



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.

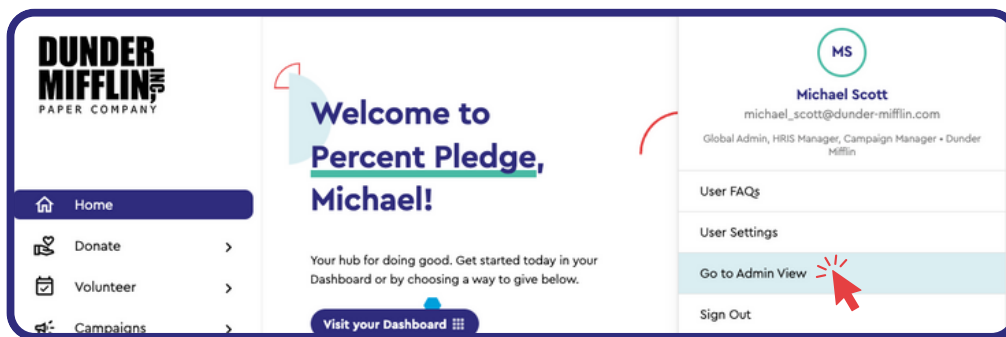
Volunteering Platform

How to

Add a volunteer event

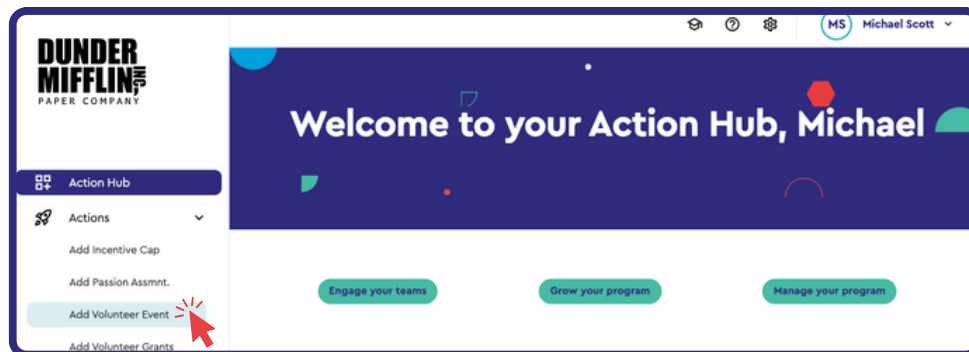
1

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.

Event basics Event location Contact & details Causes impacted

Event basics
(* indicates a required field)

Event name*
Adopt-A-Beach Clean-Up

Charity name*
Captain Planet Foundation

Event type*
In person

Time zone for event*
EST

Start date/time*
Wed, Aug 16 at 10:00AM

End date/time*
Wed, Aug 16 at 12:00PM





Percent
Pledge.

