![GivePulse]

GIVEPULSE: HOW TO GUIDE

GivePulse is a community of volunteers, professionals, civic leaders, and service-learning students. GivePulse enables you to capture your impact in the community. This How to Guide will walk volunteers through the steps on:

- ECU® login process
- Search for volunteer opportunities
- Cancel/Update registrations

- Log impact hours
- Download service transcript/summary
- Contact Information and other helpful links

How to login to GivePulse:
1. Sign on to GivePulse at https://ecu.givepulse.com/
2. Click **LOG IN** in the top right corner.
3. Select **SINGLE SIGN ON**.
4. Type in **EAST CAROLINA UNIVERSITY**, then click **LOGIN**.
5. Use your Pirate™ ID and password to log in.
6. When you first log in, you will need to create a profile. You will be able to update your profile at any time by clicking **HI, YOUR NAME** in the top right corner and selecting **ACCOUNT**.

How to search for service opportunities:
- Go to our events page HERE. (https://ecu.givepulse.com/group/events/240297)
- If you're interested in serving with a specific organization, you can search for their name or browse the many available events posted by our community partners.

How to sign up for service opportunities:
- Select the event you would like to attend
- In the top right corner, click the green **REGISTER** button.
- Fill out the required information and submit your registration.
- Do you have a classmate or friend who would be interested in joining you for this event? You can invite them using the **INVITE** button under GET THE WORD OUT on the righthand side of that service opportunities page.
- Keep an eye out for important emails with updates about the service opportunity as it gets closer.
- Attend the event and help serve your local community!

How to log your impact hours:
- ***Any CLCE-sponsored event will be logged automatically for you when you check-in. A CLCE staff member will verify your hours. <u>You will NOT need to log your impact hours.</u>***
- ***If you attended a non-CLCE event with one of our community partners or served independently from an event, you can manually add your impact hours. If so, follow these steps:***
  1. Click **HI YOUR NAME** in the top right corner of any GivePulse page, and then select **ADD IMPACT**.
  2. Use the search bar to search for the community partner you volunteered with. Or if you cannot find them listed, click the **CAN'T FIND IT** button.
  3. If you served at an organized event, you could find that using the drop-down menu under **"Did you attend a listed event or volunteer opportunity?"** After selecting the event you attended, fill in the other information requested on the page.
  4. If you did not serve at a formally organized event, you can manually enter the information requested on the page.
  5. ==Don't forget to share your impact with us! Under **SHARING AND PRIVACY SETTINGS**, check the box next to **EAST CAROLINA UNIVERSITY** so it will be shared with us whether you choose to make your impact public or private.==
  6. Click **SAVE IMPACT**. Some organizations will automatically approve your impact while others have an approval process.

Need to update or cancel an event registration?

If you know you won't be able to attend an event, please cancel your registration as soon as possible so that your spot can be given to another student who is hoping to serve.

1. To cancel your event registration, click **MY ACTIVITY** at the top right of any GivePulse page, and then select **REGISTRATIONS**.
2. Under the MY REGISTRATIONS heading, click the name of the event you'd like to change your registration for.
3. In the top right corner click the green **UPDATE REGISTRATION** button.
4. Update any information you would like to change about your registration or, if you're no longer able to attend, select the red **CANCEL ALL** in the bottom right corner. GivePulse will ask you to confirm your canceled registration and will send you an email confirming your cancellation.

How to view impact responses and download a summary/service transcript:

1. To review your impact responses at any time, click **MY ACTIVITY** then **IMPACTS**.
2. This is where you can check if your impacts have been verified (green), disputed (red), or pending.
3. If an impact has been disputed, you can click on the red DISPUTED box to see the reason and if needed, edit the submission.
4. If an impact is still pending, you can click on the grey PENDING box to resend the verification request to the community partner.
5. To generate a PDF summary of your verified impacts to share with an instructor, coach, supervisor, etc., click **HI YOUR NAME** in the top right corner and select **IMPACT SUMMARY** from the drop-down menu. Only verified impacts will appear on this summary.

Other GivePulse Links:

- **YouTube:** How to Login: https://www.youtube.com/watch?v=i6fGMGkt_hM
- **GivePulse:** How to Add Your Impact: https://support.givepulse.com/hc/en-us/articles/360025445034-Add-Impact
- **Engage platform:** List of Service Opportunities: https://engage.ecu.edu/service-opportunities

Questions about the GivePulse platform?

Please contact the Center for Leadership and Civic Engagement at CLCE@ECU.EDU or 252-328-2735.