



INNOVATING ON SERVICE
AND CIVIC ENGAGEMENT



IMPORTANT TO DOS AND STEPS YOU MAY NEED TO KNOW

The volunteer program at AAC relies on the functions of Givepulse for communication, scheduling volunteer shifts and tracking your service hours. This guide will walk you through how to sign up and use the Givepulse system. To use all the functions of our Givepulse page you must be invited to the group. You will be invited **AFTER** you complete your orientation via e-mail. Your e-mail will look like the example below, simply click on the **“Join Us”** button to get started.

The screenshot shows the GivePulse group page for the Austin Animal Center. The page includes a header with the Austin Animal Center logo and name, a navigation bar with links like 'Get Involved', 'Nonprofits & Groups', and 'About', and a 'Log in' / 'Sign up' / 'List for Free' section. The main content area features a welcome message: 'Hi Amanda Wood! Animal Services Volunteer Team has invited you to join Austin Animal Center!'. A red circle highlights the 'Join us' button. To the right of the 'Join us' button is a green 'ADD IMPACT' button. Below the welcome message is a navigation bar with links: 'Home', 'People', 'Opportunities', 'Subgroups', 'Affiliates', 'Impacts', 'Wall Posts', and 'Contact'. The 'About' section includes a description of the Austin Animal Center, a list of causes (Advocacy & Human Rights), and a 'GivePulse' section showing 76 People, 13 Events, 34 Impacts, and 86 Hours. A section titled 'A few people you will meet...' displays a row of profile pictures. At the bottom, there is a search bar for 'Search Opportunities' and a 'Filter' button. On the right side, there is a section for the 'Organizer: Animal Services Volunteer Team' with a 'CONTACT ADMIN' button and an 'Address' section showing the location at 7201 Levander Loop, Austin, TX 78721, with a map view.

JOINING SUBGROUPS

Go to the subgroups tab.

Click on the subgroup for the job area where you will be working.

The screenshot shows a web browser window displaying the Austin Animal Center's subgroups page on the GivePulse platform. The browser's address bar shows the URL <https://www.givepulse.com/group/subgroups/5948>. The page features a header with the Austin Animal Center logo and a navigation bar with tabs: Home, People, Opportunities, Subgroups (highlighted with a red circle), Impacts, Wall Posts, Documents, and Contact. Below the navigation bar, there is a search bar and a list of subgroups. The first subgroup is 'Dogs', which has 183 people, 18 upcoming events, 598 impacts, and 1,932 hours served. The second subgroup is 'Austin Animal Lovers', which has 122 people, 4 upcoming events, 79 impacts, and 364 hours served. The third subgroup is 'Cats', which has 67 people, 1 upcoming event, 126 impacts, and 385 hours served. On the right side of the page, there is a section titled 'YOUR IMPACT HERE (since 12/13/2014)' showing 1 impact and 1.00 hours. Below this, there is a green button labeled 'ADD IMPACT'. Further down, there is a photo of the Austin Animal Center building, followed by the text 'Organizer: Animal Services Volunteer Team' and a button labeled 'CONTACT ADMIN'. At the bottom of the page, there is a section titled 'Address'.

File Edit View History Bookmarks Tools Help

Austin Animal Center | Subgr... x +

https://www.givepulse.com/group/subgroups/5948

Getting Started Sign in to Yahoo Animal Services Volun... Animal Services | Aus... City of Austin - CBI Tr... Controller's Office Department » City Co... Austin Animal Center ... GivePulse | Enabling E...

Dashboard Get Involved Nonprofits & Groups Hi Animal Services


AUSTIN ANIMAL CENTER Austin Animal Center Subgroups

Manage Group Users 1 Events Impacts 48 Network Resources Home Edit


Home / Austin, Texas - Your City... / Austin Animal Center / Subgroups

Home People Opportunities Subgroups Impacts Wall Posts Documents Contact

Name Search Clear 1-5 of 5 Subgroups Sort by: Name | Size | Impacts | Hours | Date Created

 Dogs Austin, TX


183 People 18 Upcoming Events 598 Impacts 1,932 Hours Served

 Austin Animal Lovers Austin, TX

One-time groups at Austin Animal Center! Austin Animal Center, the largest municipal animal shelter in Central Texas, provides shelter to 18,000 animals annually and services to Austin/Travis County. This facility accepts stray and owned animals regardless...

