

# How do I record an Impact?

Thank you for attending your first shift! Now it's time to record those hours in what's called an "Impact". GivePulse uses Impacts to track community engagement. There are 2 ways for you to record your impacts. Please follow the steps below carefully to make sure your hours get recorded properly! If you are having trouble recording impacts, or you are not receiving emails from GivePulse, please contact Inspiring Minds for assistance. We're happy to help!

## 1. The Easy Way:

Step 1: After every shift, you will receive an email from GivePulse that looks like this:

Step 2: All you need to do is click "Yes I attended", and it will redirect you to the impact page.

Step 3: Once you're on the impact page, fill in the date and time, your hours, and your reflection, and click "Add Impact" down at the bottom of the page.

Hi Melissa,

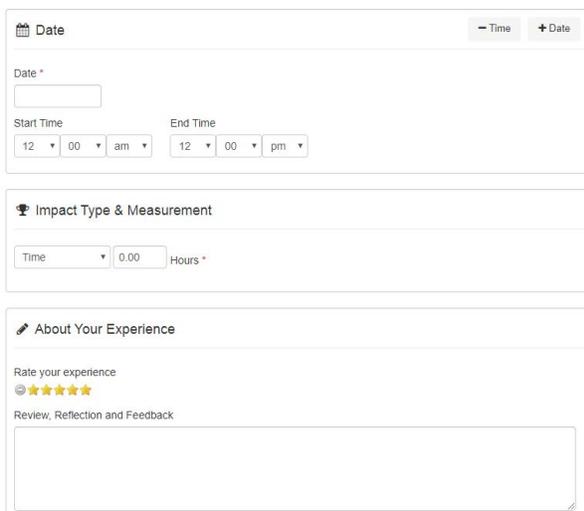
Thank you for attending [Test Event!](#) Please record the number of hours spent volunteering by clicking "Add Impact." As always, your time is appreciated and valued!

Yes I attended

I did not make it

## 2. The Hard Way:

Step 1: If you are not receiving the emails from GivePulse, you can manually record your impacts. You just need to follow specific steps in order for it to be linked to your event properly. Go to [inspiringminds.givepulse.com](http://inspiringminds.givepulse.com) and click on "My Activity", then select "Groups".

The screenshot shows the "Add Impact" form with the following sections:

- Date:** Includes a calendar icon, "Date" label, and fields for "Date", "Start Time" (12:00 am), and "End Time" (12:00 pm).
- Impact Type & Measurement:** Includes a "Time" dropdown menu and a "0.00 Hours" input field.
- About Your Experience:** Includes a "Rate your experience" section with a 5-star rating system and a "Review, Reflection and Feedback" text area.

Step 2: Once you are in "Groups", find your school that you volunteer at and select it to go to the Group page.  
 Step 3: Click "Add Impact" at the top.  
 Step 4: Select the event for your shift, and fill in the date and time, your hours, and your reflection. You don't need to record a reflection, but we like to hear how you're doing! Feel free to use the "Personal Notes" section for yourself. And don't forget to rate your experience out of 5 stars.  
 Step 5: Make sure to click "Add Impact" down at the bottom of the page to save it.