

Inspiring Minds GivePulse Portal: *User Guide*



Welcome to GivePulse!

- Inspiring Minds is moving its volunteer management system to GivePulse. Here, you will be able to keep track of upcoming hours, record and look back on previous hours, and see available workshops and trainings.
- Our platform is <https://inspiringminds.givepulse.com>. We will have links available on our website and social media platforms.
- If you would prefer to use GivePulse in Spanish, scroll to the bottom of whatever page you are on and click to choose between English and Español.
- GivePulse operates best on updated versions of common internet browsers; we recommend making sure that your browser is up-to-date (for information about how to do so, click [here](#)). We also recommend downloading and using Chrome if you are experiencing glitches/bugs. If you would like help doing so, please let us know!



powered by 

Learn more about GivePulse
Support Center / FAQ
Contact GivePulse Support

Privacy Policy
Terms & Conditions

 Like 1.9K  Share

Copyright © 2018 by GivePulse, Inc., All rights reserved.

 English ▾

Getting Into GivePulse

- Go to inspiringminds.givepulse.com on a web-enabled computer or phone; click “Sign Up” or “Log In.”



Note: If you are a returning volunteer, you will have received an email from GivePulse asking that you “claim your account.” Clicking on the link provided will automatically log you in. If there is any information that we require from you that is not on file, we will be requesting this information from you upon logging in as well (this includes a prompt to create a password).

Log In

- After the first time signing up, you will simply have to enter your email and password to log in.
- You may also choose to link your account to your Facebook or Google accounts, in which case you can also log in this way.

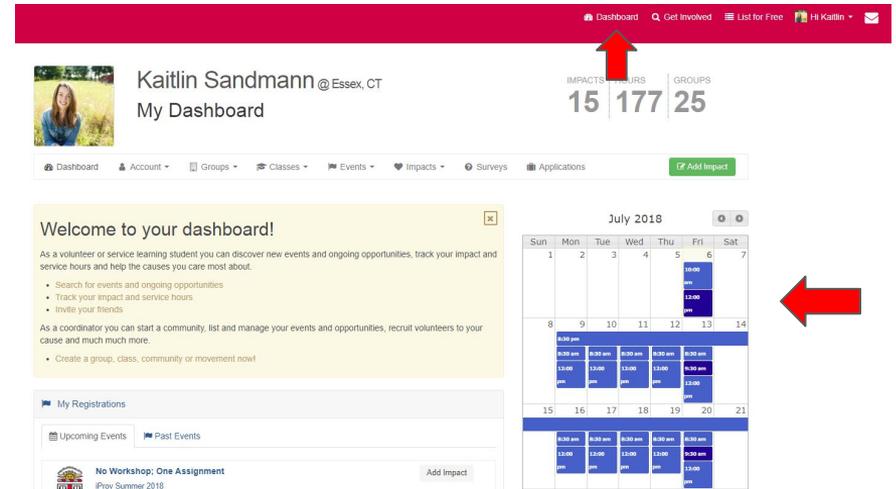
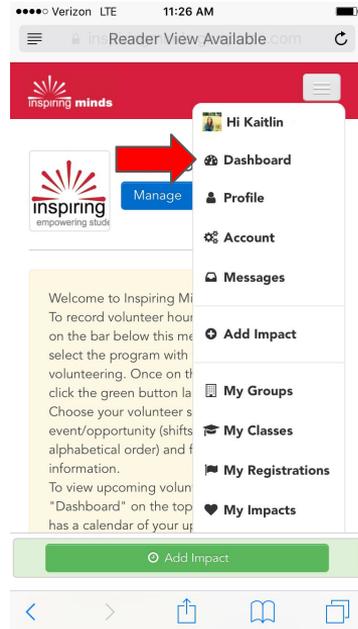
The image shows a login form with the following elements:

- A dark blue button with a white Facebook 'f' icon and the text "Log in with Facebook".
- A red button with a white Google 'G' icon and the text "Log in with Google".
- A horizontal line with the word "or" centered between two short horizontal dashes.
- An input field with the placeholder text "Email".
- An input field with the placeholder text "Password".
- A blue link labeled "Forgot Password" positioned to the right of the password field.
- A green button with the text "Log in".
- A horizontal line below the "Log in" button.
- A blue link labeled "Don't have an account? Sign Up" at the bottom.

Process: Keeping Track of Shift and Hours

- Each of you will be invited to register for an event based on the volunteer shift in which you have been placed. You will then use this event to record your hours!
- To keep track of upcoming shifts and trainings/workshops, click “Dashboard” to see a monthly calendar.

The left image is the mobile screen; click the top right icon and then click “Dashboard” to access your calendar.



