Give Pulse 101
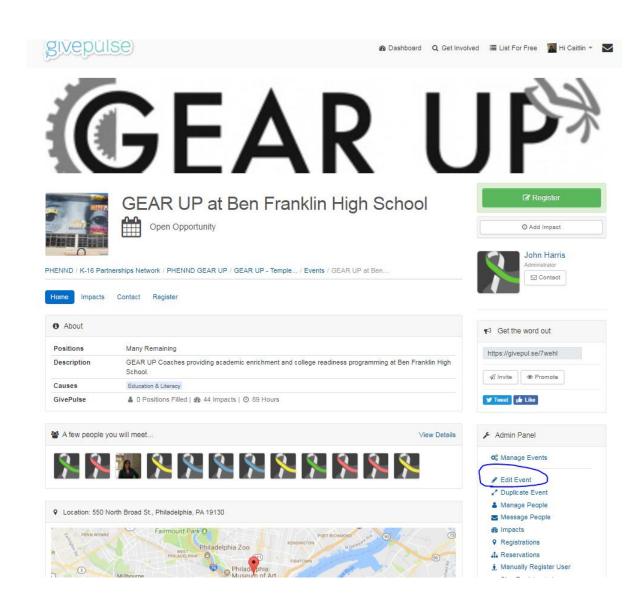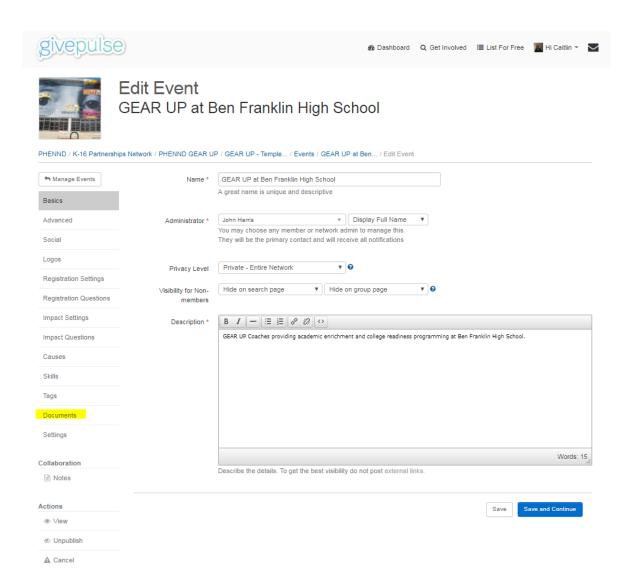
Attaching Sign-in Sheets

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

On the left hand sidebar click on **Documents**

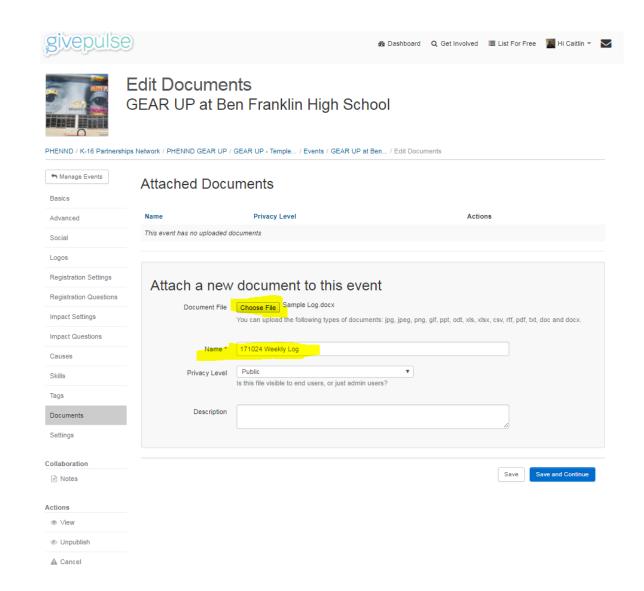Philadelphia Higher Education Network for Neighborhood Development (PHENND) / GEAR UP

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

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

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