



Volunteering Platform

How to guides

1 Add a volunteer event

2 Edit a volunteer event

3 Add and delete participants to an event



Percent Pledge.

Volunteering Platform

How to

Add a volunteer event

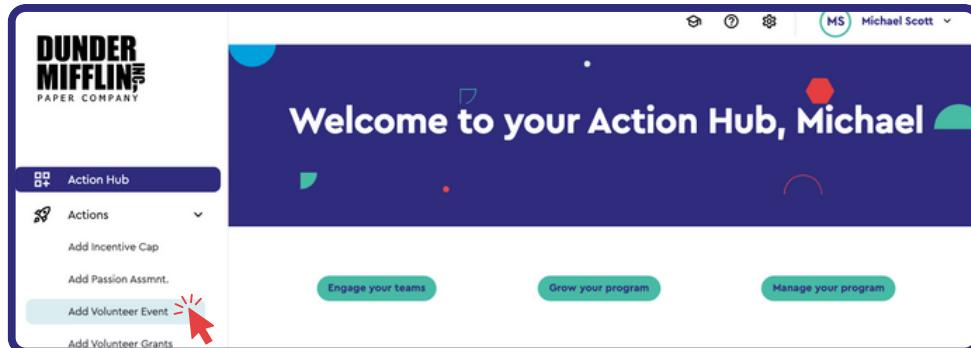
1

Log in to your Percent Pledge Dashboard and Go to Admin View



2

From the Actions dropdown, select "Add Volunteer Event"



3

Fill out the required info for your event through the 4 screens. Once you submit your event, it will be visible on the Company Events page

*Note, you will need to have an image and description for your event.



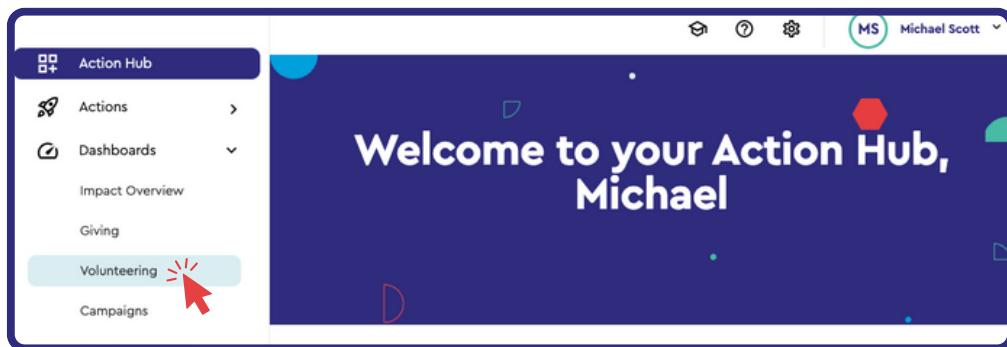


Volunteering Platform

How to

Edit a volunteer event

- 1 From your Admin View, click the Dashboards dropdown and select Volunteering

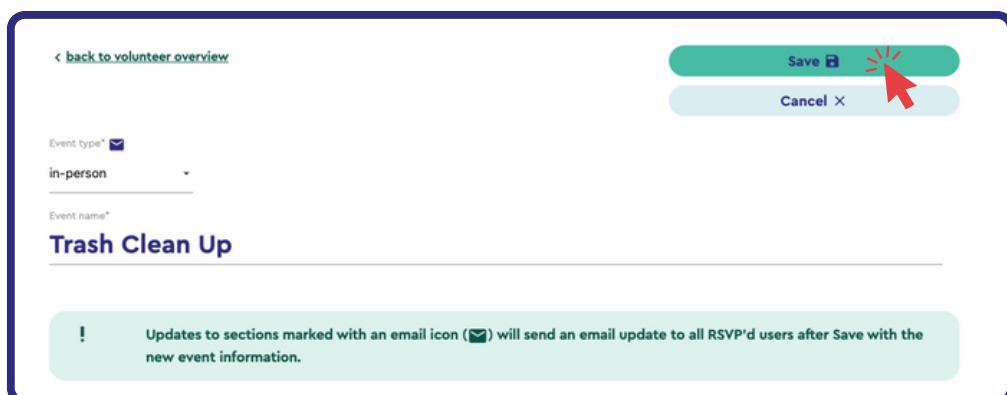


- 2 Scroll down to Current year events (or All time events) and select "Edit event"



- 3 Scroll to find the info you wish to edit, make your updates, and save!

*Note, if details denoted with a mail symbol are edited, an email will trigger to all participants informing them of the change.