122 People 4 Upcoming Events 79 Impacts 364 Hours Served

Advocacy & Human Rights


 Cats Austin, TX

67 People 1 Upcoming Events 126 Impacts 385 Hours Served

YOUR IMPACT HERE (since 12/13/2014)

1 Impacts 1.00 Hours

ADD IMPACT



Organizer: Animal Services Volunteer Team

CONTACT ADMIN

Address

Start Internet Explorer Firefox Google Chrome Safari Opera Office 12:37 PM 1/18/2015

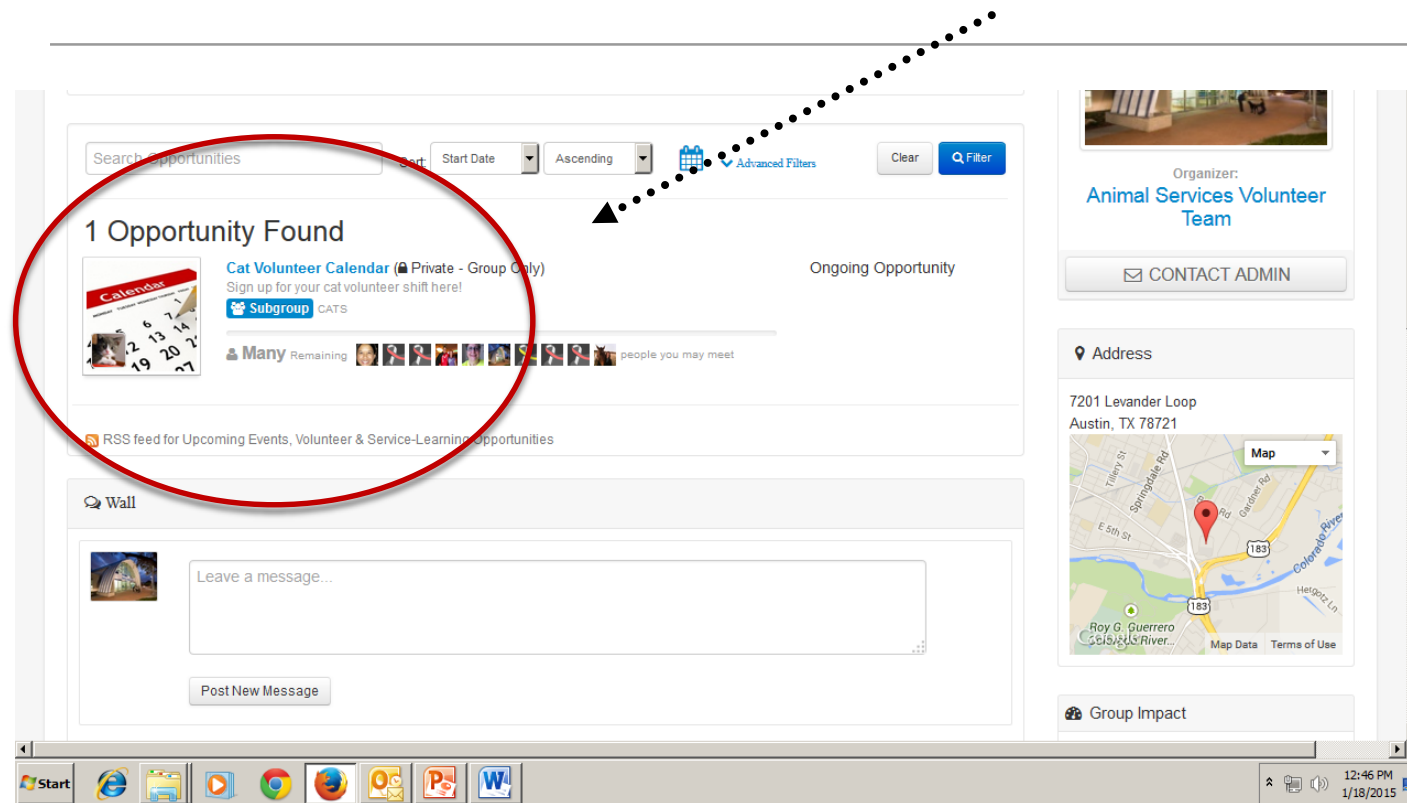
JOINING SUBGROUPS...continued

Click the
“Join” button
to the far
right of the
screen. We
will approve
your
membership.

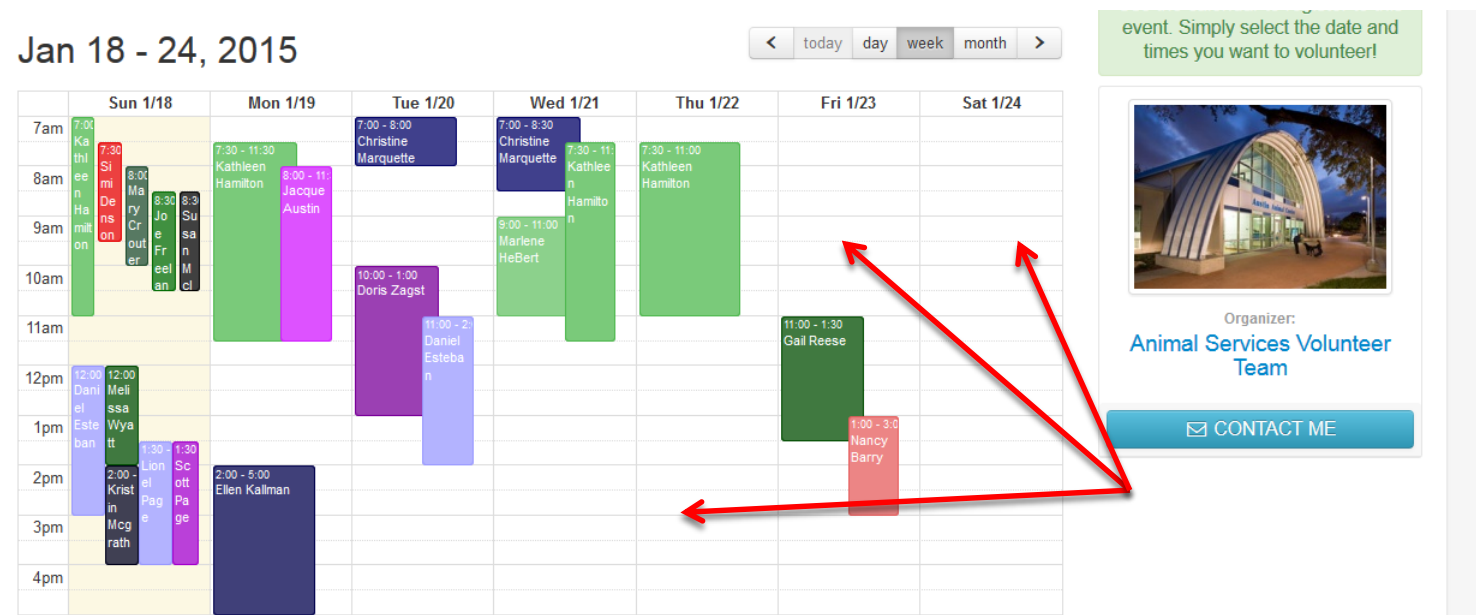
The screenshot shows a web browser window displaying the GivePulse website. The address bar shows the URL <https://www.givepulse.com/group/5877-Cats>. The page title is "Cats - GivePulse | GivePulse". The browser's address bar also shows a search bar and various icons. The page content includes a header with a cat image and the word "Cats". Below the header, there is a navigation bar with links: Home, People, Opportunities, Impacts, Documents, and Contact. The main content area features a section titled "About" with a lock icon, a "Documents" section with a link to "Public Documents", and a "GivePulse" section showing statistics: 148 People, 1 Event, 941 Impacts, and 3,680 Hours. Below this is a section titled "A few people you will meet..." with a "View All" link and a row of profile pictures. The right sidebar contains a green "ADD IMPACT" button, a section for "Animal Services" with an "Admin" link and a "Contact" button, and a "Join" button circled in red. A dotted arrow points to the "Join" button. At the bottom of the sidebar is a map showing the location of the group, with the address 7201 Levander Loop, Austin, TX 78721. The Windows taskbar at the bottom shows the Start button and several application icons, including Internet Explorer, Google Chrome, and Microsoft Word. The system clock in the bottom right corner shows the time 12:58 PM on 8/29/2015.

