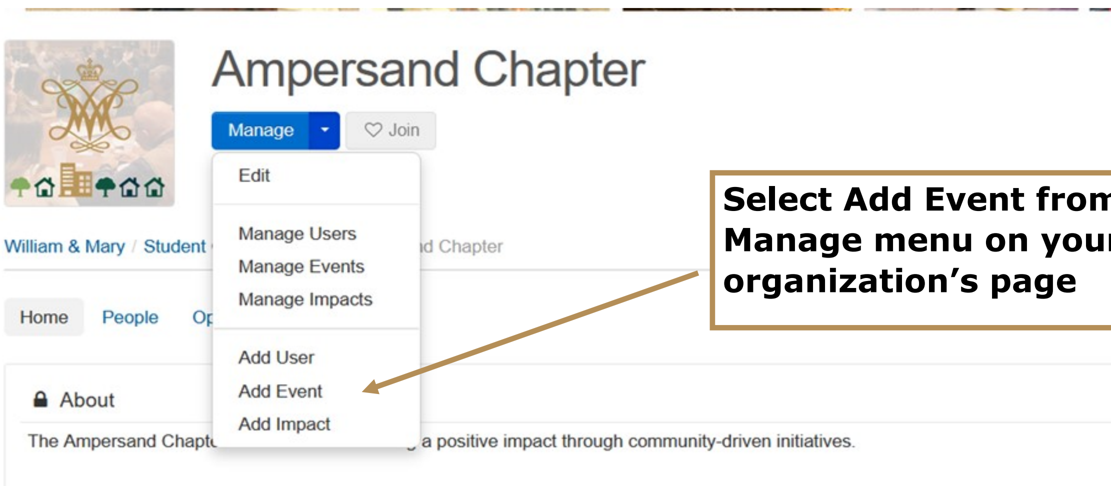
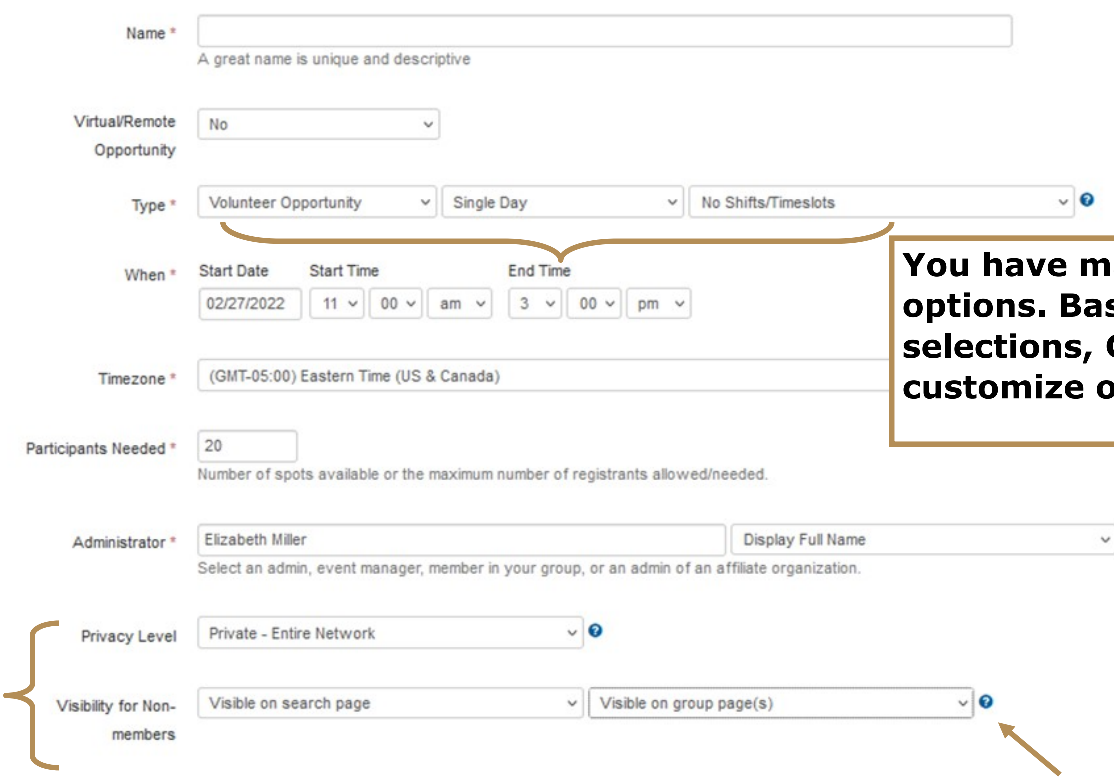
Creating an Event on Your GivePulse Page



Select Add Event from the Manage menu on your organization's page

This brings you to the event creation workflow, starting with the Basic information necessary.



