

# 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.

The screenshot shows the GivePulse user dashboard for Caitlin Fritz. The page is titled "My Dashboard" and includes navigation links for Dashboard, Profile, My Groups, My Registrations, and My Impacts. A green "Add Impact" button is visible in the top right. The "My Registrations" section is active, showing "Upcoming Events" and "Past Events" tabs. Under "Upcoming Events", there is a card for "Other/Administrative Hours" with the event "GEAR UP - Bryn Mawr and St. Joe's" and an "Open Opportunity" status. The "My Memberships" section is also active, showing "Groups" and "Events I Manage" tabs. Under "Events I Manage", there are four event cards, each with a logo, title, location, and "Open Opportunity" status. An arrow from the text on the left points to the "Events I Manage" tab. A calendar for October 2017 is displayed on the right side of the dashboard.

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  
GEAR UP - Bryn Mawr and St. Joe's  
Open Opportunity Add Impact

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 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...

[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

Map showing location in Frankford, Philadelphia, PA.

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

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.

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# GEAR UP

GEAR UP at Frankford High School  
Manage Impacts

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

1 - 20 of 72 Impacts | Configure L

<input type="checkbox"/>	User Full Name	Review, Reflection and Feedback	Event	Rating	Impact Date	Hours Served	Verified	Shared With Groups	Tags	Actions
<input type="checkbox"/>	Marilyn Brown	Empty	GEAR UP at Frankford High School		12/02/2016	1.00	Verified			
<input type="checkbox"/>	Marilyn Brown	Empty	GEAR UP at Frankford High School		04/08/2017	0.50	Verified			
<input type="checkbox"/>	Brooklyn Bahlow	Empty	GEAR UP at Frankford High School		11/14/2016	1.00	Verified			
<input type="checkbox"/>	Sadie Trainor	attendace?	GEAR UP at Frankford High School		12/08/2016	1.00	Verified			
<input type="checkbox"/>	Sadie Trainor	Empty	GEAR UP at Frankford High School		11/17/2016	0.75	Verified			
<input type="checkbox"/>	Sadie Trainor	presented two TRF	GEAR UP at Frankford High School		10/25/2016	1.00	Verified			



5) Select the GEAR UP Coach

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Harvey Relief Dashboard Get Involved List For Free Hi Caitlin



## Create Impact For a User GEAR UP - Temple University

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

- Switch Group -

- Manage
- Edit Group
- View Public Page
- Customize

Users

- Events
- Impacts
- Points
- Surveys
- Internships
- Network
- Resources
- Payments
- Billing

### Impact Details

User \*

Category

Impact Date \*

Event

Shared With

Review, Reflection and Feedback

Personal Notes

Verified  
Automatically verify impact

e directly under your group and that are still open

Custom Fields

6) Enter: time, start date, end date, and any comments



# Create Impact For a User GEAR UP - Temple University

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## Impact Details

User \*

Category

Hours

Impact Date \* 

Start Date	End Date
<input type="text" value="10/02/2017"/>	<input type="text" value="10/02/2017"/>

Event

Which event is this impact for? Only listed are events that are directly under your group and that are still open

Shared With

You can share this impact with any of your affiliates or network groups

Review, Reflection and Feedback

\* Note this is public to any group that can view this impact

Personal Notes

\*\* Personal notes will only be viewable by the user

Verified  
Automatically verify impact

7) Under Custom Field enter if the coach is a work study/next step student.

- Switch Group - ▾

- Manage
- Edit Group
- View Public Page
- Customize ▾

Users ▾

Events ▾

Impacts ▾

Points ▾

Surveys ▾

Internships ▾

Network ▾

Resources ▾

Payments ▾

Billing ▾

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Hours \*

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Verified  
Automatically verify impact

### > Custom Fields

Are you a Next Steps or Work Study student? \*  Yes  No

\* When you create an impact for a member of your group it will be flagged as private. i.e. Only the member, group members and other administrators of your group will be able to view it.

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

- Switch Group - ▾

- Manage
- Edit Group
- View Public Page
- Customize ▾

Users ▾

Events ▾

Impacts ▾

Points ▾

Surveys ▾

Internships ▾

Network ▾

Resources ▾

Payments ▾

Billing ▾

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Category

Hours \*

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