SIGNING UP FOR YOUR VOLUNTEER SHIFT

You will register for regular or recurring dog-walking, customer service, cat volunteer, nebbing shifts, anesthetic recovery shifts on the calendar in those respective groups. Look for the calendar icon.



The calendar auto-defaults to a weekly view. Click “day” button to see a daily view of the calendar.




REGISTER BUTTON

Click in any open space on the date that you will volunteer. A box will open up with a start/end time and register button.

REGISTER-

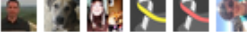
Anytime there is an opportunity to get involved in other ways, such as an outreach event, trainings, or leading a one-time group, an event will be created for you to review. Click the event to see more details and register for a volunteer shift.

***Note: you will receive a notification after the event asking if you participated. Click “yes”, and the system will log those hours for you.**




Austin Home and Garden Show
The Home and Garden show is the largest show of this kind in the Centr... [LEARN MORE](#)
AUSTIN ANIMAL CENTER

24 Remaining




people you may meet

1-9 of 9 Events
Fri, Aug 28, 2015
(Has Shifts)
Ends August 30th




New Volunteer Info Session
You are registered to attend a New Volunteer Info-session. The shel... [LEARN MORE](#)
AUSTIN ANIMAL CENTER

Full




people you may meet

Sat, Sep 5, 2015
9:00 am to 11:30 am
multiple dates




Sewing party - making large dog beds! (Private - Group Only)
For those of you who are sewing enthusiasts, we have a wonderful oppor... [LEARN MORE](#)
AUSTIN ANIMAL CENTER

17 Remaining




people you may meet

Sat, Sep 5, 2015
1:00 pm to 3:00 pm



Volunteer Information & Input Sessions (Private - Group Only)
Please join us for one of six volunteer information and input sessions... [LEARN MORE](#)
AUSTIN ANIMAL CENTER

