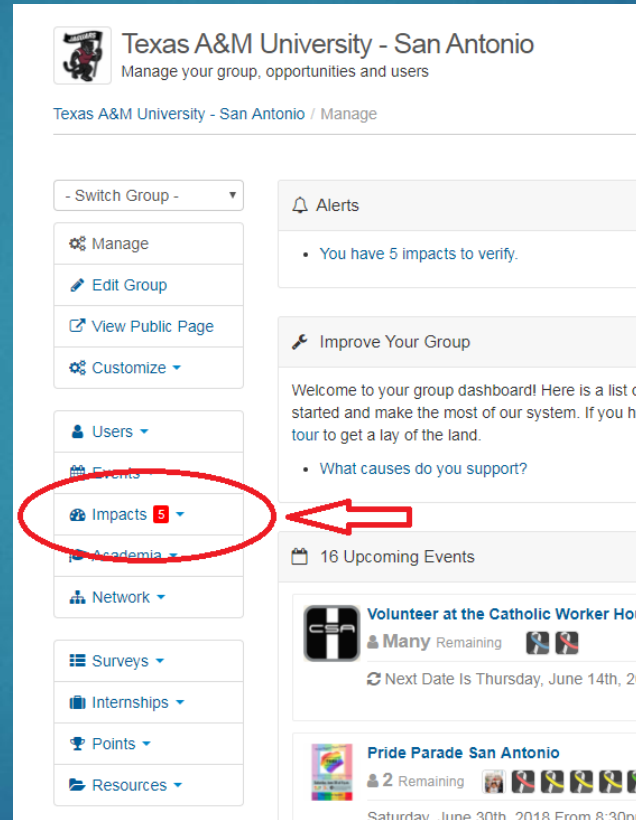


The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	Name	Group	Event Name	Duration (Hours)			
2	Christina Guerra	Texas A&M University - San Antonio	Hurricane Harvey Relief: Alternative Break	32			
3	Karl Mitchell	Texas A&M University - San Antonio	Hurricane Harvey Relief: Alternative Break	32			
4	Joshua Kyllingstad	Texas A&M University - San Antonio	Hurricane Harvey Relief: Alternative Break	32			
5	Henry Martinez	Texas A&M University - San Antonio	Hurricane Harvey Relief: Alternative Break	32			
6	Victoria Garcia	Texas A&M University - San Antonio	Hurricane Harvey Relief: Alternative Break	32			
7	Danielle Rios	Texas A&M University - San Antonio	Hurricane Harvey Relief: Alternative Break	32			
8	Lounes Fouchane	Texas A&M University - San Antonio	Hurricane Harvey Relief: Alternative Break	32			
9	Ayla Rodriguez	Texas A&M University - San Antonio	Hurricane Harvey Relief: Alternative Break	32			
10	Meagan Lancia	Texas A&M University - San Antonio	Hurricane Harvey Relief: Alternative Break	32			
11							

Tracking Feedback/Reflections

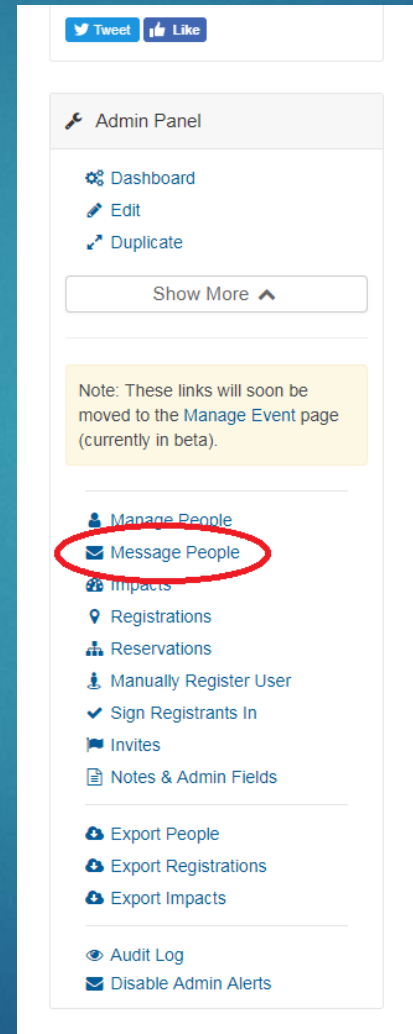
- ▶ After serving a shift at an organization, volunteers are sent an email prompting them to provide feedback. Reflections/feedback can be accessed by right-clicking the “Impact” button on the left-hand sidebar and selecting “Export Reflections” from the drop down.



