



Account Set-Up Guide

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1. Personalize Your Membership Profile

The volunteer management + service platform provides a personalized profile to help you connect with the Pebble Tossers community and share your impact.

Please watch our [How-To: Account Set-Up Guide](#) for an in-depth walkthrough on how you can:

- Access your members' account
- Personalize your profile and account settings
- Add relationships in a family membership
- Customize your cause area interests
- Review and update your payment settings

View your profile by clicking the profile icon at the top right and finding **PROFILE**.

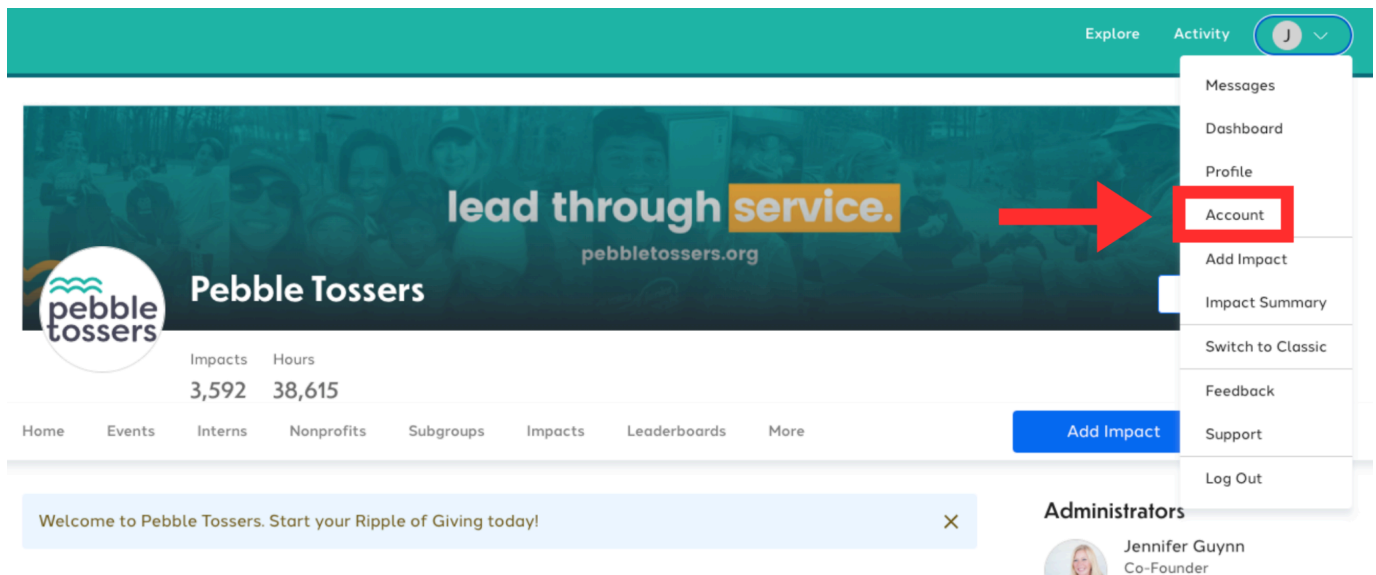
Privacy Settings

Your profile is where you can personalize your interests and share your community impact. Your profile and community impact are viewable to fellow Pebble Tossers community members when your profile is set to **PUBLIC**.

A **PUBLIC** profile means that your icon, name, group associations, and other optional profile additions like your introductory bio and occupation, are visible to fellow Pebble Tossers community members **exclusively**. No one outside of the Pebble Tossers community can access any information about Pebble Tossers members and other private information locked behind the platform.

