



Volunteer Training

—
An overview of GivePulse



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Logging In

Click 'Log in' in the top right corner to access your account

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Logging In

You should login with directly to GivePulse using your unique Email and Password.

Log In

Make an impact in your community

[Log in with NetID](#)

Log in using your University of Illinois Urbana-Champaign username and password.

or

[Log in with Facebook](#)

[Log in with Google](#)

[Single Sign On \(SSO\)](#)

or

[Forgot Password](#)

[Log In](#)

Don't have an account? [Sign Up](#)

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Navigating GivePulse

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Dashboard & Navigation

Your dashboard is a one-stop shop for all of your personal activity within GivePulse. You can use the Manage, Activity, and Account tabs to navigate around the site

The screenshot shows the GivePulse dashboard interface. At the top left is the GivePulse logo. In the top right, there are navigation tabs: Explore, List, Manage, Activity, and a user profile icon with a dropdown arrow, followed by EN. Below the navigation bar, the user's profile is shown as 'Aaron' with a 'Since June 2021' note. Underneath the profile are three main activity cards: '8 Hours' with a 'Find opportunities' link, '7 Impacts' with an 'Add an impact' link, and 'Groups' with an 'Explore groups' link. Three red arrows point from text annotations below to the 'Manage', 'Activity', and user profile tabs. The annotations are: '(ADMIN ACTIONS ONLY) QUICK ACCESS TO MANAGE FEATURES' pointing to 'Manage', 'VIEW DETAILS ABOUT YOUR ACTIVITY' pointing to 'Activity', and 'LINK TO YOUR DASHBOARD, PROFILE AND ACCOUNT INFO' pointing to the user profile icon.

GivePulse

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Navigating to Your County Group

You can access your Master Gardener or Master Naturalist group via My Activity > Groups. Once you are viewing a list of your groups you can select the name of the group you would like to view.

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Navigating to Your County Group

On the County group page you can review the events happening in your county listed under Opportunities.

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Event Registration

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Registering to An Event

You can register for an event by selecting the blue Register button on the event page. You will then be prompted to select dates, confirm registrants, answer any registration questions, and confirm your registration.

University of Illinois Urbana-Champaign / University of Illinois Extension / Volunteers / Master Gardeners / Master Gardeners Test County / Events / County Fair

County Fair
Listed by Master Gardeners Test County



Multiple Shifts
Mon, Jan 23 - Sun, Jan 29

- Registration Open
- Closes when each shift ends
- 70 spots remaining

Home Discussions

Register Add Impact

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Select Registration Dates

If the event has multiple shifts you will be prompted to select which dates you would like to register for. Once you select dates choose the blue Continue button.

The screenshot shows the 'County Fair' event page with the 'Shifts' step selected. A 'Date Filter' is set to '01/23/2023 - 01/23/2023'. Two shifts are listed:

Shift	Availability
<input type="checkbox"/> Mon, Jan 23, 2023 8:00am - 10:00am Morning	0/5
<input checked="" type="checkbox"/> Mon, Jan 23, 2023 12:00pm - 2:00pm Afternoon	0/5

A blue 'Continue >' button is located at the bottom of the shift selection area.

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Confirm your Account

Next, you will confirm who is registering. If you are logged in your account information will be filled in, then you can select Continue.

The screenshot shows the 'County Fair' event page with the 'Registrants' step selected. The 'Who is registering?' section is active, displaying the following information:

Blue Violet Master Gardener
 Email: givepulse-6378151924729@givepulse.com
 Registration Status: Not Registered
 Confirmation Date: --

Below this information is a dropdown menu labeled 'Select one if you are part of a group?'. At the bottom of the form are two buttons: 'Edit Shifts' and 'Continue >'.

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Complete Registration Questions

Then you will be asked to complete any registration questions that are required by the event administrator.