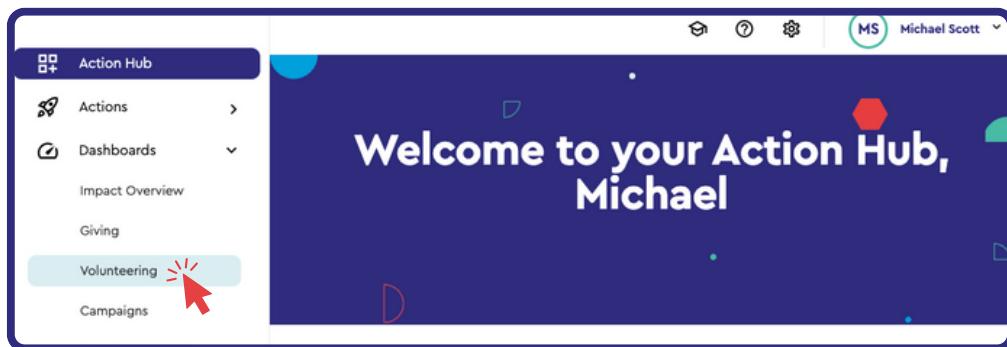


Volunteering Platform

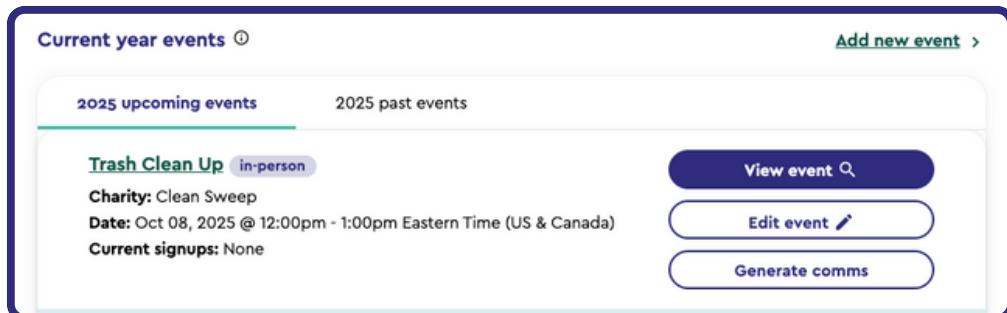
How to

Add and delete participants within an event

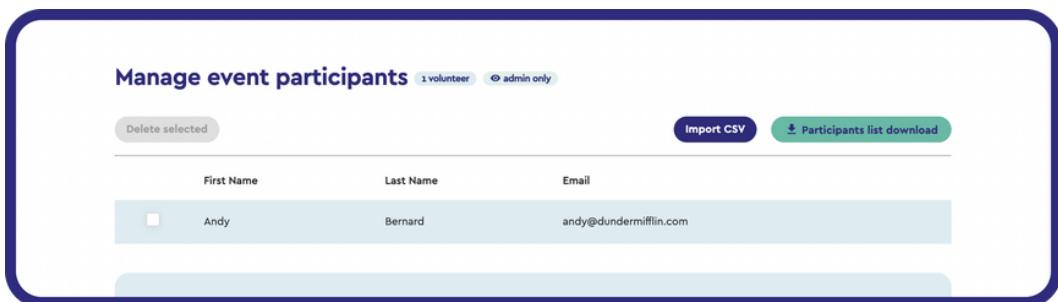
- 1 From your Admin View, click the Dashboards dropdown and select Volunteering



- 2 Scroll down to Current year events (or All time events) and click View or Edit event



- 3 Scroll to the bottom of the event details to view sign-ups. Here you can download, delete, or add participants as needed



4

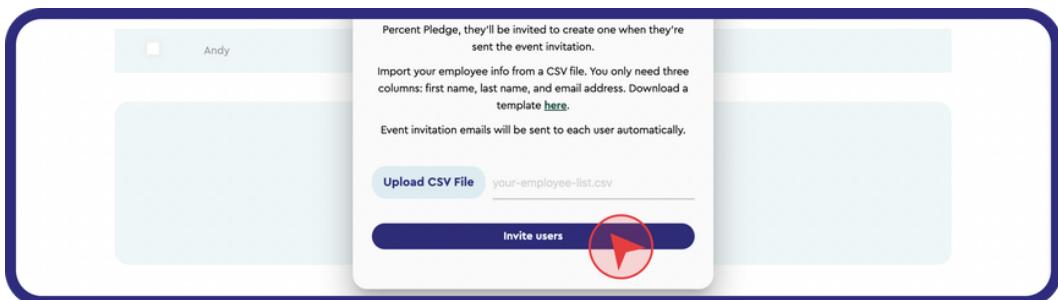
To add participants, click "Import CSV." There will be a pop-up with the simple file template and instructions

*Note, if the event has passed, no event invitation will go out to employees.

**5**

Upload your CSV file and click "Invite users"

*Note, if a participant does not already have a Percent Pledge account, they will receive an email prompt to create a password.

**6**

Once the upload is started, a message will show on your screen saying an email will be sent to you when the job is complete!

