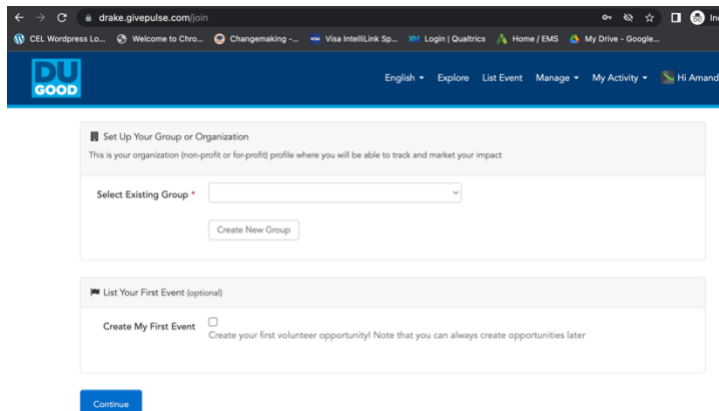# Step 1: Create your Account and Affiliate with Drake

From your computer

1. Go to **drake.givepulse.com/join**

2. Click "Create New Group"

3. Fill out the information

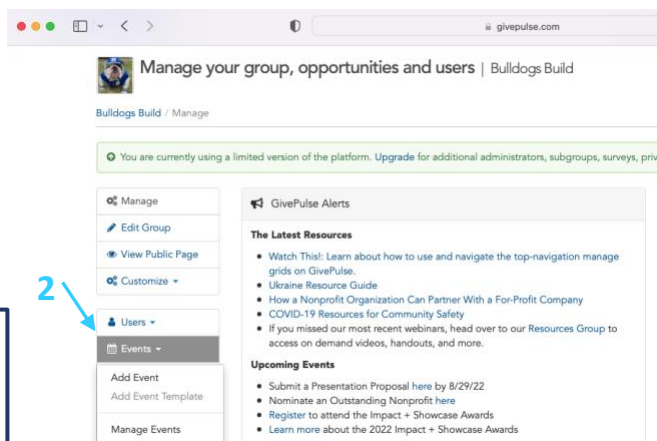4. If ready, click "Create My First Event"

Click here for a YouTube tutorial

> **Tip**: You can add colleagues from you 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: Post and Manage Engagement Opportunities

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

1. To get to your group dashboard, click "Manage" on the top navigation and then click on the name of your organization

2. On the lefthand side, click "Events" and add or manage events

3. All events are public events unless you upgrade

4. Be sure to click **Publish** when creating events

Tips:
- Events can be one-time, multiple, or ongoing, and with any option 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.

Click here for a YouTube tutorial