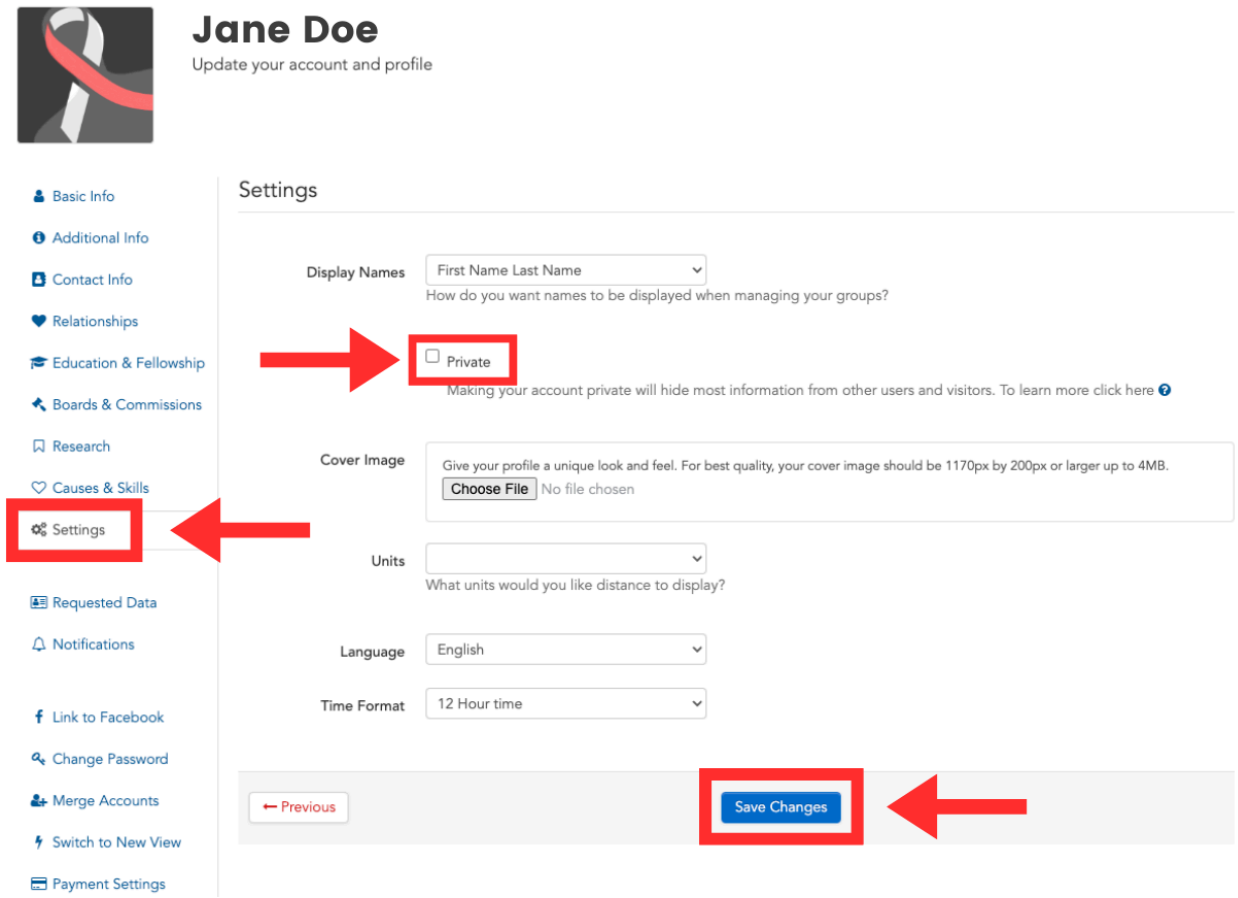
You have the option to make your profile **PRIVATE**, where only you, your relationships (if you are part of a family membership plan), and Pebble Tossers administrative staff can identify you and view your profile. No other members will be able to access your profile.

To change your profile settings, click on your profile at the top right corner and find **ACCOUNT**.



The screenshot displays the top navigation bar of the Pebble Tossers website. On the right side, there is a user profile icon with the letter 'J' and a dropdown menu. The menu items are: Messages, Dashboard, Profile, Account (highlighted with a red box and a red arrow), Add Impact, Impact Summary, Switch to Classic, Feedback, Support, and Log Out. Below the navigation bar, the main header features the Pebble Tossers logo, the tagline 'lead through service.', and the website URL 'pebbletossers.org'. The header also displays statistics for 'Impacts' (3,592) and 'Hours' (38,615). A navigation menu below the header includes links for Home, Events, Interns, Nonprofits, Subgroups, Impacts, Leaderboards, and More. A blue 'Add Impact' button is visible on the right. At the bottom right, there is an 'Administrators' section listing Jennifer Guynn as Co-Founder. A light blue banner at the bottom left reads 'Welcome to Pebble Tossers. Start your Ripple of Giving today!' with a close button.

