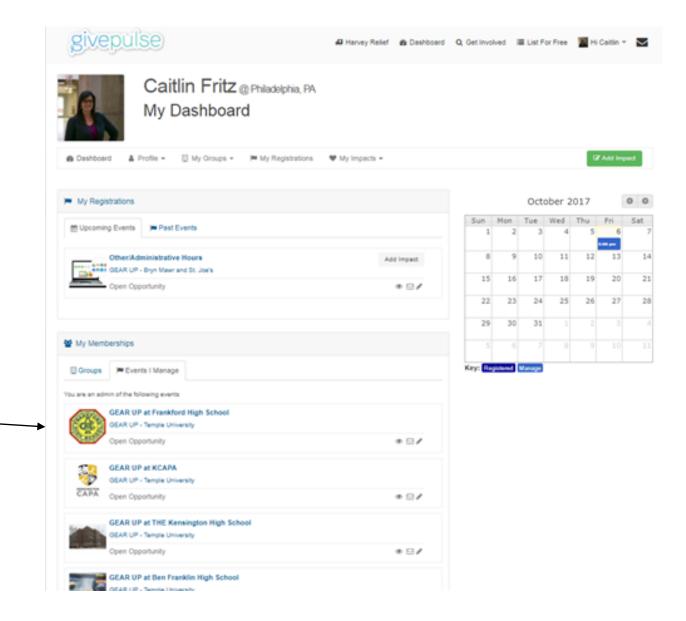
Give Pulse 101 – GEAR UP Lead Coaches

Entering coach hours for GEAR UP Coaches

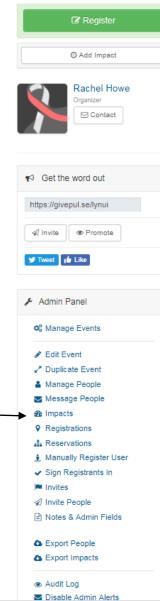
1) Log onto givepulse.org

Find your school under the **Events I** Manage tab.



2) From your school event page, locate Impacts on the sidebar.

GEAR UP at Frankford High School Open Opportunity PHENND / K-16 Partnerships Network / PHENND GEAR UP / GEAR UP - Temple... / Events / GEAR UP at Frankford. Contact Register Home Impacts About Positions Many Remaining Description GEAR UP Coaches providing academic enrichment and college readiness programming at Frankford High School. Causes Education & Literacy GivePulse ▲ 0 Positions Filled | ● 72 Impacts | ● 94 Hours A few people you will meet. View Details Q Location: 5000 Oxford Ave, Philadelphia, PA 19124 OLNEY LAWNCREST Riverside EAST FALLS Riverton Juniata Palmyra Googl Map data @2017 Google Terms of Use Report a map erro Q Wall Leave a message.



3) Locate the
Actions button
and choose
'Create new
impact'

This page allows you to see all of the impacts that have been made at your school.

🚚 Harvey Relief 🛛 Dashboard 🔍 Get Involved 🔚 List For Free 🛛 🔣 Hi Caitlin 👻 🌄 GEAR UP at Frankford High School Manage Impacts Actions -PHENND / K-16 Partnerships Network / PHENND GEAR UP / GEAR UP - Temple... / Events / GEAR UP at Frankford... / Manage Impacts Create New Impact 1 - 20 of 72 Impacts | 🕫 Configure L Export Impacts Impact Hours Shared With User Full Name Review, Reflection and Feedback Event Rating Groups Tags Actions Date Served Verified V Ŧ v Ŧ Ŧ F GEAR UP at 12/02/2016 1.00 Maryilyn Brown Empty Verified . Frankford High School Empty GEAR UP at 04/06/2017 0.50 Maryilyn Brown Verified Ŧ Frankford High School 11/14/2016 1.00 Brooklyn Bahlow Empty GEAR UP at Verified • Frankford High School Sadie Trainor attendace? GEAR UP at 12/06/2016 1.00 Verified • Frankford High School Sadie Trainor GEAR UP at 11/17/2016 0.75 Empty Verified Ŧ Frankford High School Sadie Trainor presented two TRF GEAR UP at 10/25/2016 1.00 Verified Ŧ manager and the set

4) Use the weekly sign in sheet to enter in the impacts from your GEAR UP coaches.

Oct	SCHOOL DISTRICT OF PHENND GEAR U 2. 2 - 6	P COACHES	SCHOOL SITE Frankford HS GEAR UP ADMINISTRATOR SIGNATURE OF ADMINISTRATOR							
1	DATE:	5 n their name as they arriv								
 No one shall sign in for any other coach. Coaches must record accurately the time of arrival and departure from the school. 										
DATE	COACH NAME	COACH SIGNATURE	TIME IN	TIME OUT	ARE A WORKSTUDY OR NEXT STEPS STUDENT?	COMMENTS				
10/2	Doug Funnie	Doug Funnio	1:00	3:15	No	worked on math worksheet				
10/3	Patty Mayonaíse	Patricia Mayonaise	11:00	1:30		substítute teacher				