Getting Invited to Your Shift

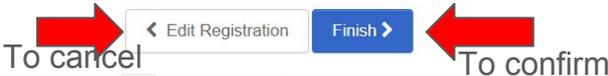
Jane Lavoie has registered you for [Placement: Day of Week, Teacher Name, Grade Level \(Bailey Template\)](#)! In order to reserve your spot, YOU MUST CONFIRM you will be attending and agree to all liability release forms.



 Placement: Day of Week, Teacher Name, Grade Level (Bailey Template)
Recurring Event

 Liability waivers and release forms for you

 I agree to the Platform Liability Release Form



 Placement: Day of Week, Teacher Name, Grade Level (Bailey Template)
Recurring Event

Dates  Unconfirmed attendees below must confirm via the email notification sent: 

Who is attending?  Cancel All 

 (You)	Testingtesting Onetwothree Email: ksandmann+8@inspiringmindsri.org Registration Status: Unconfirmed Confirmation Date: --
--	--

Select one if you are part of a group? 



- Inspiring Minds will send you an email via GivePulse with links to allow you to confirm your volunteer shift
- To sign up, click “Confirm Registration” and check that you agree to the release form on the page you are redirected to, then click “Finish”
- If you are unable to attend, click “I can’t attend” and then click “Edit Registration,” then “Cancel All” on the next page. Click “Update”

Cancelling a Single Shift

- If you are unable to attend your shift, please let us know via GivePulse
- From your dashboard, click the words My Registrations; this will bring you to a page listing all registrations
 - You can also get to this page by clicking on your icon at the top right and clicking My GivePulse:My Registrations
- Go to the far right white dropdown menu next to the name of the shift that you need to cancel and click “Cancel Registration”

A screenshot of the GivePulse dashboard navigation menu. The top navigation bar is red and contains links for Dashboard, Get Involved, List for Free, and a user profile icon for Hi Kaitlin. Below this, a white dropdown menu is open, listing options: Dashboard, Profile, Account, Messages, Add Impact, My GivePulse, Support, and Sign out. A red arrow points to the 'My GivePulse' option. To the left of the menu, statistics are shown: IMPACTS 24, HOURS 285, and GROUPS 28. Below the statistics, there is a green 'Add Impact' button and a link to '1 - 63 of 63 Registrations'.

A screenshot of the 'My Registrations' page. At the top, there is a 'Welcome to your dashboard!' message with a list of actions: Search for events and ongoing opportunities, Track your impact and service hours, Invite your friends, and Create a group, class, community or movement now!. Below the message, there are two tabs: 'My Registrations' (selected) and 'Past Events'. A table of registrations is visible, with columns for Event Name, Group Name, Date, Shift, Status, Duration, Impacts, and Actions. The first row shows a registration for 'Inspiring Minds' on '7/22/19 12:00pm' with a status of 'Registered' and a duration of '2 hours'. A red arrow points to the 'Actions' dropdown menu for this registration, which is open and shows 'Cancel Registration' as an option.

Event Name	Group Name	Date	Shift	Status	Duration	Impacts	Actions
Placement: Day of Week, Teacher Name, Grade Level	Inspiring Minds	7/22/19 12:00pm		Registered	2 hours		<input type="button" value="Cancel Registration"/>

Adding Hours

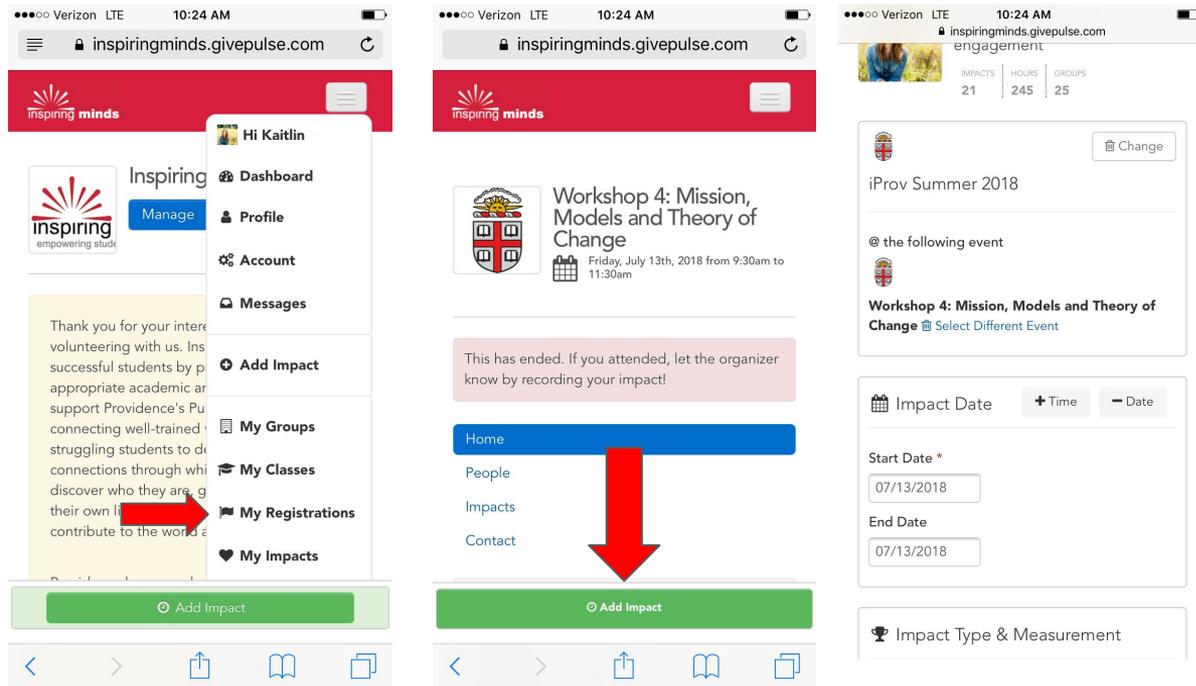
- When your shift is over, log into inspiringminds.givepulse.com and go to your dashboard by clicking “Dashboard” on the top bar
- Scroll to “My Registrations” and click “Past Events”
- Click on the event for which you are recording your hours. Once on the event page, click “Add Impact,” the green button on the right.