In Account Settings, find the **SETTINGS** tab located on the left-side menu. Check the **PRIVATE** box to make your profile private, or uncheck the box to make your profile and community impact public. Make sure to click **Save Changes** to save your progress.



Additional Account Information

You can update the rest of your profile and add additional information under the left-side menu. The additional information includes:

- Demographic information
- Personal + Emergency Contact Information
- Relationships
- Cause Interests + Skills

Please Note: This additional information is NOT visible on your profile and can only be accessed by yourself and Pebble Tossers administrative staff. Pebble Tossers asks all members to update their demographic information, such as race and gender, for grant reporting purposes. Any data shared with funders will be made anonymous and used collectively.

If you are part of a subgroup, such as our Teen Leadership Program, you can add additional information as requested by your subgroup in the **REQUESTED DATA** tab.



Jane Doe
Update your account and profile

Additional Profile Information

Gender: Other (dropdown) Female (text input)

Date of Birth: 08/04/2000 (text input)

T-Shirt Size: Please Select (dropdown)

Recycle?: (dropdown)

Are you a Veteran?: (dropdown)

Language(s): English, Arabic, Bengali, Cantonese, Czech (list)

Are you Hispanic or Latino?: (dropdown)

With which race(s) do you identify?: American Indian or Alaskan Native, Asian, Black or African American, Multiracial, Native Hawaiian or Pacific Islander (list)

Left-hand navigation menu (highlighted in red):

- Basic Info
- Additional Info** (highlighted with red arrow)
- Contact Info
- Relationships
- Education & Fellowship
- Boards & Commissions
- Research
- Causes & Skills
- Settings
- Requested Data

Other navigation options:

- Notifications
- Link to Facebook
- Change Password
- Merge Accounts
- Switch to New View
- Payment Settings

2. Add + Manage Relationships

If you are part of a Family Membership plan, you can update and manage all of your existing relationships through the **RELATIONSHIPS** tab.



Jane Doe

Update your account and profile

Basic Info

Additional Info

Contact Info

Relationships

Education & Fellowship

Boards & Commissions

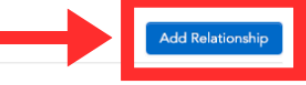
Research

Causes & Skills

Settings

Relationships

Add your relationships so you can help manage your child or dependent's community engagement. If you are adding someone with an existing GivePulse account, they will have to approve the relationship before you can manage their account (?)



Add Relationship

1 - 2 of 2 People | Configure Layout

First Name	Last Name	Birthday	Email	Num Hours	Num Impacts	Relationship	Minor	Status	Switch	Actions
Relationship #1 Name		00/00/00	Relationship #1 Email	25.00	6	Guardian	No	Approved	Switch to User	
Relationship #2 Name		00/00/00	Relationship #2 Email	0.00	0	Dependent	Yes	Approved	Switch to User	

Add Relations

Add a relationship by filling in the appropriate information, including their name, email address, and relationship to you. The relation will receive an email from GivePulse, the Pebble Tossers platform domain, asking them to confirm their relation to you. They must **APPROVE** the relationship for you to manage their account.



Hi John Doe,

Jane Doe is requesting to be your Dependent. To confirm your relation to Jane Doe and grant Jane Doe full access to your GivePulse account and activity, please click [here](#) to Approve or Deny.

Please Note: All accounts must have a unique email address. Minors are not required to have an email address, however, the system will create a “**placeholder email**” to satisfy this requirement. We recommend creating an email account for your minor that forwards to your email address.

An example is for gmail accounts: yourname@gmail.com can serve as the parent email and emails sent to yourname+childname@gmail.com will be forwarded to the parent email. For details on this gmail function, please [click here](#).

Add Relationship ✕

First Name *

Last Name *


Email *
Hint: Auto-generated email can be replaced

Date of Birth

Relationship To Me

Manage Relations

After they approve the relation, you or your relation can set up their account. You can manage all added relations to your family membership by switching users.