You have many type options. Based on your selections, GivePulse will customize other settings

Don't forget to adjust privacy and visibility settings based on who you want to register

You can always use ? buttons to see descriptions of all options for that setting

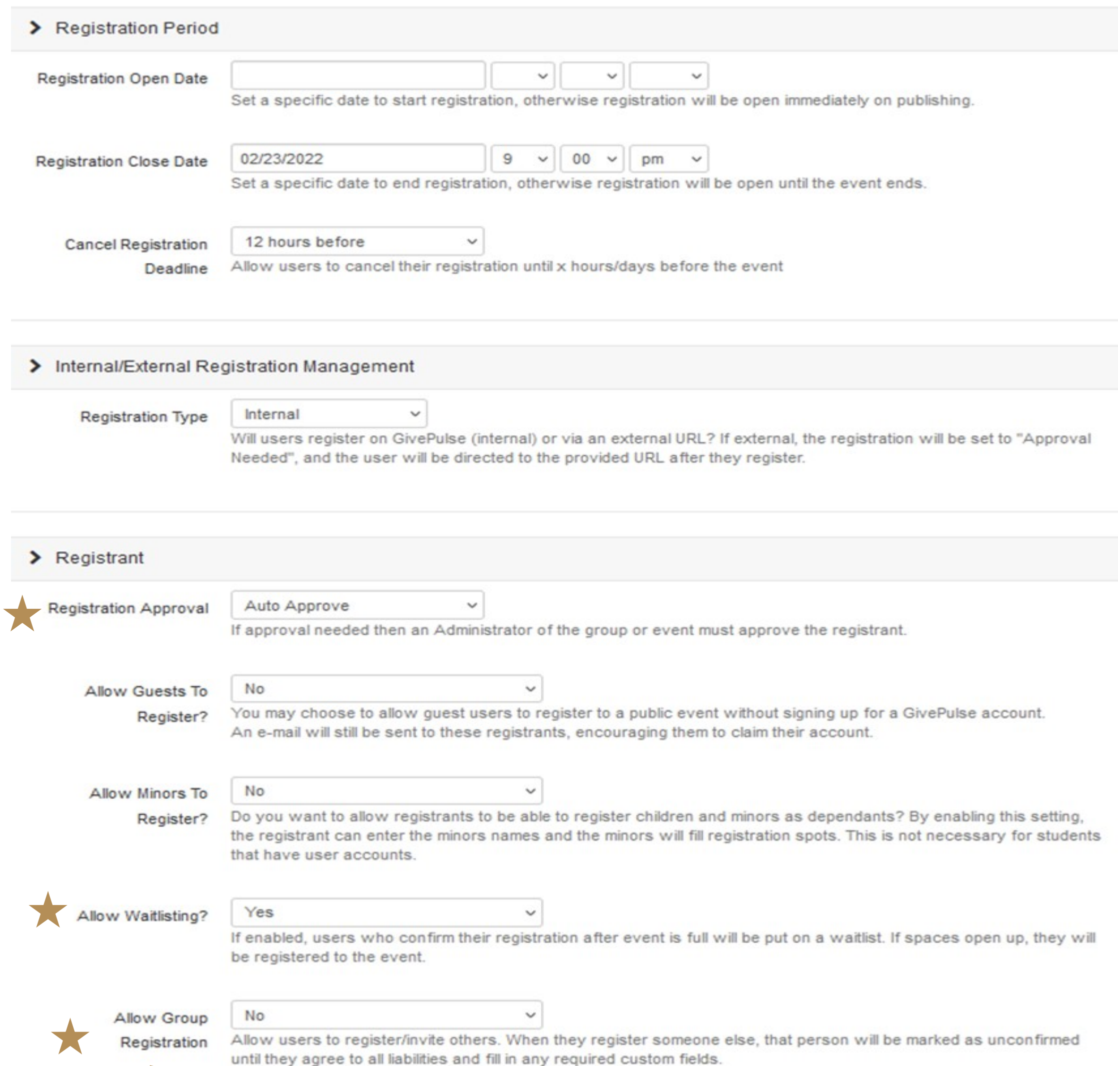
You can now either Publish **your event or** Save and Continue **to customize further (logos, registration settings, etc.**

Beyond Basics Event Settings

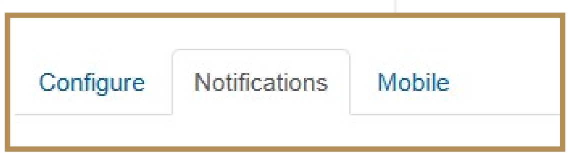
Press save and continue to move between each section.

The **Advanced** settings allow you to add a logo, link to your website, share require-ments, etc. Use can use the Additional Info tab to provide the most up to date COVID protocols.

