

# Signing in Volunteers at Your Shift

## Directions

**Step 1:** Each Shift Captain has the capability to sign in volunteers as members of Campus Kitchen on GivePulse. Reach the Campus Kitchen GivePulse page via an internet search, or through the Campus Kitchen website. If prompted for a password on the Campus Kitchen website, it is (5 characters, no spaces): **ckuga**

On GivePulse, navigate to the Campus Kitchen home page and log in to your account via CAS Single-Sign-On.

**Step 2:** Navigate to the event you are leading as a Shift Captain. You will find all current opportunities for CKUGA listed in the 'Events' box. For this example we will be using Monday Cooking (see below).

The screenshot shows the GivePulse 'Events' page. At the top, the 'Events' tab is circled in red. Below it is a search bar with 'Filters', 'Search', and 'Clear' buttons. The main heading is 'Open Opportunities with The Campus Kitchen at UGA'. Below this are icons for 'ATHENS', 'SENIOR', 'HUNGER', and 'COALITION'. A date range selector shows 'Jan 21 — 27 2018'. A calendar grid follows, with the event 'January Wednesday Cooking' on 'Wed 1/24' at '5:30 pm' circled in red.

**Step 3:** Once at the event page, you will find a panel to the right labeled 'Admin Panel,' and under that panel navigate to the next page by clicking 'Sign Registrants In' (see below).

The screenshot shows the 'January Monday Cooking' event page. The event title and details are at the top. On the right side, there is an 'Admin Panel' section circled in red, containing a 'Sign Registrants In' button highlighted with a red box. Below the admin panel are social media links and a 'Tweets by @CK\_UGA' section.

**Step 4:** Once here, you can sign in all volunteers at your shift by clicking the blue 'Sign In' button to the right of the page, opposite the volunteer's name. Verify the date of the registration, to the right of the volunteer's name. Volunteer registrations for every date of the shift will show up on this page, so it is important to make sure you are signing in the correct group of people.

Engage Georgia / ... / Office of Service-Learning / The Campus Kitchen at... / Events / January Monday Cooking / Sign in Registrants

Filter: Future Registrations Only  
 Future Registrations Only  
 Include Past Registrations ←

Showing 1 to 10 of 16 entries

Name	Date	Sign in
Allie Mulliken	Monday, January 22nd, 2018 from 5:30pm to 7:15pm	Cancelled
Cydney Seigerman	Monday, January 22nd, 2018 from 5:30pm to 7:15pm	Waitlist
Cydney Seigerman	Monday, January 29th, 2018 from 5:30pm to 7:15pm	Sign in
Devorah Mekonnen	Monday, January 22nd, 2018 from 5:30pm to 7:15pm	Sign in
Kendall Busher	Monday, January 22nd, 2018 from 5:30pm to 7:15pm	Sign in
Kendall Busher	Monday, January 29th, 2018 from 5:30pm to 7:15pm	Sign in
Madison Spek	Monday, January 22nd, 2018 from 5:30pm to 7:15pm	Sign in
Madison Spek	Monday, January 29th, 2018 from 5:30pm to 7:15pm	Sign in
Miranda Mills	Monday, January 22nd, 2018 from 5:30pm to 7:15pm	Sign in
Miranda Mills	Monday, January 29th, 2018 from 5:30pm to 7:15pm	Cancelled

Show 10 entries Previous 1 2 Next

**Step 5:** The default view of this page only displays future registrations. If, for some reason, you need to look at past registrations for past dates, you can change the filter, which is above the search bar.

**Step 6:** If you have completed all these steps, each of your volunteers should be correctly signed in and their hours will get properly logged.

**NOTE:** As of April 2018, Givepulse automatically sorts volunteer in this view by their registration date, not the specific day of their shift. Be sure you are signing in your volunteers for the right day.