Dashboard Navigation + Service Guide

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1. Home Dashboard Navigation

The volunteer management + service platform is optimized to be fully functional and customizable to enhance your volunteer experience, all while making registering for a service project stress-free and engaging.

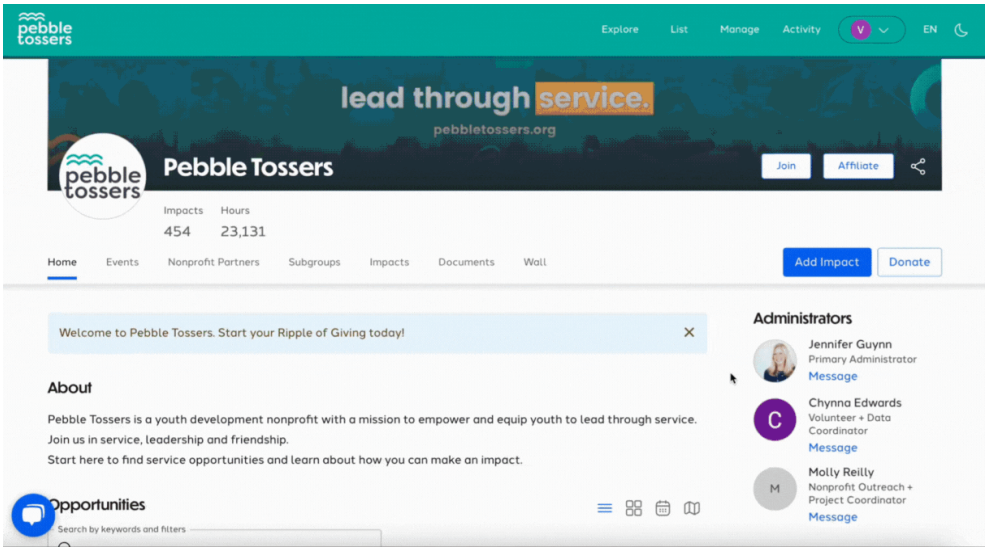
Please watch our **How-To: Dashboard Navigation Guide** for an in-depth walkthrough on how you can:

- Personalize your home dashboard
- Filter your interests to match with the right service project
- Register for a service project
- Review current + past service projects via a personal dashboar
- Add your community impact + review your impact summary

Home Dashboard View

You can personlize the home dashboard view to match your preferences. You have the option to choose between **LIST**, **BOARD**, **CALENDAR**, and **MAP** view.

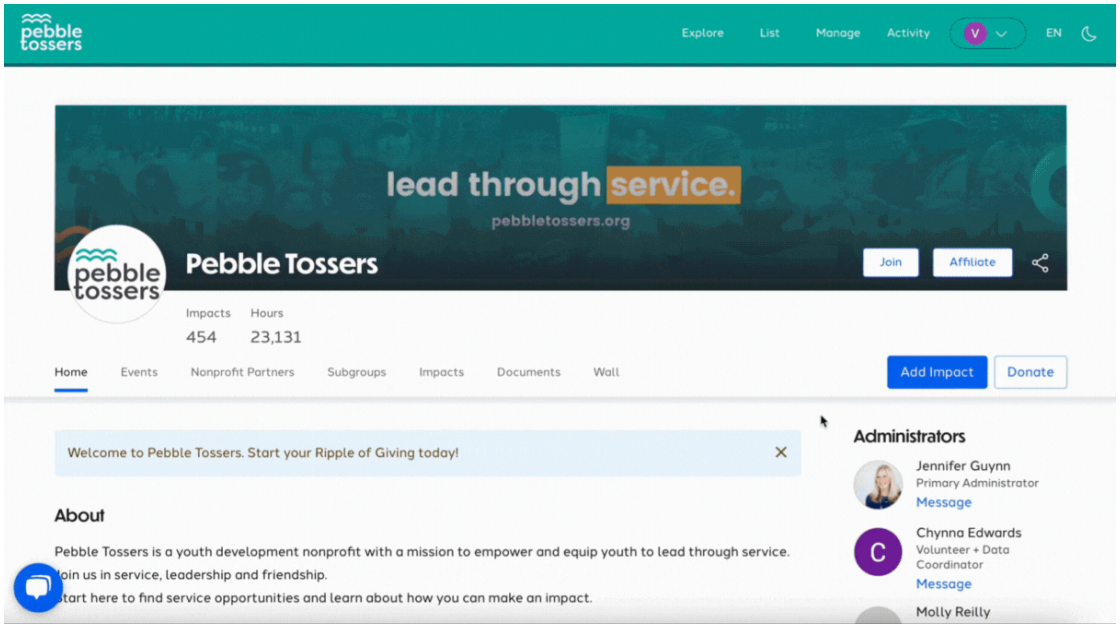
Change your dashboard view by finding the **4 VIEW ICONS** located within the **OPPORTUNITIES** section on the home dashboard.