Jane Doe

Update your account and profile

- Basic Info
- Additional Info
- Contact Info
- Relationships**
- Education & Fellowship
- Boards & Commissions
- Research
- Causes & Skills
- Settings

Relationships Add Relationship

Add your relationships so you can help manage your child or dependent's community engagement. If you are adding someone with an existing GivePulse account, they will have to approve the relationship before you can manage their account (?)

1 - 2 of 2 People | Configure Layout

First Name	Last Name	Birthday	Email	Num Hours	Num Impacts	Relationship	Minor	Status	Switch	Actions
Relationship #1 Name		00/00/00	Relationship #1 Email	25.00	6	Guardian	No	Approved	<input type="button" value="Switch to User"/>	
Relationship #2 Name		00/00/00	Relationship #2 Email	0.00	0	Dependent	Yes	Approved	<input type="button" value="Switch to User"/>	

Your management of added relations includes full access to:

- Profile Information
- Account Settings
- Service Projects (to register, cancel, and add an impact)
- Community Impact + Impact Summary
- Personal Dashboard

3. Payment Settings

Members can view and update their membership plan, recurring donations, and credit card details under the **PAYMENT SETTINGS** tab.

Your payment details are secured through the payment processor, Stripe. No one from Pebble Tossers can access your payments, including recurring membership status, donations, and credit card information. To learn more about Stripe, [click here](#).

Jane Doe
Update your account and profile

- Basic Info
- Additional Info
- Contact Info
- Relationships
- Education & Fellowship
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- Research
- Causes & Skills
- Settings
- Requested Data
- Notifications
- Link to Facebook
- Change Password
- Merge Accounts
- Payment Settings**

Add/Remove Payment Options

Manage your payment options for making donations or purchasing tickets and memberships.

Current Subscriptions
No subscriptions found

Recurring Donations
No donations found

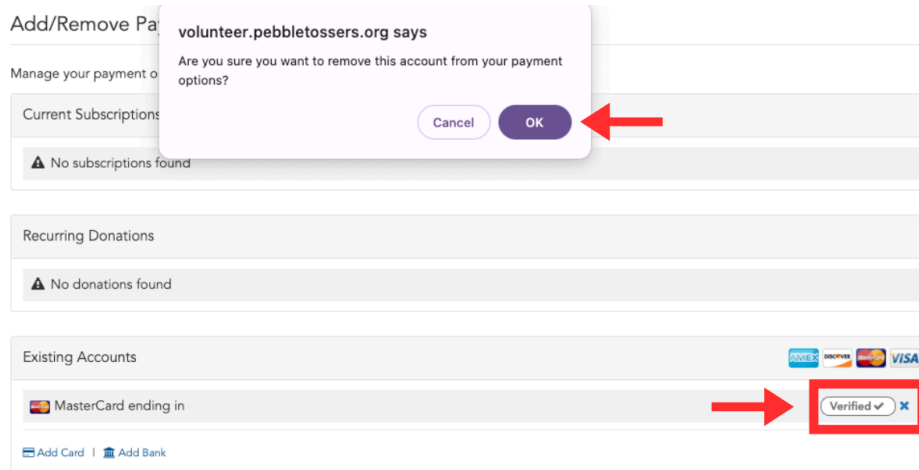
Existing Accounts
No accounts found
Add Card | Add Bank

What are payment sources used for?
Setting up a credit card or bank account will allow you to make future purchases and donations. If you are trying to set up billing for your organization, please go to your manage group page.

What payment options are available?
All credit cards are accepted for payments. For donations, ACH transfers are also accepted. Charges to credit cards will be faster, but will also have

Update Payment Details

To update your payment details under an existing membership, click the **X SYMBOL** displayed next to the **VERIFIED MARK** under the **EXISTING ACCOUNTS** section. You will see a pop-up on your screen asking you to confirm the removal.



Add New Payment Details

Click on the **ADD CARD** or **ADD BANK** options highlighted under **EXISTING ACCOUNTS** and fill in the appropriate information.

Click **ADD** at the bottom of this section to confirm your updated payment details. All future payments on your account will be made through the updated payment details.