Adjust **Registration Settings** to fit your event needs. Those starred below are often useful to consider.

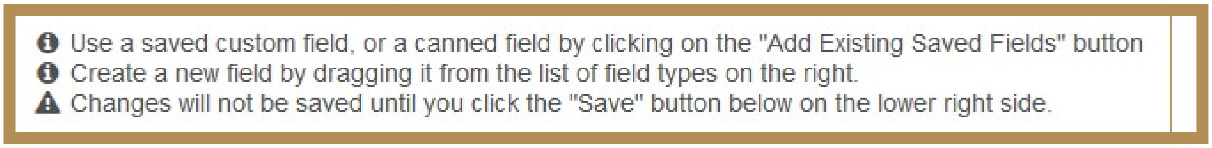


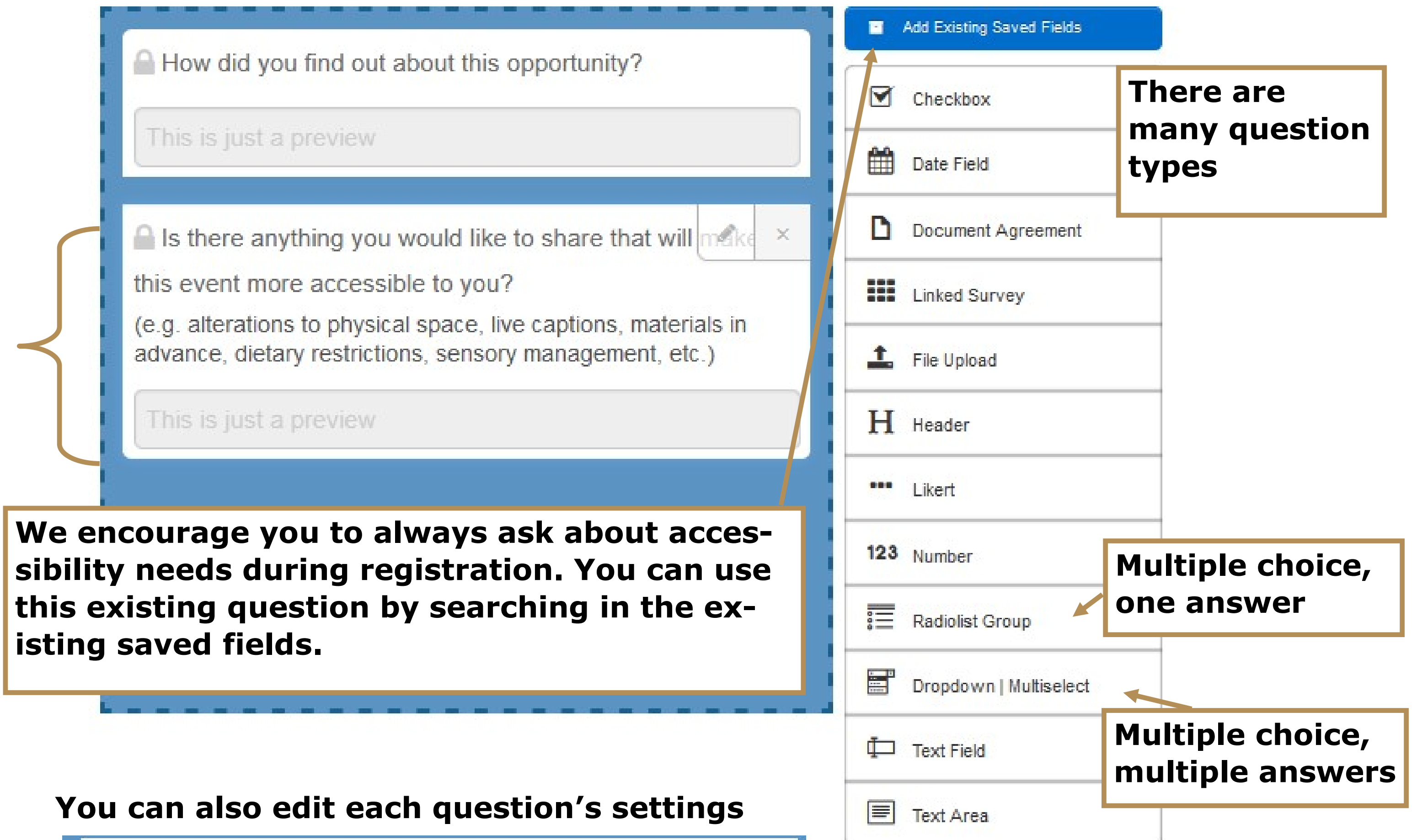
A great option if your event can host teams and you want a single point of contact