Continue personlizing the home dashboard to match your preferences with the service opportunity filter. You can filter service opportunities by:

- Date
- Group
- Event Type
- Age Range
- Cause Areas
- Virtual/In-Person
- Skills
- And more

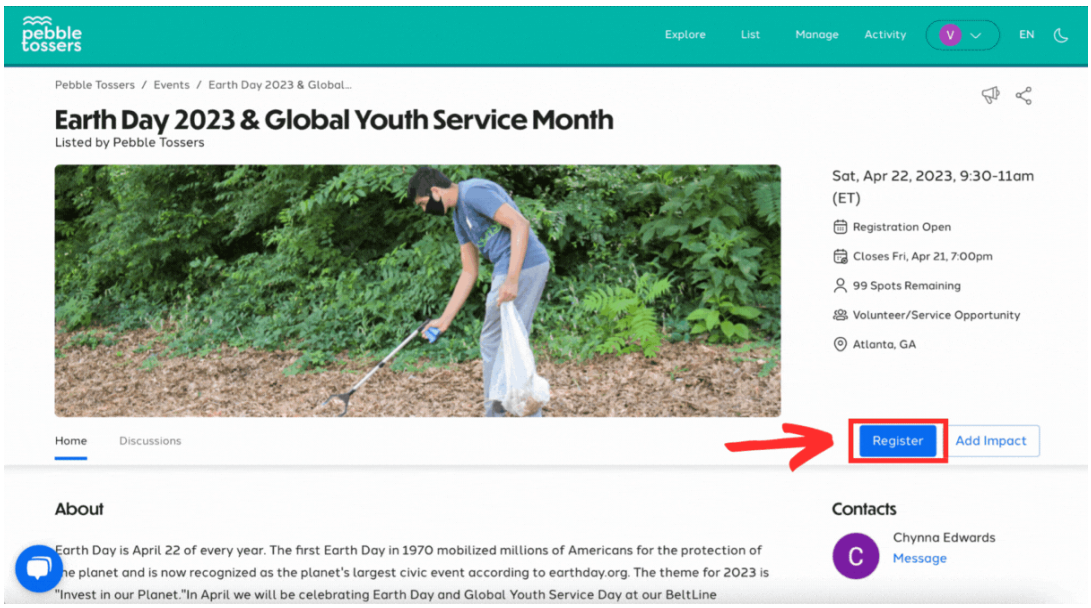
When you update your Dashboard to reflect your personal preferences, Pebble Tossers can send you notifications of new opportunities based on those preferences.


pebble tossers
Explore
List
Manage
Activity
V
EN
lead through service.
pebbletossers.org
pebble tossers
Pebble Tossers
Join
Affiliate
Impacts
454
Hours
23,131
Home
Events
Nonprofit Partners
Subgroups
Impacts
Documents
Wall
Add Impact
Donate
Welcome to Pebble Tossers. Start your Ripple of Giving today!
About
Pebble Tossers is a youth development nonprofit with a mission to empower and equip youth to lead through service.
Join us in service, leadership and friendship.
Start here to find service opportunities and learn about how you can make an impact.
Administrators
Jennifer Guynn
Primary Administrator
Message
C
Chynna Edwards
Volunteer + Data Coordinator
Message
Molly Reilly