The screenshot shows the user profile for Kaitlin Sandmann @Essex, CT, with 21 IMPACTS, 245 HOURS, and 25 GROUPS. The navigation bar includes Dashboard, Account, Groups, Classes, Events, Impacts, Surveys, and Applications, along with an Add Impact button. A welcome message is displayed, followed by a calendar for July 2018 showing time slots for various events. The 'My Registrations' section is visible, with a red arrow pointing to the 'Past Events' tab.

The screenshot shows the event page for 'Workshop 4: Mission, Models and Theory of Change' on Friday, July 13th, 2018, from 9:30am to 11:30am. The page includes a header with photos of participants, a green 'Add Impact' button, and a red arrow pointing to it. Below the event details, there is a message: 'This has ended. If you attended, let the organizer know by recording your impact.' The page also features navigation links (Home, People, Impacts, Contact), an 'About' section, and a 'Positions' section showing 0 remaining spots.

Adding Hours (Mobile)

- On your mobile device, the screens will look slightly different, as imaged below. However, you will navigate the same way
- Click the upper right hand box to access “My Registrations” easily



Adding Hours (cont'd)

Make sure that the listed dates/times are correct, then fill out any other fields you feel comfortable sharing.

Impact Date + Add Times

Start Date * End Date

06/11/2018 06/11/2018

Impact Type & Measurement

Time Hours *



Reflections, Private vs. Public

- Rate and reflect on your time if you wish to -- this helps us to improve the quality of your volunteer experience!
- To make notes just for yourself without anyone else seeing, list them as personal notes. To upload an attachment that we can see, like a drawing by a student or a signed paper, add this as an attachment

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, csv, rtf, pdf, txt, doc, docx, zip)