The screenshot shows the 'County Fair' registration interface. At the top, there's a progress bar with four steps: 1. Shifts, 2. Registrants, 3. Questions & Waivers (current step), and 4. Confirmation. Below the progress bar, the section is titled 'Complete for yourself'. It contains two main input fields: 'Phone Number' with a note 'Phone number must be 10 digits' and a text box containing '4025551234'; and 'DOB' with a note '* Date Of Birth MM/DD/YYYY' and a date picker showing '01/02/1989'. Below these is a section for 'Liability waivers and release forms for you' with a checked checkbox and the text 'I agree to the Platform Liability Release Form'. At the bottom, there are two buttons: '< Edit Registration' and 'Complete Registration >'.

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Confirmation

Once you reach the confirmation page you have completed your registration. You can view the event details or cancel your registration if needed.

The screenshot shows the 'County Fair' registration interface at the 'Confirmation' step. The progress bar now highlights step 4, 'Confirmation'. The main content area is titled 'Details' and contains a table with the following information:

Title	Date	Time	Status
Afternoon	Mon, Jan 23, 2023	12:00pm - 2:00pm (CT)	Registered

Below the table is a 'Share This Event!' section with a text box containing the URL 'https://givepul.se/ueh4z' and a note 'Click to copy the link to your clipboard'. There are social media share buttons for Facebook, Twitter, and Email. At the bottom, there's a section 'A few people you will meet...' with two profile icons and a 'View Details' link. At the very bottom, there are three buttons: 'Cancel Registration', 'Find more opportunities', and 'View details'.

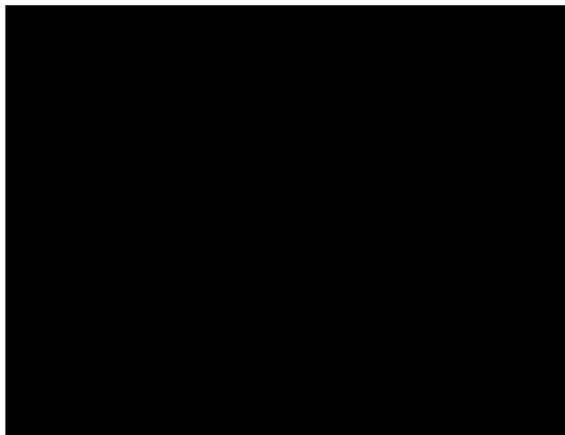
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Recording Impacts

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How Users Add Impacts

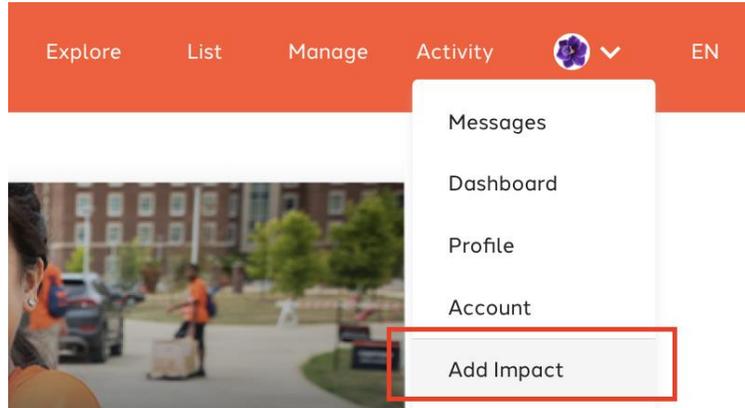


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Add Impact

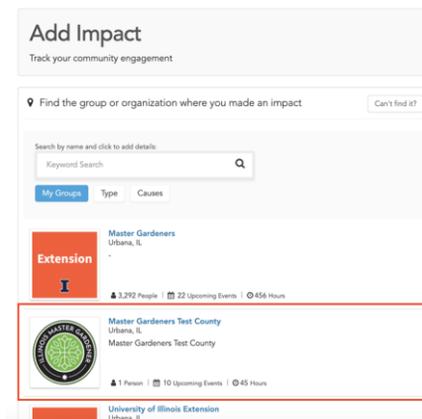
Select your User Profile Image and choose Add Impact.



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Select Group to Add Impact

Once you select Add Impact, choose your county group from the list.



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Select Event or Program Category

Master Gardeners Test County Add Timesheet Change

Did you attend a listed event or volunteer opportunity?