2. Register for a Service Project

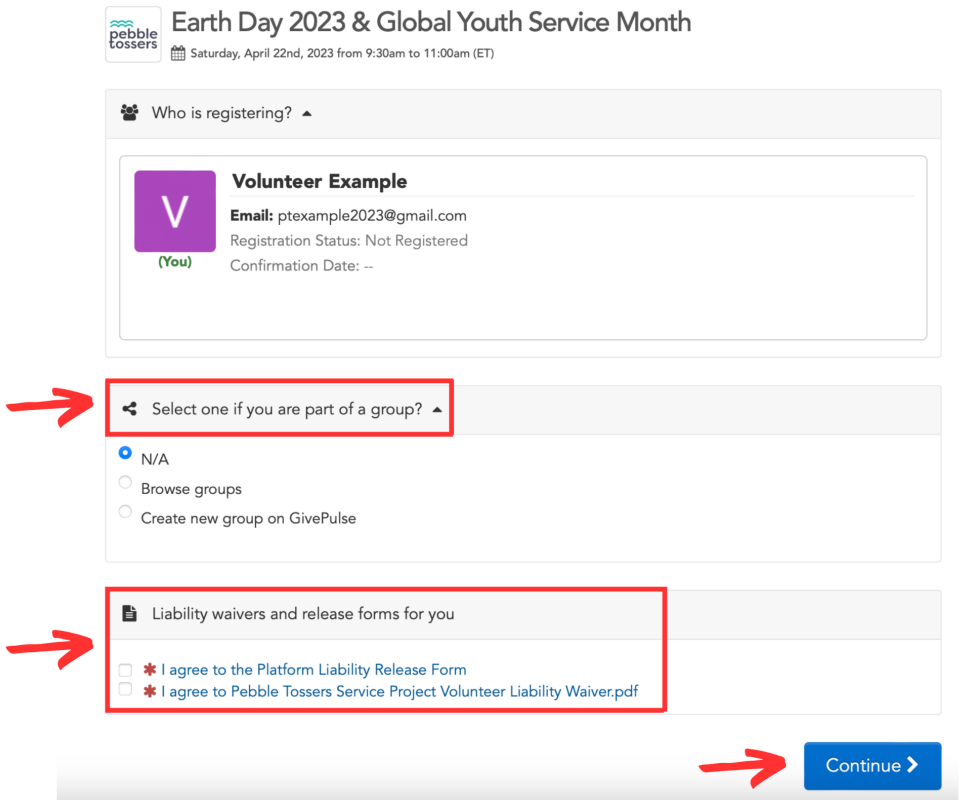
Register for a service project by visiting its page. You can find all the information you need in preparation for service. This includes multiple sections with information such as:

- Cause + Impact
- Nonprofit partner details
- Volunteer duties
- Service Leaders
- Location, date, and time
- Available shifts



When on the registration page, you can review and checkoff the **LIABILITY WAIVER** and **RELEASE FORM**. Checking off these forms are necessary for you to participant in any Pebble Tossers service project.

Click continue to confirm your registration. You will receive an email from Pebble Tossers immediately after confirming your participation.



Please Note: As of this update, families who are participating in a service project together will need to individually register through their seperate accounts. Guardians managing their dependent's Pebble Tossers members account can switch users by visiting the **RELATIONSHIPS** tab under your account settings. Please review our **ACCOUNT SET UP GUIDE** for a detailed walkthrough on managing your relationships.