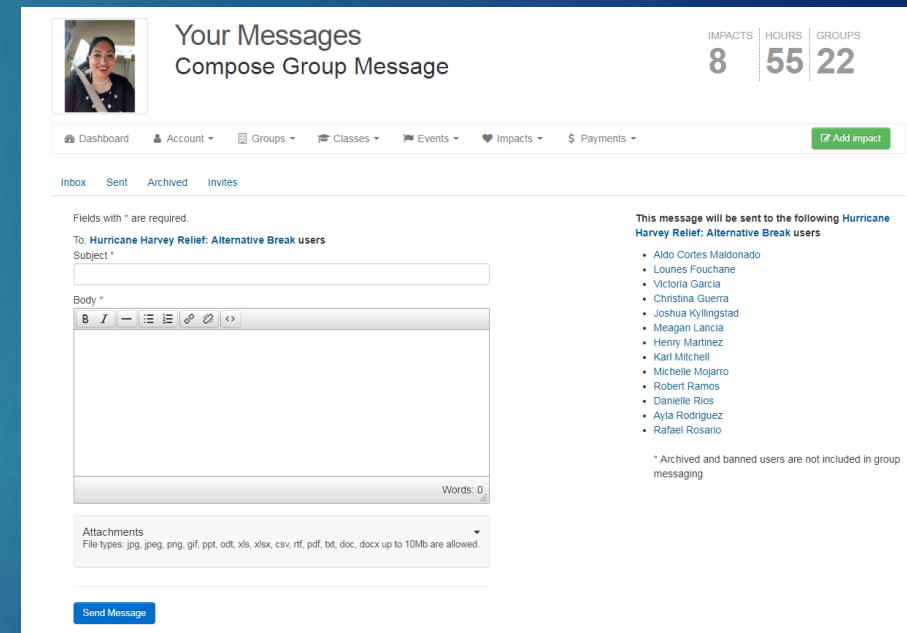
Reflection
Helped make a difference in the community. We helped build a garden for Idea Schools. I worked out as I helped out
I enjoyed myself. I worked out while I helped out. Today we helped Idea schools plant a garden.
Sorting food was easy and very organized. I had fun but it was very cold. The people were nice and we all worked together as a team.
I made one blanket myself and worked one another one with my sister. The blankets are going to hospitals and shelters for children and I think they will really like them. It was easy making them and I think the children will appreciate it because they will know people do care about them.
Great day, learned a lot about immigration and immigrant children in the housing system.
I enjoyed working out while helping out and making a difference in the community. It was a blast.

Contacting Volunteers:

- ▶ Volunteers that join your page can be contacted via their personal profiles, or as a group if they are all registered for the same event.
- ▶ This can be accomplished by visiting the event page and clicking the “Message People” button located on the bottom right hand side bar.



The screenshot shows the Admin Panel sidebar menu. At the top, there are 'Tweet' and 'Like' buttons. Below that is the 'Admin Panel' header with a wrench icon. The menu items are: Dashboard (gear icon), Edit (pencil icon), Duplicate (two arrows icon), and a 'Show More' button with an upward arrow. A yellow note box states: 'Note: These links will soon be moved to the Manage Event page (currently in beta)'. Below the note, the 'Message People' button (envelope icon) is circled in red. Other menu items include: Manage People (person icon), Impacts (group of people icon), Registrations (location pin icon), Reservations (calendar icon), Manually Register User (person with plus icon), Sign Registrants In (checkmark icon), Invites (envelope icon), Notes & Admin Fields (document icon), Export People (person with arrow icon), Export Registrations (calendar with arrow icon), Export Impacts (group of people with arrow icon), Audit Log (eye icon), and Disable Admin Alerts (envelope with slash icon).



The screenshot shows the 'Your Messages' interface. At the top, there is a profile picture and the text 'Your Messages Compose Group Message'. To the right, there are statistics: IMPACTS 8, HOURS 55, and GROUPS 22. Below this is a navigation bar with 'Dashboard', 'Account', 'Groups', 'Classes', 'Events', 'Impacts', and 'Payments', along with an 'Add impact' button. The main content area is titled 'Compose Group Message' and includes a 'To' field with the text 'Hurricane Harvey Relief: Alternative Break users' and a 'Subject' field. The 'Body' field is a large text area with a rich text editor toolbar. Below the body field is an 'Attachments' section with a dropdown menu and the text 'File types: jpg, jpeg, png, gif, ppt, odt, xls, xlsx, csv, rtf, pdf, txt, doc, docx up to 10Mb are allowed.' At the bottom, there is a 'Send Message' button. On the right side, there is a list of names under the heading 'This message will be sent to the following Hurricane Harvey Relief: Alternative Break users'. The names are: Aldo Cortes Maldonado, Lounes Fouchane, Victoria Garcia, Christina Guerra, Joshua Kyllingstad, Meagan Lancia, Henry Martinez, Karl Mitchell, Michelle Mojarro, Robert Ramos, Danielle Rios, Ayla Rodriguez, and Rafael Rosario. A note at the bottom right states: '* Archived and banned users are not included in group messaging'.

Contacting the University:

- ▶ If at any point in time an issue arises with a student and you would like to contact the university, the Givepulse page administrator's information is located on the right hand side of the university profile page.
- ▶ Clicking the "Email" button below the picture on the top right side will allow you to send an email directly to the work inbox of the administrator (usually the university volunteer coordinator).

TEXAS A&M UNIVERSITY - SAN ANTONIO
Center for Experiential Learning and
Community Engagement

EXPERIENCE
THERE IS NO BETTER TEACHER

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Get the word out

Questions?