5) Select the GEAR UP Coach

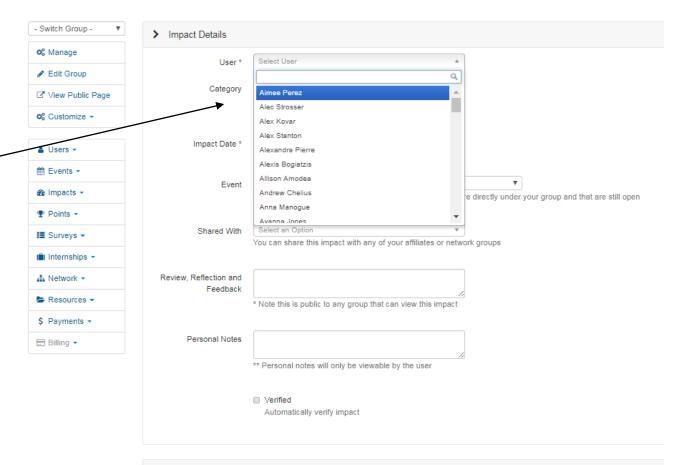
givepulse





Create Impact For a User GEAR UP - Temple University

PHENND / ... / GEAR UP - Temple ... / Manage / Impacts / GEAR UP at Frankford ... / Create Impact For User



Custom Eislda

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🚚 Harvey Relief 🛛 🙆 Dashboard 🛛 Q Get Involved 🛛 🗮 List For Free 🛛 🗽 Hi Caitlin 💌



Create Impact For a User GEAR UP - Temple University

HENND / ... / GEAR UP - Temple... / Manage / Impacts / GEAR UP at Frankford... / Create Impact For User

- Switch Group v Impact Details OB Manage Select User w User * 🖋 Edit Group Time v Category View Public Page 2.25 Hours Customize • End Date Impact D 👗 Users 👻 10/02/2017 10/02/2017 # Events -GEAR UP at Frankford High School v Event Impacts • Which event is this impact for? Only listed are events that are directly under your group and that are still open The Points Select an Option Shared With Surveys -You can share this impact with any of your affiliates or network groups Internships • Review, Reflection and worked on math worksheet A Network • Feedback Resources -Note this is public to any group that can view this impact \$ Payments -Personal Notes 🚍 Billing 🝷 ** Personal notes will only be viewable by the user

Verified
 Automatically verify impact

6) Enter: time, start date, end date, and any comments 7) Under Custom Field enter if the coach is a work study/next step student.

- Switch Group -	Impact Details							
Ø ⁰ ₈ Manage	User *	Select User	· ·					
🖋 Edit Group	0361							
☑ [*] View Public Page	View Public Page Category Time v							
Q [®] ₈ Customize ◄		2.25 Hours *						
👗 Users 👻	Impact Date *	Start Date	End Date					
A Evente -		10/02/2017	10/02/2017					
Events	Event	Event GEAR UP at Frankford High School						
n Impacts -		Which event is this impact for? Only listed are events that are directly under your group and that are still open						
Points								
III Surveys -	Shared With	Select an Option	• •					
📋 Internships 👻		You can share this impact with any of your affiliates or network groups						
👍 Network 👻	Review, Reflection and worked on math worksheet							
Feedback * Note this is public to any group that can view this impact								
\$ Payments -		, , , , , , , , , , , , , , , , , , , ,						
Billing Personal Notes ** Personal notes will only be viewable by the user								
		Personal notes will only	re viewable by the user					
		 Verified Automatically verify imp 	act					
;	Custom Fields	Custom Fields						
	Are you a Next Steps or Work Study student? *	⊙ Yes ⊙ No						
		Create Impact	a member of your group it will be flagged as private. i.e. Only the men be able to view it	iber, group members and other				

8) Create Impact! Now continue for the rest of the impacts for the week.

- Switch Group - 🔹	> Impact Details						
Ø6 Manage	User *	Select User		×			
🖋 Edit Group	0301						
☑ View Public Page	Category	Time 🔻					
Ø₀ Customize -		2.25 Hours *					
🛓 Users 👻	Impact Date *	Start Date	End Date				
🛗 Events 👻							
🚯 Impacts 👻	Event	GEAR UP at Frankford High School Which event is this impact for? Only listed are events that are directly under your group and that are still open					
🍷 Points 👻							
🔳 Surveys 👻	Shared With	Select an Option You can share this impact wi	Select an Option				
💼 Internships 👻		Tou can share this impact with any of your animates of network groups					
👍 Network 👻	Review, Reflection and Feedback	worked on math worksheet					
🖕 Resources 👻	recuback	* Note this is public to any group that can view this impact					
\$ Payments -							
🚍 Billing 👻	Personal Notes						
		** Personal notes will only be viewable by the user					
		Verified					
		Automatically verify impa	ct				
	Custom Fields Are you a Next Steps or Yes Work Study student? * No						
		Create Impact When you create an impact for a dministrators of your group will a	nember of your group it will be able to view it.	e flagged as private. i.e. Only the member, group members and other			