

Who Can See and Sign Up for a GivePulse Event

There are a few settings you can select to customize who can see your event and register for it.

First, **Privacy Level** and **Visibility for Non-Members** can be adjusted on the basics page of your event.

The screenshot shows a 'Privacy Level' dropdown menu with the following options: Public, Private - Entire Network, Private - Primary Network, Private - Group Only, Private - Invite Only, and Private - Tag Specific. Three callout boxes point to the first three options: 'Anyone' points to 'Public', 'Anyone at W&M' points to 'Private - Entire Network', and 'Only members of your group' points to 'Private - Group Only'. A separate text box on the right states: 'These are the three most common privacy levels for WM events. You can always use the ? to learn about other levels'.

You can adjust the **Visibility for Non-Members** for any event below Public privacy. **If this is an event you want only members of your organization to see, be sure to select Hide for both options.** The event will remain visible to members but not others at W&M.

The screenshot shows the 'Visibility for Non-members' settings. The 'Privacy Level' is set to 'Private - Group Only'. Below it, there are two dropdown menus for visibility. The first is set to 'Hide on search page'. The second dropdown menu is open, showing options: 'Visible on group page(s)', 'Visible on group page(s)', and 'Hide on group page(s)'. A blue question mark icon is visible next to the second dropdown menu.

Also, in the **Registration Settings**, you can adjust whether a guest, someone without a GivePulse account, can register. Everyone at WM has a GivePulse account, but select yes if you are hosting a Public event that you want non-WM members to be able to join. You can also customize whether someone who registers is automatically added or requires approval first.

The screenshot shows the 'Registrant' section of the registration settings. It includes a 'Registration Approval' dropdown set to 'Auto Approve' with a note: 'If approval needed then an Administrator of the group or event must approve the registrant.' Below that is the 'Allow Guests To Register?' dropdown, which is currently set to 'No'. A note next to it says: 'Allow guests to register to a public event without signing up for a GivePulse account. Encouraging them to claim their account.'