

Give Pulse 101

Entering Personal hours for GEAR UP and Lead Coach Duties



Part 1

Entering your personal hours at your school site.



1) Log onto
givepulse.org -
Got to the
Dashboard

Find your school
under the **My
Registrations**
Tab.

The screenshot shows the GivePulse dashboard for user Caitlin Fritz. The top navigation bar includes the GivePulse logo, a user profile icon, and links for 'Harvey Relief', 'Dashboard', 'Get Involved', 'List For Free', and 'Hi Caitlin'. The main header displays the user's name and location: 'Caitlin Fritz @ Philadelphia, PA My Dashboard'. Below this is a secondary navigation bar with tabs for 'Dashboard', 'Profile', 'My Groups', 'My Registrations', and 'My Impacts', along with an 'Add Impact' button. The 'My Registrations' section is active, showing 'Upcoming Events' and 'Past Events' tabs. A card titled 'Other/Administrative Hours' for 'GEAR UP - Bryn Mawr and St. Joe's' is visible, labeled as an 'Open Opportunity'. The 'My Memberships' section shows 'Groups' and 'Events I Manage' tabs, with a list of events where the user is an admin, including 'GEAR UP at Frankford High School', 'GEAR UP at KCAPA', 'GEAR UP at THE Kensington High School', and 'GEAR UP at Ben Franklin High School'. To the right, a calendar for October 2017 is displayed, with the 6th of the month highlighted in blue. A key below the calendar indicates that blue highlights represent 'Registered' and orange highlights represent 'Manage'.

2) From your school event page, locate the **Add Impact** button.

GEAR UP at Frankford High School
Open Opportunity

PHENND / K-16 Partnerships Network / PHENND GEAR UP / GEAR UP - Temple... / Events / GEAR UP at Frankford...

Home Impacts Contact Register

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](#)

Location: 5000 Oxford Ave, Philadelphia, PA 19124

Wall

Leave a message...

Admin Panel

- Manage Events
 - Edit Event
 - Duplicate Event
 - Manage People
 - Message People
 - Impacts
 - Registrations
 - Reservations
 - Manually Register User
 - Sign Registrants In
 - Invites
 - Invite People
 - Notes & Admin Fields
 - Export People
 - Export Impacts
- Audit Log
- Disable Admin Alerts

Register

Add Impact

Rachel Howe
Organizer
[Contact](#)

Get the word out

<https://givepul.se/lynui>

[Invite](#) [Promote](#)

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

3) Enter your time, start date, end date, if you are workstudy/next steps and then any feedback.

that can verify you were there. If you don't know the verifier info, please contact Joli McTerrell at jmcterrell@temple.edu

Impact Date + Add Times

Start Date * End Date

10/06/2017 10/06/2017

Impact Type & Measurement

Time ▾ Hours *

Requested Information

Are you a Next Steps or Work Study student? *

Yes
 No

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, bit, doc, docx, zip)

+ Add Attachment

Temple University is partnering with the School District of Philadelphia to support the college readiness program, GEAR UP. Through this program Temple University students will serve as GEAR UP coaches, tutoring and mentoring students at the following schools and their feeder middle schools:

Edison High School
Frankford High School
Kensington High School
Kensington High School for Creative and Performing Arts
Penn Treaty School


4) Skip the remaining sections and click Submit Impact.

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](#)

 *Sharing and Privacy Settings*

Share this impact if you participated or served with another group or organization.

Select: [All](#) | [None](#)

Share with

- GEAR UP - Bryn Mawr and St. Joe's
- GEAR UP - LaSalle University
- GEAR UP - U Penn / Drexel University
- K-16 Partnerships Network
- PHENND
- PHENND GEAR UP
- University of Pennsylvania
- West Philadelphia HS

[Go to My Groups to manage your sharing settings.](#)

Public/Private

Private

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

[Save Impact](#)



Part 2

Administrative Hours



1) Log onto givepulse.org - Got to the Dashboard

Find
Other/Administrative Hours in
the **My
Registrations**
Tab.

givepulse

Harvey Relief Dashboard Get Involved List For Free Hi Caitlin

Caitlin Fritz @ Philadelphia, PA
My Dashboard

Dashboard Profile My Groups My Registrations My Impacts Add Impact

My Registrations

Upcoming Events Past Events

Other/Administrative Hours Add Impact
GEAR UP - Bryn Mawr and St. Joe's
Open Opportunity

My Memberships

Groups Events I Manage

You are an admin of the following events

- GEAR UP at Frankford High School
GEAR UP - Temple University
Open Opportunity
- GEAR UP at KCAPA
GEAR UP - Temple University
Open Opportunity
- GEAR UP at THE Kensington High School
GEAR UP - Temple University
Open Opportunity
- GEAR UP at Ben Franklin High School
GEAR UP - Temple University

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	10	11

Key: Registered Manage

2) From this event page, locate the **Add Impact** button and continue like you did with your school hours.

GEAR UP at Frankford High School
Open Opportunity

PHENND / K-16 Partnerships Network / PHENND GEAR UP / GEAR UP - Temple... / Events / GEAR UP at Frankford...

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Add Impact

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Invite Promote

Tweet Like