

# Logging Hours in GivePulse

## Finding your community partner

**(You'll only need to do this part once)**

1. Log into [american.givepulse.com](https://american.givepulse.com) (switch to Beta View if these instructions don't match up with your screen. There should be a flag on your display with an option to switch).
2. Click **"Explore"** in the upper right.
3. Click **"Groups"** on the left.
4. Search for your community partner (make sure you are looking in DC!)
5. Click on your community partner's profile and click **"Join"** on the right.

*\*\*If your community partner is not on GivePulse, please skip tagging them on your impacts and follow our guide on getting partners GivePulse accounts*

## Logging Impacts

1. Start on the AU program's GivePulse page you'd like to log hours under (e.g. CB class page, CSLP homepage, PVSA homepage, etc.)

*\*You can also find it by going to [american.givepulse.com](https://american.givepulse.com) or by just googling the program you've registered or would like to register for (e.g. Google "PVSA American University", "CSLP American University", or email your professor for your CB Class link).*

- a. Spring 2023 CSLP: <https://american.givepulse.com/event/332056-spring-2023-community-service-learning-program-cslp-cohort>
  - b. CB Courses List (Find your Course and **add-impact using your specific course!**): <https://american.givepulse.com/group/769444-CB-Courses>
2. Click **"Add Impact"** on the right side of the screen.
  3. Confirm that you're adding impact on the right program (underneath "@ the following event").
  4. Select the date of your service (or use the "Timesheet" for multiple dates).
  5. Indicate the type of service you have completed. This will usually be "time" unless you are doing "training", or counting travel time as "other" (log 30 min per 1 hour traveled).
  6. Rate your experience.
  7. Describe what you did so your proctor can verify your hours but note: this will be viewable to everyone! (Personal notes are optional and private).
  8. Under sharing and privacy settings, add your community partner so they are tagged to your event! This is important so your partner can verify hours.
  9. Keep your impact public so your proctors can see it. This helps CCES record your hours before your community partner has verified them.
  10. Click **"Add Impact"** and you're done! You can review/edit impacts if you click **"Impacts"** under **"My Activity"** or see your full record if you click **"Summary"** by clicking **"Profile"** (your name) on the top right.