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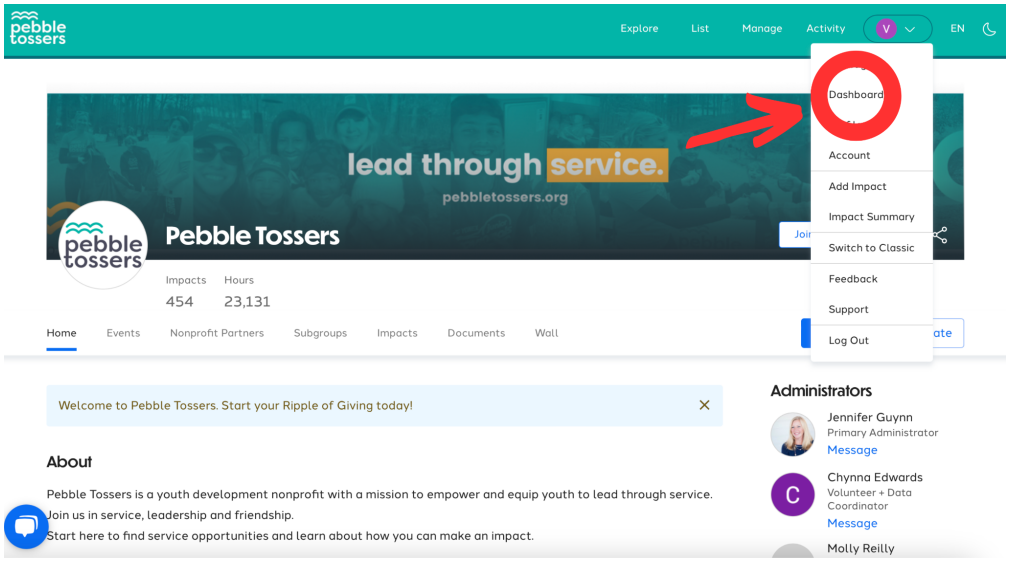
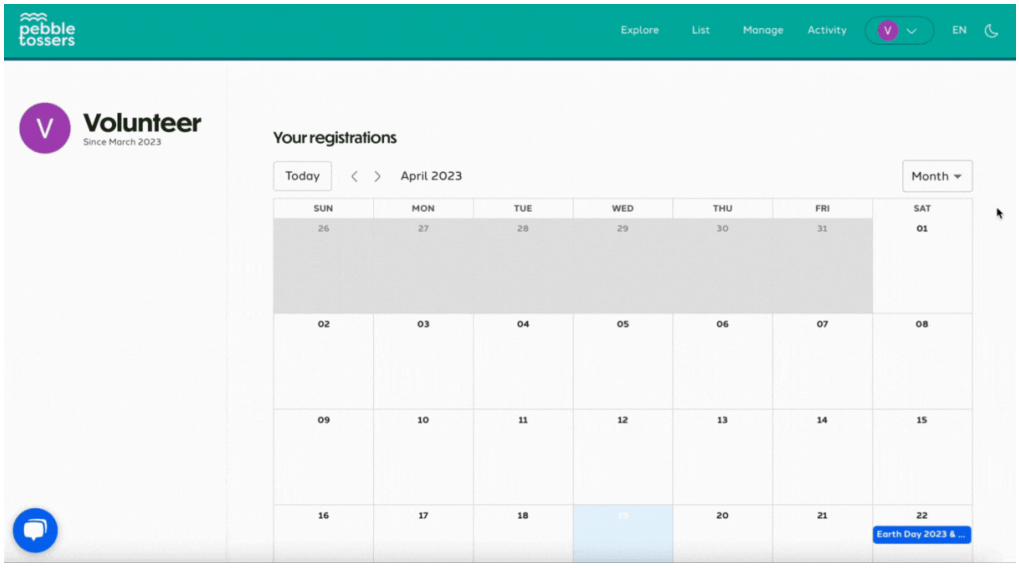
3. Review Personal Dashboard

Access Personal Dashboard

You can view all of your current, upcoming, and past service projects by visiting your personal dashboard. Click your profile icon at the top right and find **DASHBOARD**.



You can set your personal dashboard view by month, week, or day. Review a current, upcoming, or past service project by directly clicking on it to be redirected to its page.