+ Add Attachment

Public/Private

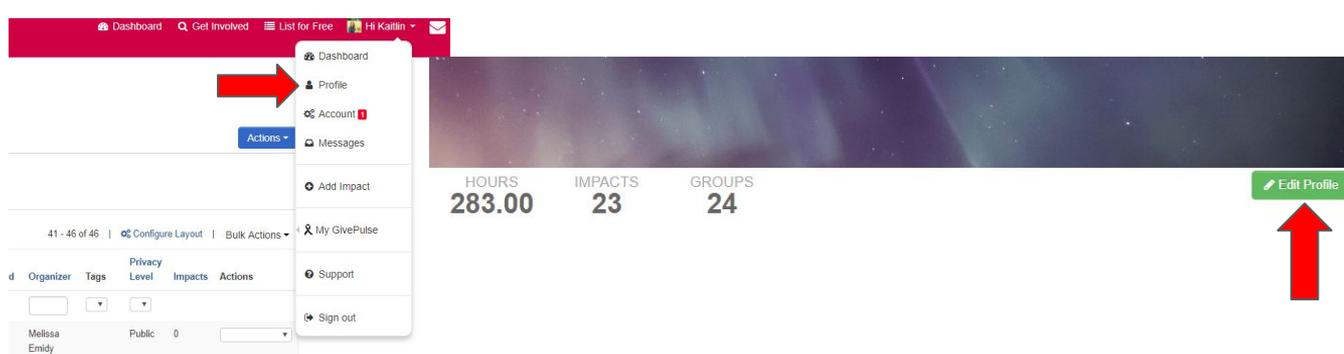
Public

Private

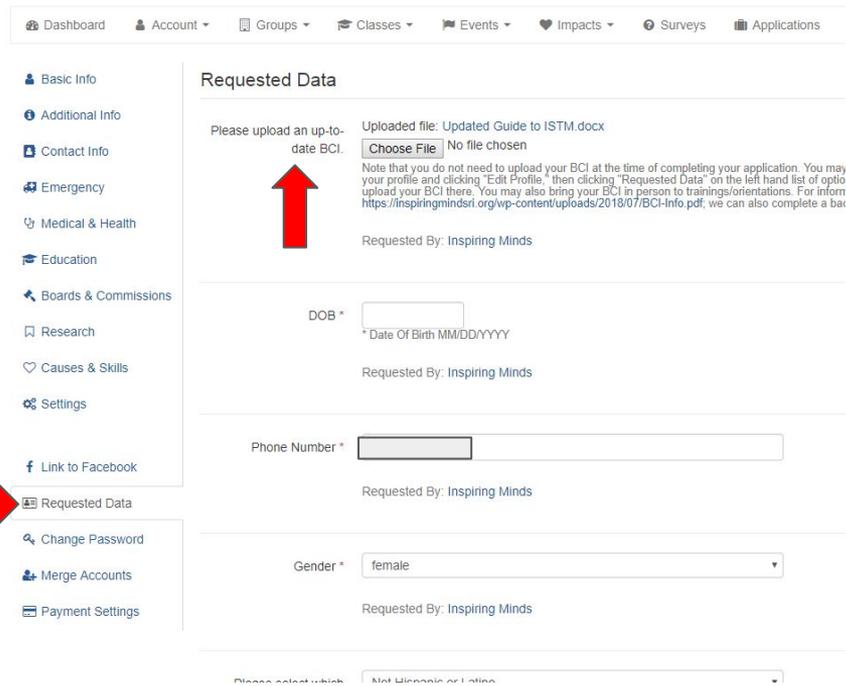
Private impacts are only visible to you and the groups you share your impact with.

Save Impact

Upload BCI



- You are able to upload your BCI directly to GivePulse
- Go to your profile by clicking on your icon in the top right corner, then clicking the green button labelled “Edit Profile”
- On the left, choose “Requested Data” and upload your BCI to the appropriate field (first field)



Messages and Surveys/Forms

- If someone has sent you a message, this message will be available on the Inspiring Minds portal and will also be sent directly to your email
- At the bottom of the email is a button that says “Respond to [Name]”; click this if you need to reply to the message. We will also message you when there is a survey or form available to fill out; to do so, simply click on the embedded link in the message.

Hi Kaitlin,



sent you a message.

vvarmly,

Hi Everyone:

We are just over 2 weeks from our orientation and I'm very excited to

Respond to



If you want to send one of us a message, click “Contact” under our images on the Inspiring Mind portal, or click on the admin image to get to their profile and click “Message.”

A screenshot of a user profile page. The profile picture is a grey placeholder box. Below it, there are statistics: HOURS 17.50, IMPACTS 5, and GROUPS 8. At the bottom right, there is a blue button with a white envelope icon and the text "Message". A red arrow points to this button.

A Note About Answering Questions on GivePulse

When filling out surveys and applications, to select multiple answers to a question, hold down Ctrl and click on each option if you are on a PC; for a Mac, hold down Command and then click on each option.

Additional Events

Throughout your time with Inspiring Minds, you may receive invitations to additional workshops and events. You are able to register for these the same way that you register for your volunteer shifts, and record hours for them in the same way as well!

Thanks for reading!

That's all the information you need to know to record your hours on GivePulse! We really appreciate the time you are taking to navigate this new system. Please let us know if you have any questions or concerns by emailing inspire@inspiringmindsri.org, and keep us informed about how you are finding the system.

The following slides provide a deeper dive into ways that you can navigate GivePulse. The best way to learn about the platform is to explore -- feel free to do so!

Top Bar

At the top of every page is a bar from which you can quickly access your dashboard (1), search for volunteer opportunities (2), list your own opportunities (3), view information about your experience (4), and see messages (5).



Dashboard Get Involved List for Free Hi Kaitlin



Kaitlin Sandmann @Providence, RI

My Dashboard

1 **2** **3** **4** **5**

IMPACTS	HOURS	GROUPS
13	111	10

Dashboard Account Groups Classes Events Impacts Surveys Applications

Add Impact

Your Icon

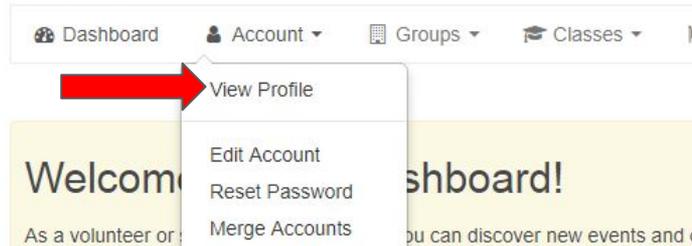
By clicking on your icon on the top bar, you can also access your dashboard and profile, edit your account information, check your messages, add an impact, see information about your impacts/registrations, access the support page, and sign out.