32 Remaining




people you may meet

Tue, Sep 15, 2015
6:00 pm to 7:30 pm
multiple dates

Hi AustinCorps

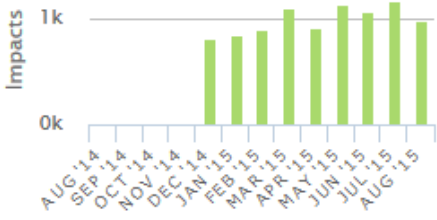
284

Map

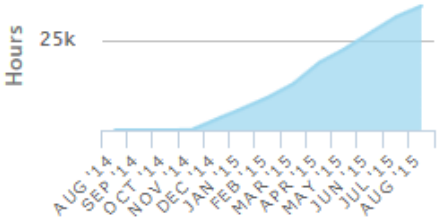


7201 Levander Loop, Austin, TX 78702

MONTHLY IMPACTS



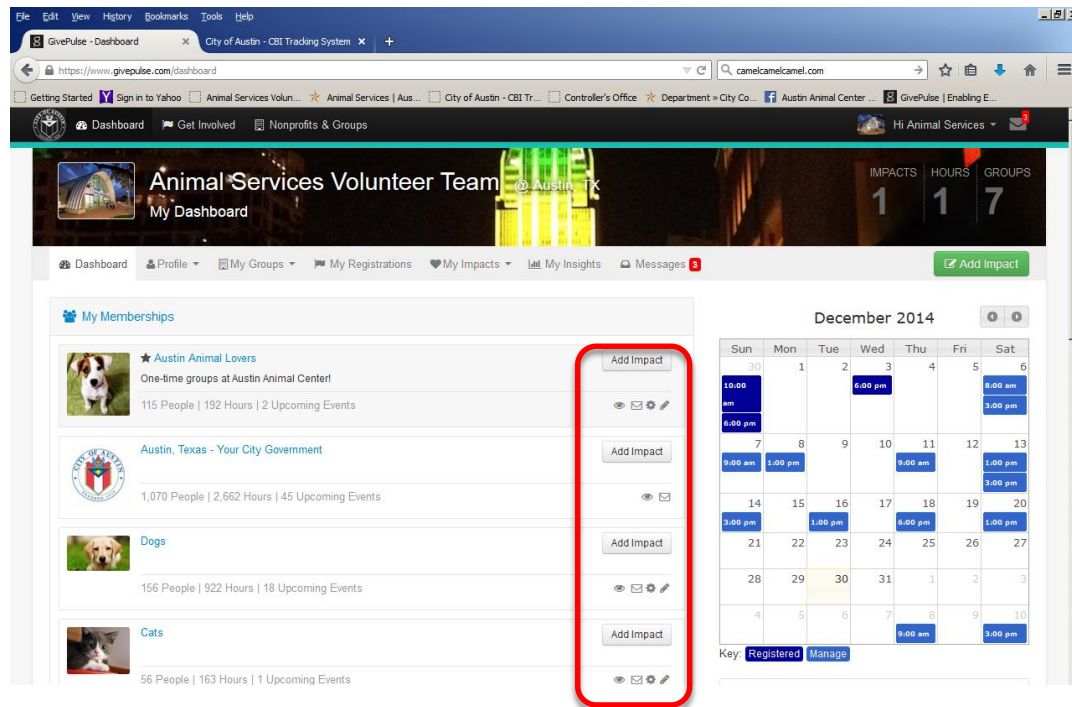
TOTAL HOURS



ADD IMPACT (SERVICE HOURS)

You can log your hours at your home computer in your Givepulse account, or using an iPhone or iPad by using the app.

FROM YOUR DASHBOARD:



1. CLICK

Add Impact

BUTTON

2. SELECT THE SUBGROUP YOU WORKED IN BY CLICKING “ADD IMPACT HERE”

* Note: you have to be a member of each subgroup you work in for it to show up on this list

3. FILL OUT FIELDS*

If you would like to share your contribution to AAC with the entire Givepulse.com community, you can drag and drop the AAC label from the right to the space on the left under “participated on behalf of” or you can leave it blank.

* Can be done on the go too: Mobile friendly and iOS support

4. COMPLETE AND ADD IMPACT

If you would NOT like to share your contribution to AAC with the entire Givepulse.com community switch the slider to “Private” then click

Save Your Impact

****If you have a crazy month, unable to volunteer any hours, then add impact for 30 minutes to prevent being removed from the volunteer program.**

A screenshot of the 'Record Your Impact with Dogs' form. The form includes fields for 'Date of Impact' (11/25/2014), 'Hours Served' (0.00), and a 'Rate Your Experience' section with a star rating. There is a 'Review, Reflection and Feedback' text area. Below this is a 'Share Your Impact' section with a checkbox for 'Did you participate or serve on behalf of one or more of your groups?'. Underneath, there are two columns: 'Participated on behalf of' and 'My memberships'. The 'My memberships' column has a dropdown menu showing 'Austin Animal Center' and 'City of Austin'. At the bottom, there is a 'Personal Notes' text area and a 'Public/Private' toggle switch set to 'Public'. A red dotted arrow points from the 'Add Impact' button in the dashboard screenshot to the 'Record Your Impact' form.

MESSAGE OTHER VOLUNTEERS

You can contact other volunteers via Givepulse while still maintaining your privacy, no email information is shared in this process.