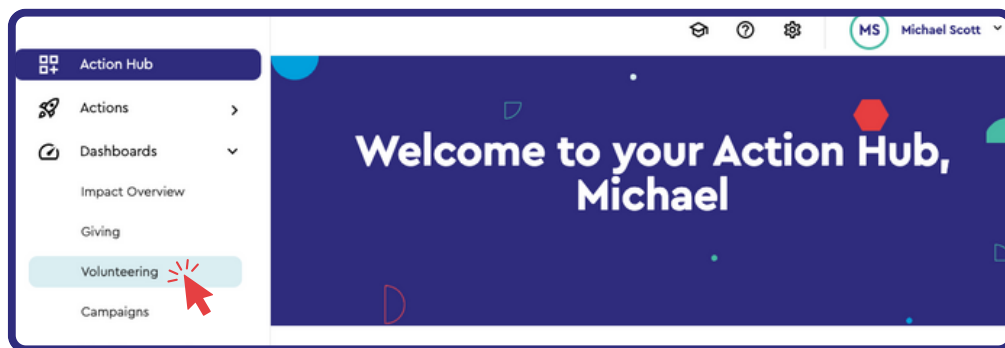
Volunteering Platform

How to

Edit a volunteer event

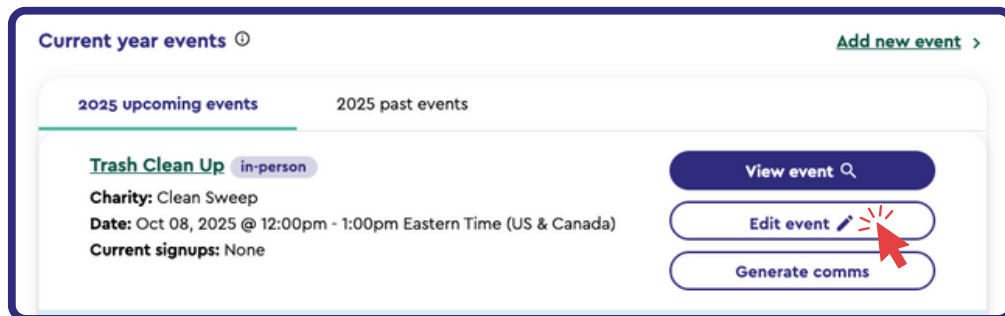
1

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



2

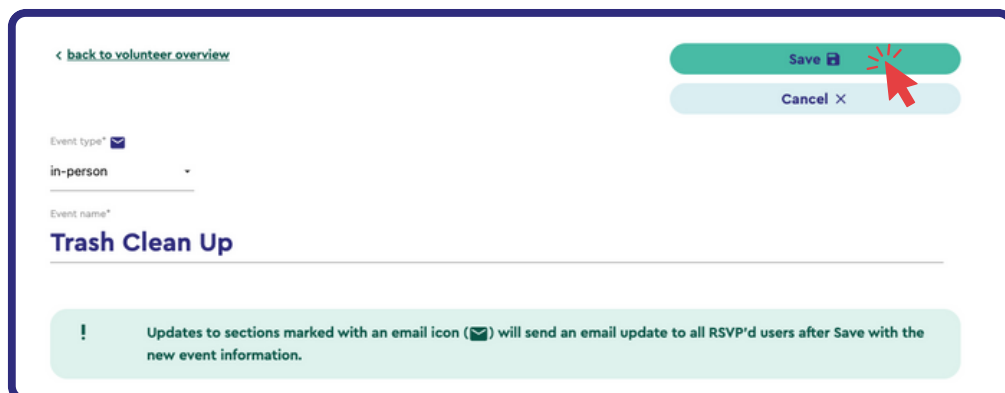
Scroll down to Current year events (or All time events) and select "Edit event"



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.





Percent
Pledge.

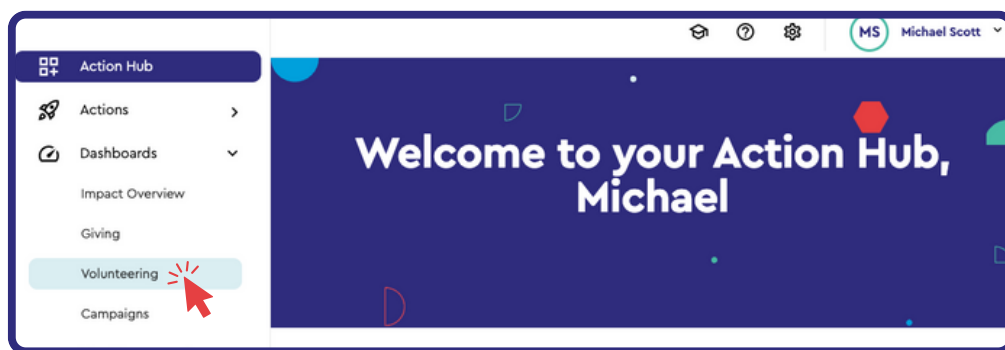
Volunteering Platform

How to

Add and delete participants within an event

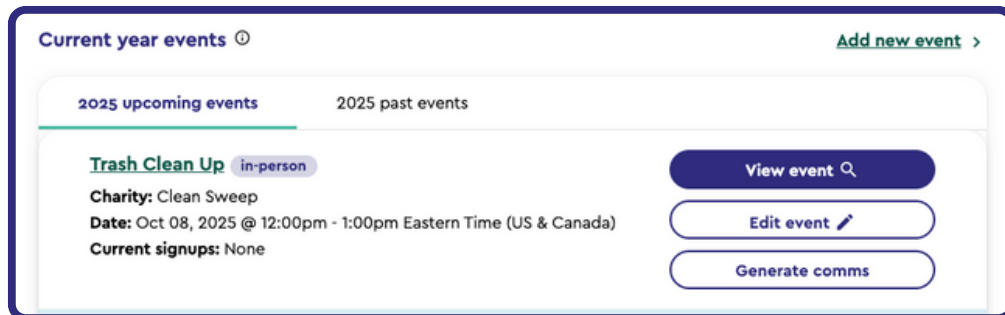
1

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



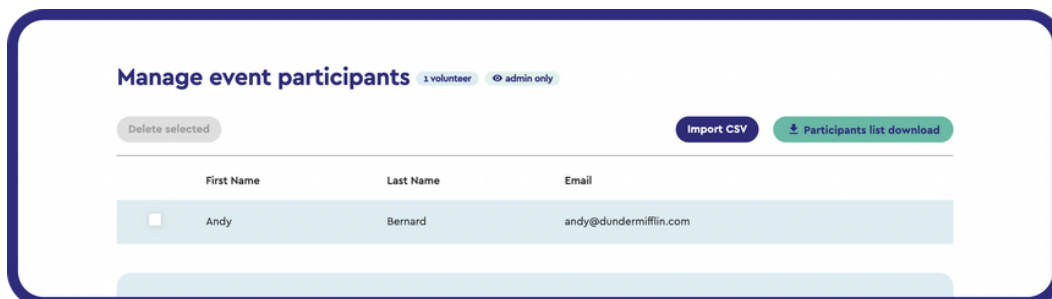
2

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

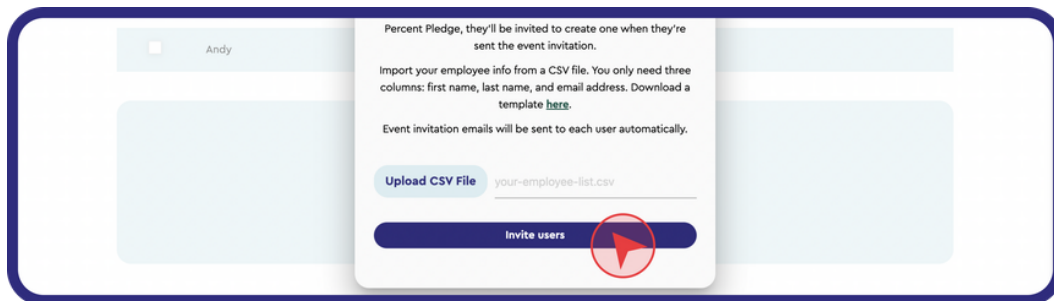
*Note, if the event has passed, no event invitation will go out to employees.



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!

