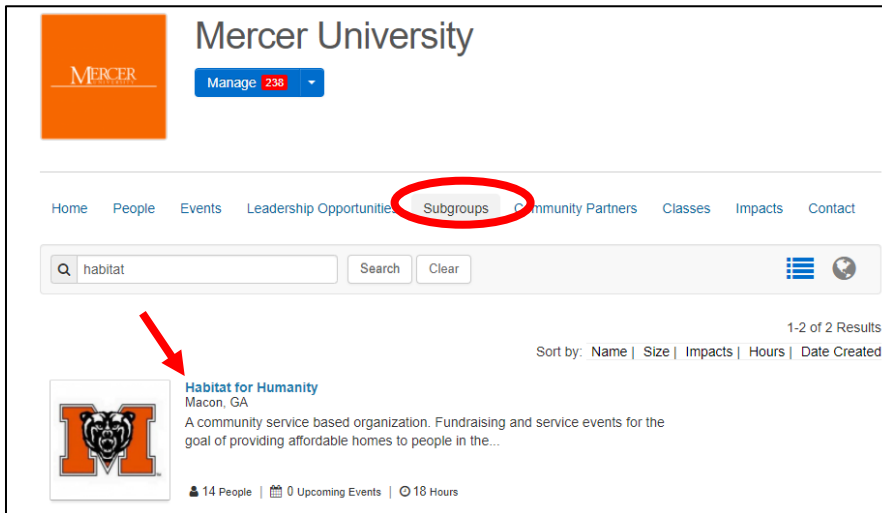


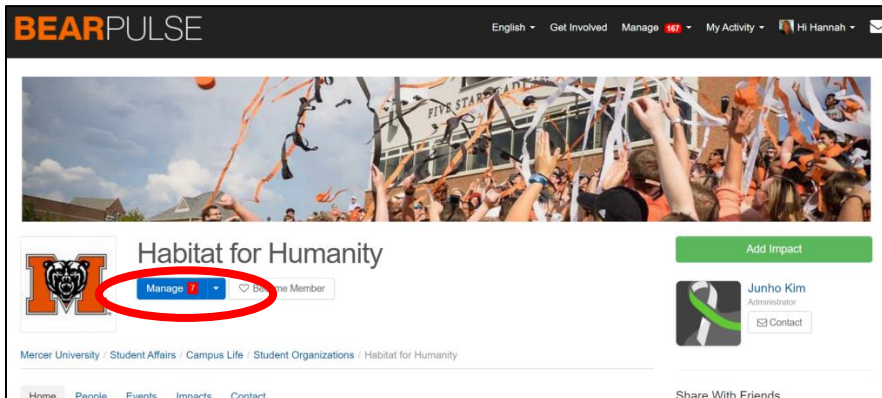
BearPulse:

How to Log Service Hours and Fundraising for a Group

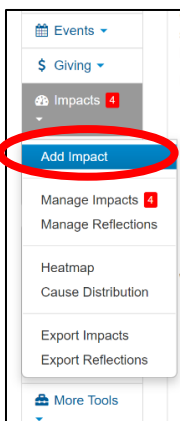
1. On the BearPulse main page, select the "Subgroups" tab and click on your group.



2. In the group page, click on the "Manage" button.



3. In the left menu, click "Impacts" then "Add Impact."



4. If you want to log **collective hours** as a group, select the "Group" tab.

If you want to **upload individual student participation** information, select the "Import" tab.

5. Enter the information.

6. Under "Category" in the Group form, be sure to select the type of impact you are logging. The units (hours, dollars, etc.) will change based on your selection.

7. Be sure to include a brief description of what your group did.

For more information on adding impacts, see the GivePulse Support Website:

<https://support.givepulse.com/hc/en-us/articles/360025445034-Add-Impact>