The screenshot shows the 'Dogs' group page on Givepulse. The 'People' tab is selected and circled in red. Below the tabs is a search bar labeled 'Search Users'. A red dotted arrow points from the search bar to the volunteer profile of Alfredo, who is highlighted with a red dotted arrow.

Home / Austin, Texas - Your City... / Austin Animal Center / Dogs / People

Home People Opportunities Impacts Documents Contact

Search Users

Name	Since
Abbey	Since May 2015
Adam	Since May 2015
Adeana	Since Apr 2015
Adriana	Since Sep 2015
Adriana	Since Dec 2014
Adrienne	Since Feb 2015
AidaLy	Since May 2015
Alex	Since Feb 2015
Alex	Since Dec 2014
Alex	Since Jul 2015
Alexis	Since Mar 2015
Alexis	Since May 2015
Alfredo	Since Dec 2014
Alicia	Since Dec 2014
Alisa	Since Jan 2015
Allen	Since Feb 2015

In the main Austin Animal Center group or a subgroup, click the “people” tab and use the search engine to search for the volunteer you wish to contact.

Search by first or last name.

You will be directed to the volunteer’s profile page, where you can click the “message” button to contact them.

The screenshot shows the profile page for Sarah Luce, a Volunteer Program Coordinator at Austin Animal Center. The page includes a 'Message' button, an 'About' section, a 'Causes' section, and a 'My GivePulse' section with a bar chart showing the number of impacts per month. A red arrow points from the 'Message' button on the profile page to the 'message' button in the text box above.

Dashboard Get Involved Nonprofits & Groups

Sarah Luce @ Austin, TX

Message

About

Volunteer Program Coordinator at Austin Animal Center.

Causes

Empty

My GivePulse

NUMBER OF IMPACTS PER MONTH

Month	Impacts
SEP '14	1
OCT '14	0
NOV '14	2
DEC '14	2
JAN '15	0
FEB '15	0
MAR '15	0
APR '15	1
MAY '15	2
JUN '15	0
JUL '15	0
AUG '15	0
SEP '15	1

NUMBER OF HOURS PER MONTH

Groups (3)

Impacts (9)

AUSTIN ANIMAL CENTER Sarah Luce gave to / Gave 0.00 hour on

AUSTIN ANIMAL CENTER Sarah Luce gave to / Gave 0.00 hour on

CHECK YOUR ACCOUNT INFO

Go to the top right hand corner and click your name for the drop down menu related to your account.

The screenshot shows a web browser window displaying the Austin Animal Center's GivePulse profile page. The browser's address bar shows the URL <https://www.givepulse.com/group/5948-Austin-Animal-Center>. The page header includes navigation links like 'Dashboard', 'Get Involved', and 'Nonprofits & Groups'. The main content area features the Austin Animal Center logo and a description: 'Austin Animal Center, the largest municipal animal shelter in Central Texas, provides shelter to 18,000 animals annually and services to Austin/Travis County. This facility accepts stray and owned animals regardless of age, health, species or breed.' Below this, there are sections for 'Documents', 'Causes', and 'GivePulse' statistics (1,213 People, 16 Events, 10,150 Impacts, 38,151 Hours). A 'A few people you will meet...' section shows a row of profile pictures. At the bottom, there is an 'Events & Opportunities' section with a search bar and filters. On the right side of the page, a user account menu is open, showing options: Dashboard, Profile, Account, Messages, My Groups, My Registrations, My Impacts, Add Impact, Invite Friends, Support, and Sign out. A red bracket highlights the 'Sign out' option.

- Change account settings
- See your calendar “registrations”, events that you have registered to attend
- Verify your impacts
- Sign out



If you get stuck getting your Givepulse account set-up or how to sign up for your shifts on the calendar, please call Sarah (512-978-0533) or Amanda (512-978-0532) for assistance when you are available at your computer.

TECHNICAL QUESTIONS or suggestions for improvement?

PLEASE DON'T HESITATE TO REACH OUT TO SUPPORT@GIVEPULSE.COM

OR CALL 512.765.5145