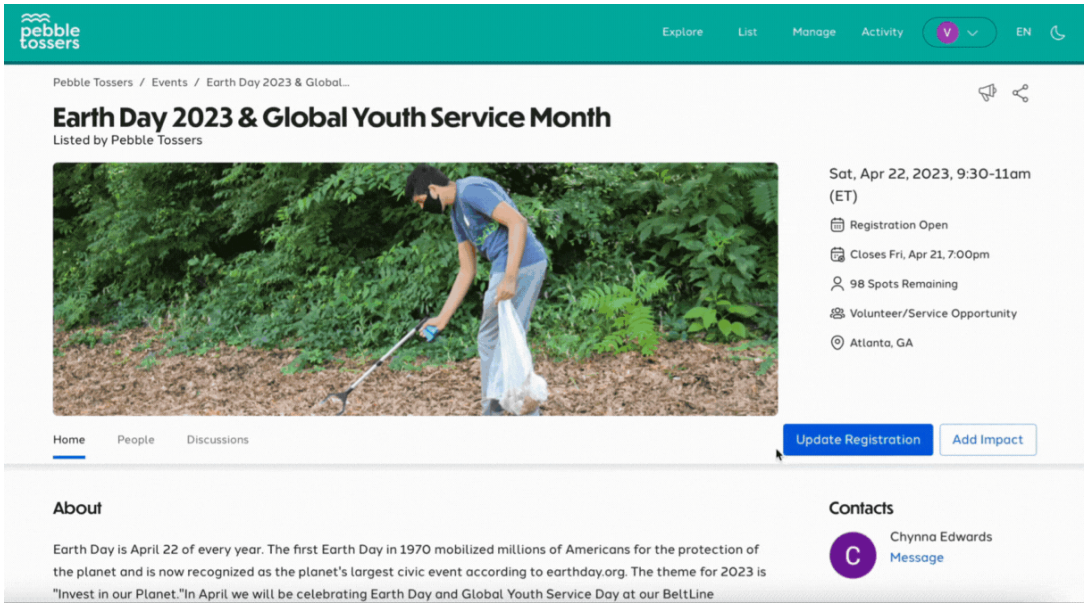


Update or Cancel Service Participation

To change your shift or cancel your participation on a service project, click the **UPDATE REGISTRATION** button on the service project's page.

If you are changing your shift, you will need to cancel your current shift by clicking the **UPDATE** button. At the bottom of the registration form, click **CANCEL REGISTRATION**.

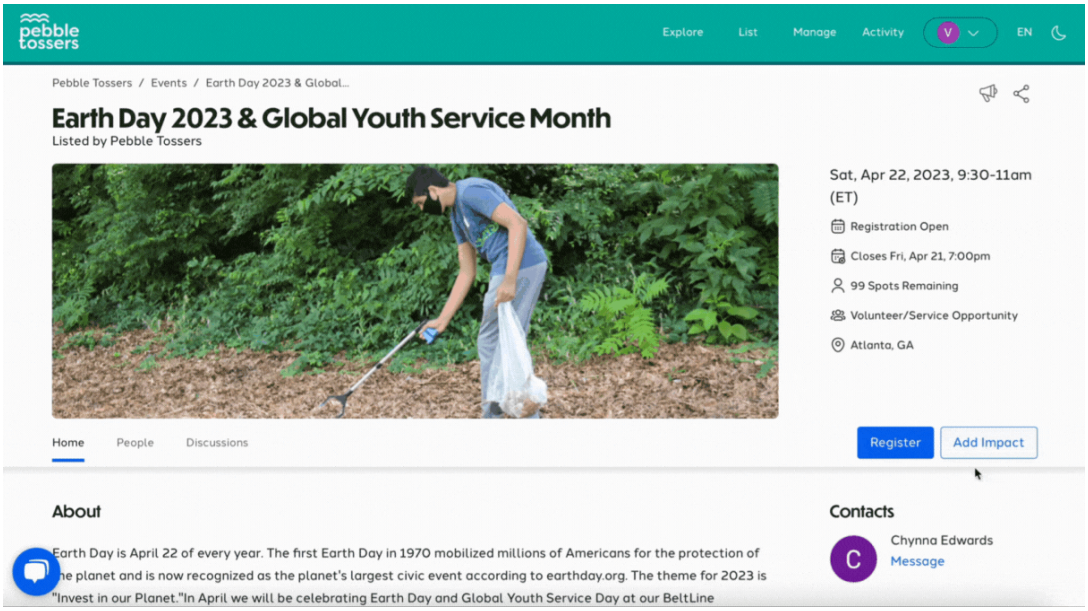
Expect an email from Pebble Tossers after confirming your cancellation. Simply register for another shift after cancelling. Your personal dashboard will also reflect any changes made.



4. Add Community Impact

You can add your service hours through various pages. This includes the home dashboard, by visiting your service project's page, and under your profile icon's menu.

To add your impact for a service project directly, visit its page and click on **ADD IMPACT**. This process will eliminate the extra step of having to search for the exact service project.

