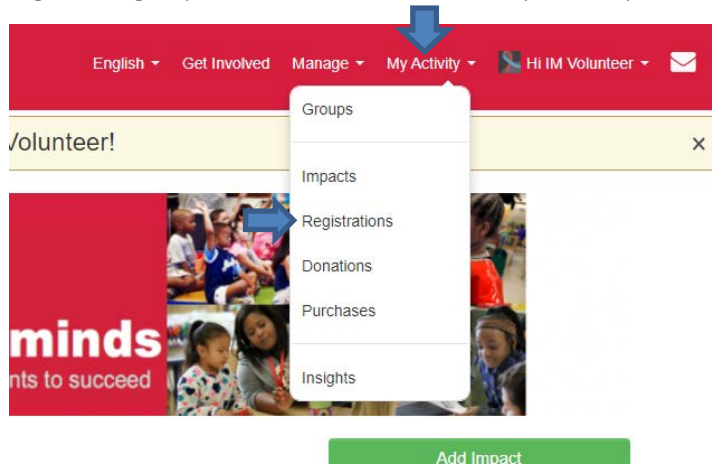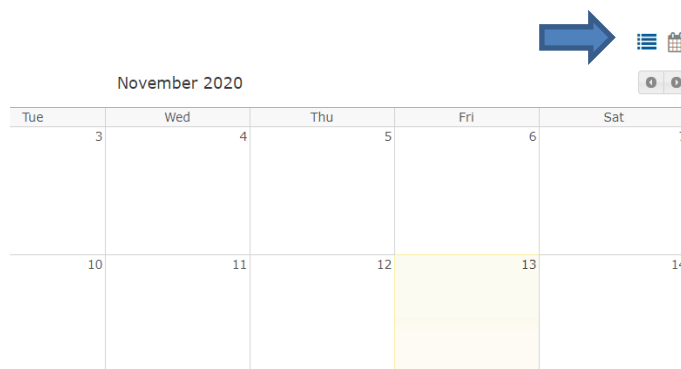# How to record an Impact for an Open Event (Computer)

1.  Go to inspiringminds.givepulse.com and click on "My Activity", then select "Registrations"



2.  Once you are in "Registrations", you should see a calendar. Click on the list-view icon (next to the calendar icon on the right) to see a list of all your registrations. Then find the event and click on it to go to the Event page



3.  At the top right corner of your event page, click the green button that says "Add Impact" and this will take you to the Impact page
4.  Fill in the date and time, your hours, and your reflection. You don't need to record a reflection, but we like to hear how you're doing! Feel free to use the "Personal Notes" section for yourself. And don't forget to rate your experience out of 5 stars.
5.  Make sure to click "Add Impact" down at the bottom of the page to save it once you're done.

If you need any help message us on GivePulse or call us at the office at 401-274-3240