

Step 1: Create your Account

From your computer

1. Go to www.givepulse.com
2. Click the **Sign Up** button, top right
3. Select the **My Activities** tab and go to **Groups**
4. In the **Group** box select **Create**
5. This is where you create your organization



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Tips: You can add colleagues from your organization by sending them a link to your group page and asking them to join Give Pulse from that page. This will make it easy to assign administrator rights to others.

Step 2: Affiliate with Drake University

Once a group page for your organization is created, please affiliate with Drake University

1. Affiliation allows you and Drake to share opportunities and track partnership engagements
2. From your Group Dashboard click **Manage** on the right column
3. Select **Manage Affiliations**
4. With the **Actions** button at the top right, please add **Drake University**
5. Or you can go to www.drake.edu/dugood and select **Affiliate** within the cover photo

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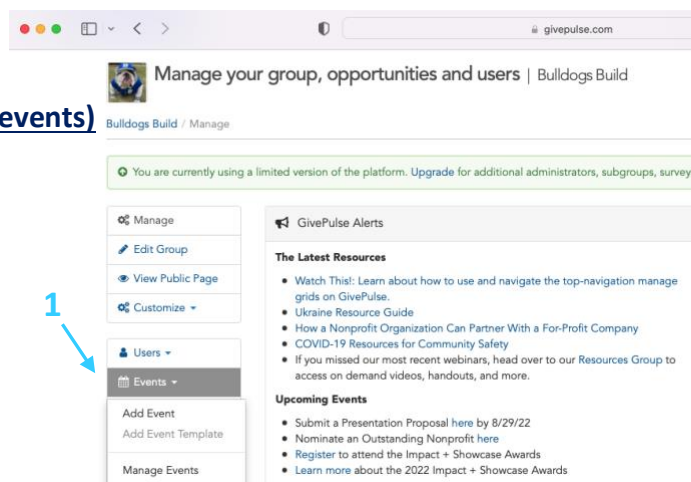
Step 3: Post Engagement Opportunities

You are now ready to post engagement/volunteer opportunities (events)

1. From your Group Dashboard select **Events**
2. Navigate through the **Add Event** selection
3. All events are public events unless you upgrade, not our request
4. Then be sure to click **Publish**.

Tips:

- Events can be one-time, multiple dates, or on-going, and you can direct users to your volunteer management system.
- Weekend or evening events are more attractive to college students.
- Be specific and use language targeted to your Drake student audience.



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