- Citizen Science - Open Opportunity
- Continuing Education - Open Opportunity
- County Fair - 01/23/2023
- Direct General Education - Open Opportunity
- Direct Youth Education - Open Opportunity
- Extension Supported Gardens - Open Opportunity
- Indirect Outreach and Education - Open Opportunity
- Information Services - Open Opportunity
- Program Support - Open Opportunity
- Stewardship - Open Opportunity

+ Time - Date

Add Date and Time Data

Date + Time - Date

Start Date * End Date

01/19/2023 01/19/2023

Impact Type & Measurement

Time Hours *

Complete Reflection Questions

You will always be prompted to complete the questions shown below, you may also be asked to complete additional questions asked by your county. They will appear right above these questions.

About Your Experience

Rate your experience
 ★★★★★

Review, Reflection and Feedback

Personal Notes

Personal notes are private and only viewable by you

Attachments
(File types: jpg, jpeg, png, gif, ppt, odt, xls, xlsx, csv, rtf, pdf, txt, doc, docx, zip)

[+ Add Attachment](#)

Select Add Impact

You have completed the impact form and can now select the green Add Impact button to submit your impact for verification.

Sharing and Privacy Settings

Let others know about your engagement

Select: All | Only Required

x University of Illinois Urbana-Champaign

[Go to My Groups to update settings](#)

Make your impact private?*

Yes
 No

Private Impacts are visible to you and groups you share with Your user is marked as private. You can not create public impacts

[Add Impact](#)

Reviewing Impacts

Reviewing Impacts

You can view impacts that you already entered by navigating to Activity > Impacts.

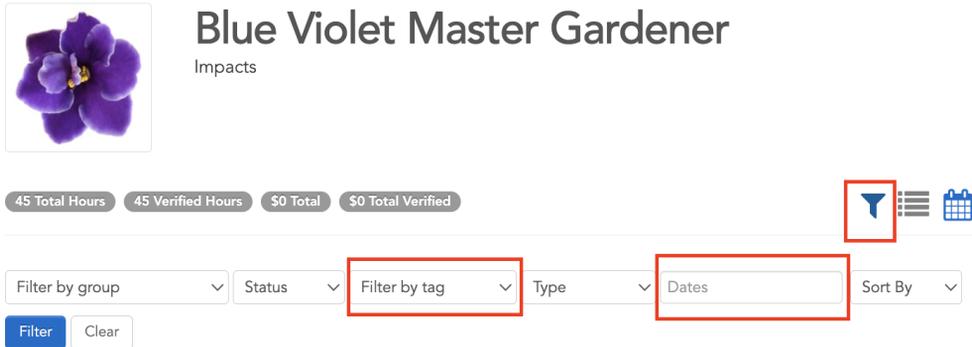
The screenshot shows the GivePulse interface for the 'Blue Violet Master Gardener' group. At the top, there is a navigation bar with 'English', 'Explore', 'My Activity', and a profile icon for 'Blue Violet'. A dropdown menu is open, showing options: 'Groups', 'Impacts', 'Registrations', 'Donations', 'Purchases', 'Insights', and 'Add Impact'. The 'Impacts' option is highlighted with a red box. Below the navigation, the group profile shows '7 IMPACTS', '45 HOURS', and '50 TOTAL VERIFIED'. The main content area lists two verified activities:

- Blue Violet Master Gardener gave to Master Gardeners Test County at Citizen Science**: Gave 1.00 hour on 12/01/2022 with University of Illinois Urbana-Champaign.
- Blue Violet Master Gardener gave to Master Gardeners Test County at Continuing Education**: Gave 2.00 hours on 11/29/2022 with University of Illinois Urbana-Champaign.

At the bottom right, there is an 'ENGAGEMENT' bar chart showing impact counts over time from Jan '22 to Jan '23.

Filtering your Impacts

You can *Filter by Tag* to see which impacts you have entered for different program categories. You can also filter by the range of dates you view impacts from.



45 Total Hours 45 Verified Hours \$0 Total \$0 Total Verified

Filter by group Status Filter by tag Type Dates Sort By

Filter Clear

Questions?

Visit the links below for more info!

Email GivePulse Support

- support@givepulse.com

Visit Our Support Website

- [Support.givepulse.com](https://support.givepulse.com)