The screenshot shows a user interface with a top navigation bar. On the right side of the top bar, there is a user profile icon, the text "Hi Kaitlin", and a dropdown arrow. A dropdown menu is open, listing the following options: Dashboard, Profile, Account, Messages, Add Impact, My GivePulse, Support, and Sign out. Below the top bar, the main content area displays "GROUPS 10" and a green "Add Impact" button. At the bottom, there is a calendar view showing the days of the week (Fri, Sat) and the numbers 1, 2, 7, 8, 9. A blue box with the text "9:00 am" is visible in the calendar.

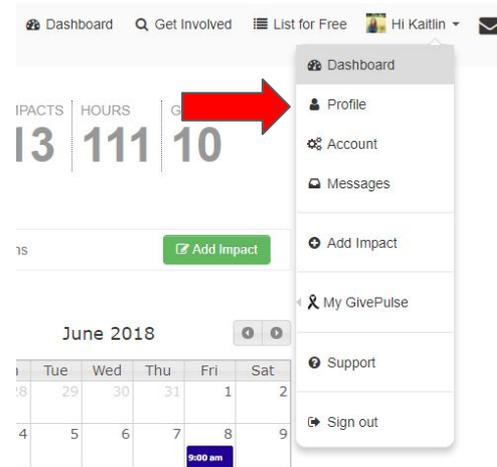
Getting to Your Profile



Kaitlin Sandmann @
My Dashboard



From your Dashboard, you can access your profile one of two ways: click on “Account” and then “View Profile,” or click on your icon in the upper right corner and then click “Profile.”



Your Profile

Your profile contains information about you and about your engagement. To change or add information, click the green button labelled “Edit Profile.” To view your past hours, scroll down to where “Impacts” are listed. From here, you can view or edit each time you volunteered by clicking the eye or the pencil next to the impact; you can also comment on past volunteer engagements using the speech bubble.

HOURS 73.50 **IMPACTS** 12 **GROUPS** 5 [Edit Profile](#)

About

Causes

Skills

GivePulse Stats

NUMBER OF IMPACTS PER MONTH

Groups

- Community Corps
- SWEARER CENTER BROWN UNIVERSITY
- iProv Summer Fellowship

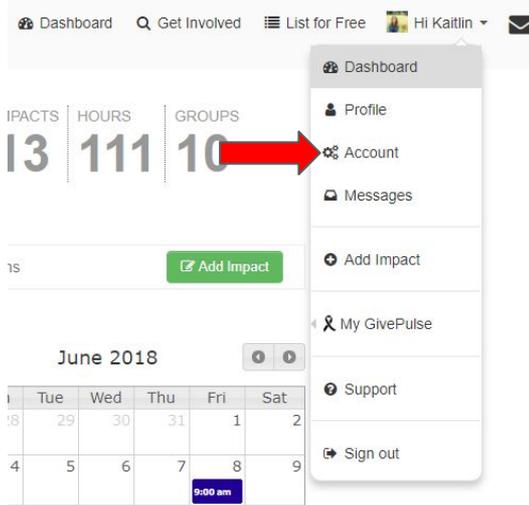
Group Locations

Impacts

Kaitlin gave to iProv Summer 2018
Gave ⌚ 24.00 hours between Jun 4th and Jun 8th, 2018 with BrownEngage

Community Corps **Kaitlin gave to Community Corps Program**
Gave ⌚ 1.50 hours on Apr 12, 2018 with BrownEngage

