

Give Pulse 101

Attaching Sign-in Sheets

From your event page click on **Edit Event**

givepulse Dashboard Get Involved List For Free Hi Caitlin

GEAR UP

GEAR UP at Ben Franklin High School
Open Opportunity [Register](#) [Add Impact](#)

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

[Home](#) [Impacts](#) [Contact](#) [Register](#)

About

Positions	Many Remaining
Description	GEAR UP Coaches providing academic enrichment and college readiness programming at Ben Franklin High School.
Causes	Education & Literacy
GivePulse	0 Positions Filled 44 Impacts 89 Hours

A few people you will meet... [View Details](#)

Location: 550 North Broad St., Philadelphia, PA 19130

Admin Panel

- Manage Events
- Edit Event**
- Duplicate Event
- Manage People
- Message People
- Impacts
- Registrations
- Reservations
- Manually Register User

On the left
hand sidebar
click on
Documents

The screenshot shows the GivePulse interface for editing an event. At the top, the GivePulse logo is on the left, and navigation links for 'Dashboard', 'Get Involved', 'List For Free', and a user profile for 'Hi Caitlin' are on the right. The main heading is 'Edit Event' for 'GEAR UP at Ben Franklin High School'. Below this is a breadcrumb trail: 'PHENND / K-16 Partnerships Network / PHENND GEAR UP / GEAR UP - Temple... / Events / GEAR UP at Ben... / Edit Event'. A left sidebar contains a 'Manage Events' button and a list of menu items: Basics, Advanced, Social, Logos, Registration Settings, Registration Questions, Impact Settings, Impact Questions, Causes, Skills, Tags, Documents (highlighted in yellow), Settings, Collaboration, and Actions. The main content area includes fields for 'Name' (GEAR UP at Ben Franklin High School), 'Administrator' (John Harris), 'Privacy Level' (Private - Entire Network), and 'Visibility for Non-members'. A rich text editor for the 'Description' contains the text: 'GEAR UP Coaches providing academic enrichment and college readiness programming at Ben Franklin High School.' At the bottom right, there are 'Save' and 'Save and Continue' buttons.

Attach a new document

for this event. This can be a scan or a picture of the sign in sheet.

Name your file using the first date listed on the sign in sheet using the format: *Year Month Day weekly log* OR *Year Month Day Name of event*

Examples:

171024 Weekly Log

170923 GEAR UP Kick off Training

givepulse

Dashboard Get Involved List For Free Hi Caitlin

Edit Documents

GEAR UP at Ben Franklin High School

PHENND / K-16 Partnerships Network / PHENND GEAR UP / GEAR UP - Temple... / Events / GEAR UP at Ben... / Edit Documents

Manage Events

Attached Documents

Name	Privacy Level	Actions
This event has no uploaded documents		

Attach a new document to this event

Document File Sample Log.docx
You can upload the following types of documents: jpg, jpeg, png, gif, ppt, odt, xls,xlsx, csv, rtf, pdf, bxt, doc and docx.

Name

Privacy Level
Is this file visible to end users, or just admin users?

Description

Collaboration

- Notes

Actions

- View
- Unpublish
- Cancel

After saving, you will be able to see your file in your events page, under the **Documents** tab.

The screenshot shows the Givepulse interface for the event 'GEAR UP at Ben Franklin High School'. At the top, the Givepulse logo is on the left, and navigation links for 'Dashboard', 'Get Involved', 'List For Free', and user profile 'Hi Caitlin' are on the right. The event title 'GEAR UP' is prominently displayed with a gear icon. Below the title, there's a small image of a storefront and the text 'GEAR UP at Ben Franklin High School' with an 'Open Opportunity' icon. A green 'Register' button is visible on the right. Below the event title, a breadcrumb trail reads 'PHENND / K-16 Partnerships Network / PHENND GEAR UP / GEAR UP - Temple... / Events / GEAR UP at Ben... / Documents'. A navigation bar contains 'Home', 'Impacts', 'Documents' (highlighted in yellow), 'Contact', and 'Register'. Below this is a table with one document entry: '171024 Weekly Log'. On the right side, there's a profile for 'John Harris, Administrator' with a 'Contact' button. Further down, there's a 'Get the word out' section with a URL 'https://givepul.se/7wehl', 'Invite', 'Promote', 'Tweet', and 'Like' buttons. At the bottom right, an 'Admin Panel' section lists 'Manage Events', 'Edit Event', 'Duplicate Event', 'Manage People', and 'Message People'.