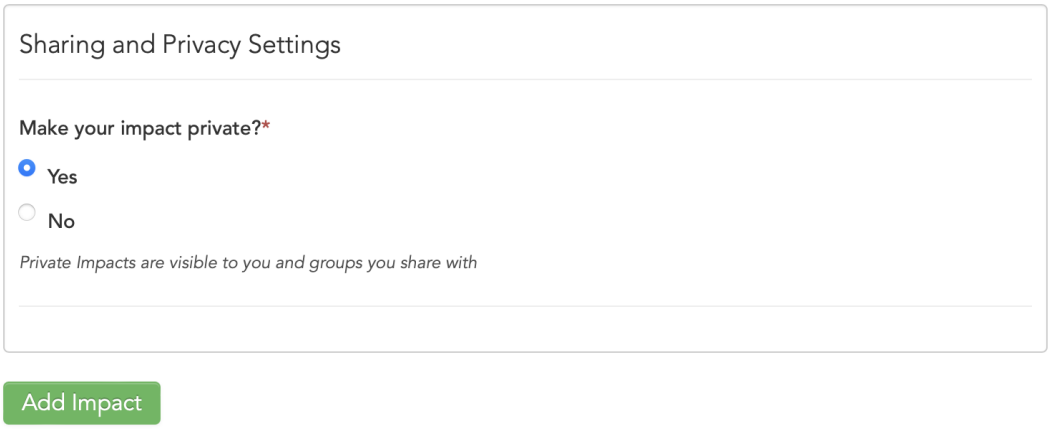


Fill in the appropriate information according to your service project type, action, and hours. You can also rate and write about your experience under the **ABOUT YOUR EXPERIENCE** section of the form.

If you've served several shifts for a service project, you can submit your hours of up to 5 shifts by clicking **ADD TIMESHEET** located at the top of the first section.

Alongside personal reflection of your community impact, Pebble Tossers recommends that you write reviews of projects and organizations to help us make the experience even better in the future. You can also add photo and video attachments to your review to show what kind of impact was made and inspire others.

Please Note: Your community impact will be made public if your account is set to **PUBLIC** and if you check off **NO** to making your impact private under the **Sharing and Privacy Settings** section.



Public vs. Private Impact

If your account is set to **PRIVATE**, your impact and any reviews made will not be visble to other members. Please review our **ACCOUNT SET UP GUIDE** for more details on this feature and how you can change your profile settings to match your preferences.

After Adding Your Impact

When you participate in a Pebble Tossers' project, your hours will be sent to our staff for validation immediately after the end of the project. You will see those completed hours listed in your profile by the end of the day.

If your school or community group tracks hours through a third-party system, such as X2Vol or MobileServe, please use **volunteer@pebbletossers.org** as the identifying email address to send verification requests.

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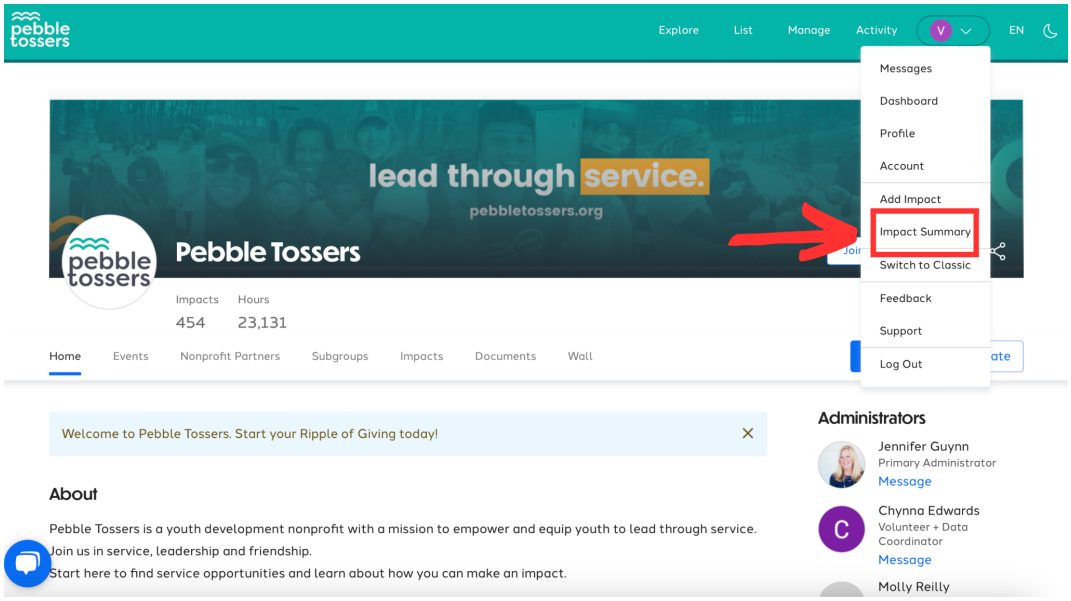
5. Track + Manage Service Hours

You can track all of your service hours, both made with and outside of Pebble Tossers. Click on your **PROFILE ICON** located at the top right to find **IMPACT SUMMARY**.



Your Impact Summary is your **OFFICIAL CIVIC TRANSCRIPT**. The transcript will show a summary of your community impact. This includes a breakdown of all the organizations you've engaged with and the hours served with each.