Edit Account Info and Change Email/Password

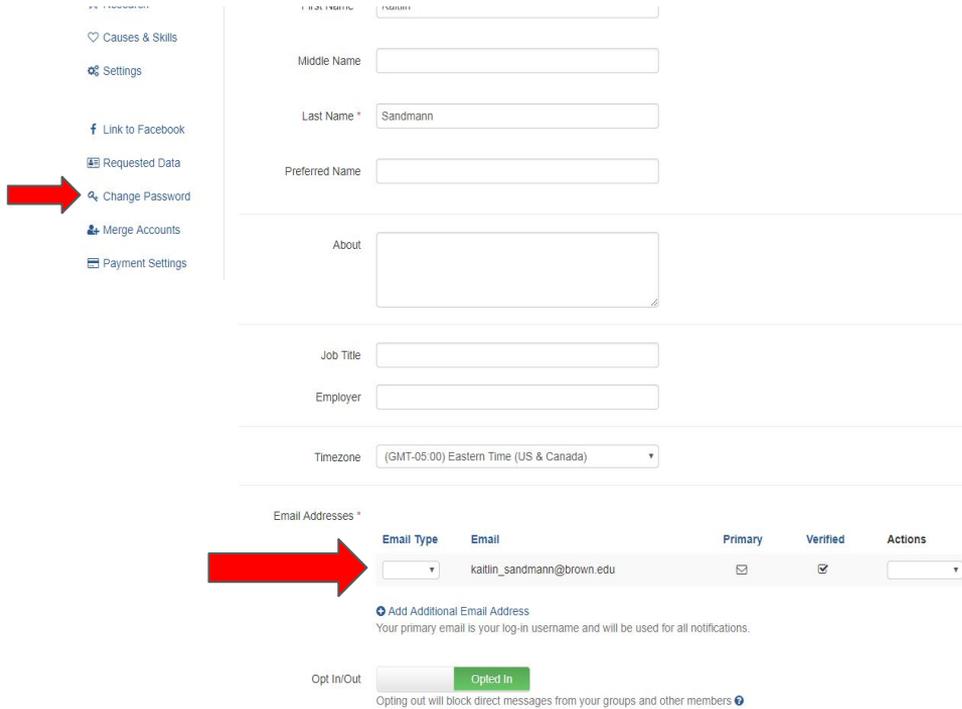


The screenshot shows a user dashboard with a navigation bar at the top containing 'Dashboard', 'Get Involved', 'List for Free', and a user profile 'Hi Kaitlin'. Below the navigation bar, there are three large numbers: '13' under 'IPACTS', '111' under 'HOURS', and '10' under 'GROUPS'. A red arrow points to the '10' in the 'GROUPS' section. Below these numbers is a green 'Add Impact' button. At the bottom, there is a calendar for June 2018. A dropdown menu is open from the user profile icon, listing options: Dashboard, Profile, Account, Messages, Add Impact, My GivePulse, Support, and Sign out.

Tue	Wed	Thu	Fri	Sat
28	29	30	31	1
2	3	4	5	6
7	8	9	10	11

Click on your user icon in the upper right corner and click “Account” to edit all account information. This icon can be accessed from any page.

Change Email/Password Continued



The screenshot shows a user account settings page. On the left, a navigation menu includes 'Causes & Skills', 'Settings', 'Link to Facebook', 'Requested Data', 'Change Password', 'Merge Accounts', and 'Payment Settings'. A red arrow points to 'Change Password'. The main content area has several input fields: 'First Name' (empty), 'Middle Name' (empty), 'Last Name *' (filled with 'Sandmann'), 'Preferred Name' (empty), 'About' (text area), 'Job Title' (empty), 'Employer' (empty), and 'Timezone' (dropdown menu set to '(GMT-05:00) Eastern Time (US & Canada)'). Below these is a table of 'Email Addresses *' with one entry: 'kattlin_sandmann@brown.edu', which is marked as 'Primary' and 'Verified'. A red arrow points to the 'Add Additional Email Address' button below the table. Below the email table is an 'Opt In/Out' section with a green 'Opted In' button and a note: 'Opting out will block direct messages from your groups and other members'.

From the Account page, you can change your email by scrolling down on the first page (labelled “Basic Info” in left hand menu) and then clicking “Add Additional Email Address,” then going to “Actions” → “Remove” for the address that is no longer valid. (If you would like to have multiple email addresses, you can choose which is primary under the “Actions” tab; the primary email address is the one you will use to log in.) You can change your password by clicking “Change Password” in the left hand menu.

Make Profile Private

To hide your information from other users and visitors, go to your profile, click “Edit Profile,” click “Settings,” and check the box next to “Private.” We will still be able to communicate with you!

- Basic Info
- Additional Info
- Contact Info
- Emergency
- Medical & Health
- Education
- Boards & Commissions
- Research
- Causes & Skills
- Settings**
- Link to Facebook
- Requested Data
- Change Password
- Merge Accounts
- Payment Settings

Settings

Display Names ▼
How do you want names to be displayed when managing your groups?

 **Private**
Making your account private will hide most information from other users and visitors. To learn more click here [?](#)

Cover Image
Give your profile a unique look and feel. For best quality, your cover image should be 1170px by 200px or larger up to 4MB.

No file chosen

Editing Impacts

If you need to edit impacts, you are able to via the page shown before or via My Impacts (accessible via the upper right corner under “Hi [Name]” → My GivePulse → My Impacts, or via Dashboard → Impacts → View Impacts). Click the little pencil icon. This allows you to edit hours, reflections, ratings, etc. Note that if this impact was already verified, changing the hours, dates, etc. will lead to it needing to be verified again. Reflections can be changed without requiring a new verification.