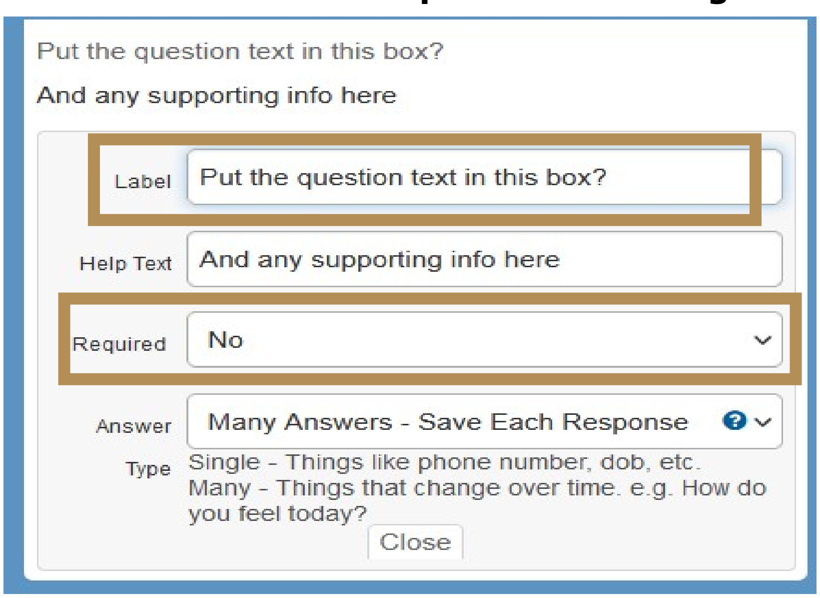
You can also switch to the Notifications tab at top to adjust how often registrants are reminded before the event and with what information

Use **Registration Questions** to collect information from participants as part of registration. You can use existing saved fields to ask questions that have been used in your other registrations or create new fields/questions for that specific event. We encourage you to always check saved fields before creating a new question.





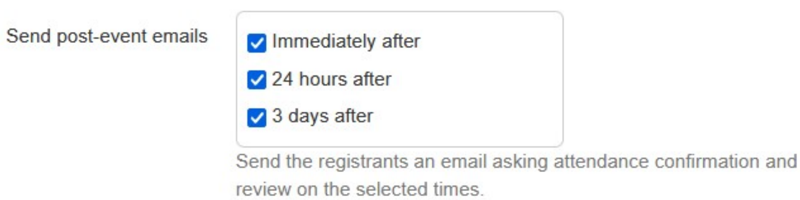
You can also edit each question's settings

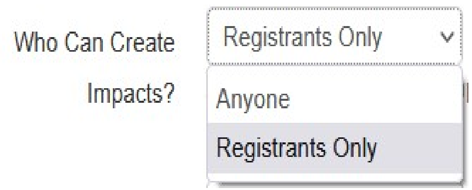


Single Answer will prefill a registrants response if they have provided that info before (like phone number)

Impact Settings allow you to automate collecting participation and asking post-event questions. **Impacts** are the outputs of the events, like hours served, money donated, etc. GivePulse automatically records individuals' impacts and all the impacts for a particular event or group.

Use the settings to adjust when/how often registrants are reminded after the event to share their impacts as well as if you're allowing non-registrants to record an impact—a good option if you have walk-up participants.

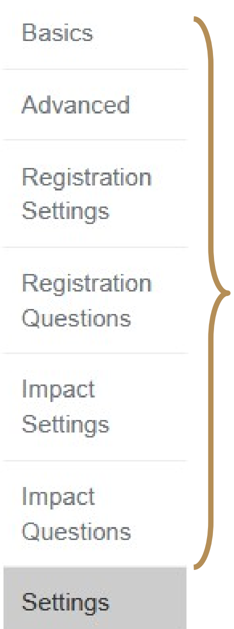




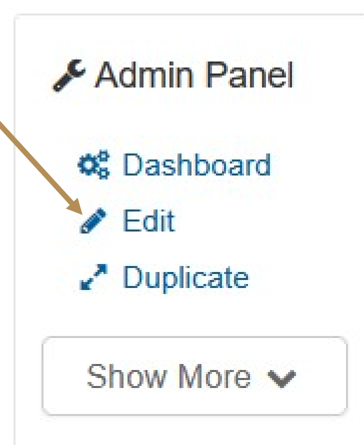
Just like with registration, you can use **Impact Questions** to collect information from participation after the fact. You don't need to ask for hours served since that is automatically collected as part of the impact.

Finally, **Settings**, allows you to decide details like if participants will be displayed on your event and who gets notified when a registration comes in.

Nothing left but to



If you're looking at your published event and see something that needs updating, simply select Edit from the Admin Panel (right side) to go back to this workflow.



In the Edit workflow, you can always use the left side menu to navigate to a particular section of event editing.