Kaitlin Sandmann @Providence, RI
My Impacts

IMPACTS | HOURS | GROUPS
13 | **111** | **10**

Dashboard | Account | Groups | Classes | Events | Impacts | Surveys | Applications | [Add Impact](#)

Filter by groups | Filter by status | From date | To date | Filter | Clear

111.5 Total Hours | **73.5 Verified Hours** | **0 Network Verified Hours**

Sort by: Group Name | Date Created | Impact Date | Hours

	gave to iProv Summer 2018	Not Yet Verified
	gave to iProv Summer 2018	Verified
	gave to Community Corps Program at Faith and Service	Verified

What are impacts?
Every time you volunteer, serve or donate to a social impact initiative, you are making an impact!
Impacts help provide data for reporting purposes, to get feedback on the quality of the experience, and to better understand the impact of the work and how we are moving the needle.

Export
Export My Impacts
Export Summary

Dashboard



Kaitlin Sandmann @ Providence, RI
My Dashboard

IMPACTS | HOURS | GROUPS
12 | **73** | **8**

Dashboard Account Groups Classes Events Impacts Surveys Applications

Add Impact

Welcome to your dashboard!

As a volunteer or service learning student you can discover new events and ongoing opportunities, track your impact and service hours and help the causes you care most about.

- Search for events and ongoing opportunities
- Track your impact and service hours
- Invite your friends

As a coordinator you can start a community, list and manage your events and opportunities, recruit volunteers to your cause and much much more.

- Create a group, class, community or movement now!

My Registrations

Upcoming Events Past Events

Monthly Community Partner Network Meeting

SWEAHER CENTER
BROWN UNIVERSITY
Jun 12, 2018 8:30am

Workshop 1: Professional Communication in a Diverse Environment

June 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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
1	2	3	4	5	6	7

Key: Registered Manage

NUMBER OF IMPACTS PER MONTH



Jun 15, 2018 9:30am

My Memberships

Classes Groups

iProv Summer 2018
BrownEngage
Your Impact: 1 Impacts | 24.00 Hours | Last impact: 06/03/18

Messages

CPN tomorrow!
Monthly Community Partner Network Meeting
Jun 11, 2018

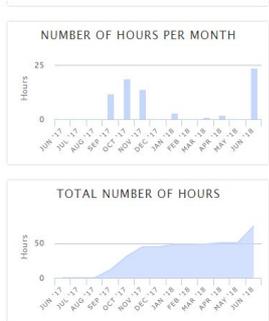
iProv Orientation Friday!
iProv Summer 2018
Jun 6, 2018

iProv Orientation Logistics
iProv Summer 2018
May 23, 2018

iProv 2018 Summer Preparation
iProv Summer 2018
May 11, 2018

Community Corps Survey
Community Corps Program
May 8, 2018

<< First 1 2 3 4 5 6 Last >>

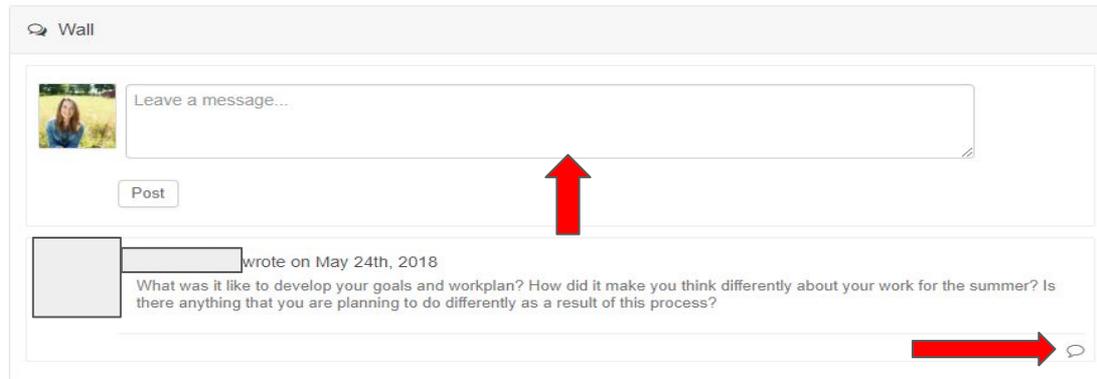


On your Dashboard, you can quickly add hours by clicking “Add Impact,” see what events you’ve registered for with “My Registrations” (and see upcoming events on the calendar), look at the groups you are a member of with “My Memberships,” see messages by scrolling down to “Messages,” and view graphs of impacts and hours completed.

Post on an Event's Wall

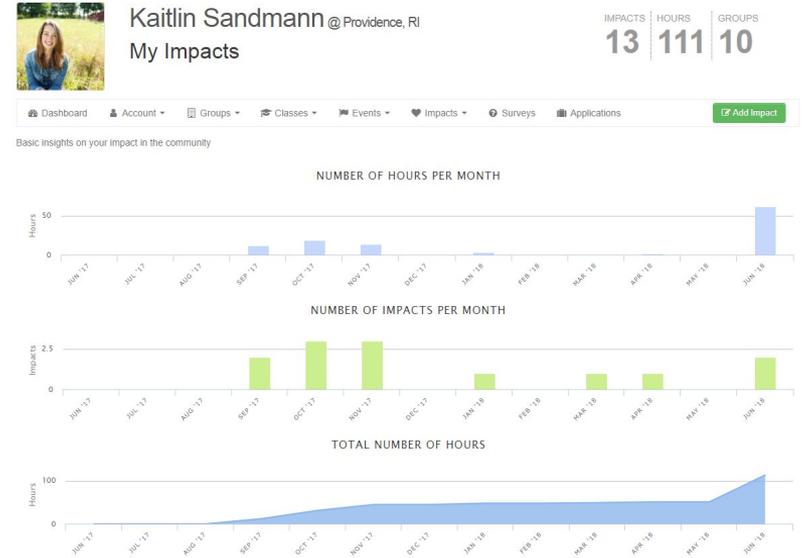
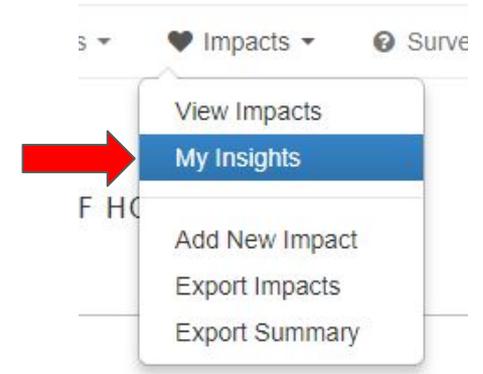
If you have any questions, comments, or concerns about an event that you feel would be pertinent to all attending, you can post on the event's wall (if you have a private concern, feel free to send a message to the administrator of the event as detailed later).

Write your own message by clicking on and typing in the box labelled "Leave a message." Reply to someone else's message by clicking the small speech bubble on the lower right corner of the message and clicking "Comment."



Your Insights

If you want to see data about your volunteering all in one place, you can go to Impacts → My Insights from your Dashboard or your My Impacts page. This will tell you the number of hours and impacts per month, and your total number of hours.



Inviting Friends to Join Inspiring Minds

On the Inspiring Minds homepage, click “Invite” to invite friends to join Inspiring Minds! You simply need to input their name and email, and they will receive a message saying that you have invited them to join. You can add a personal message (for example, “I have loved working with Inspiring Minds, and I think you would too”). They can then easily find our page if they are so inclined!

Inspiring Minds

Manage 1

Inspiring Minds! To record volunteer hours, please click the green button labelled "Add Impact." To apply to become a Member, please click the blue button labelled "Become a Member." We are so excited to hear from you!

Events Subgroups Affiliates Impacts Contact

Inspiring Minds' mission is to create successful students by providing them with the appropriate social supports. We connect trained and supported volunteers to struggling Providence students through close connections through which young people discover who they are, gain skills to shape their own lives, and learn how to interact and contribute to the world around them.

Website Facebook Twitter LinkedIn

[Add Impact](#)

Melissa Emidy
Administrator
[Contact](#)

Jane Lavoie
Volunteer Coordinator
[Contact](#)

Get the word out

<https://givepul.se/r83fu>

[Invite](#) [Affiliate](#)

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

Email

Excel (csv)

Email

Enter the name and e-mails of individuals you want to invite:

Name	Email *	+ Invite More (Add Row)
<input type="text"/>	<input type="text"/>	

Message

Add a personal message to your invites (optional)

[Send Invitations](#)

Example layout of invite email

Hi John!

Kaitlin Sandmann has invited you to join Inspiring Minds!

(YOUR PERSONAL MESSAGE (OPTIONAL) WILL GO HERE)

Why is GivePulse important?

We really appreciate you logging your hours on GivePulse. Inspiring Minds is a nonprofit; having information about volunteers' hours readily available on a single system enables us to report this information to potential funders. In other words, by using this system you are helping to ensure that Inspiring Minds continues to be able to work toward its mission of empowering students in Providence schools!

If you have any questions or concerns, please let us know by emailing inspire@inspiringmindsri.org!

Thank you for your time, and for choosing to volunteer with Inspiring Minds!