

# Creating an Event on Your GivePulse Page



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

The screenshot shows the event creation form with the following fields and callouts:

- Name \***: Text input field with a note: "A great name is unique and descriptive".
- Virtual/Remote Opportunity**: Dropdown menu set to "No".
- Type \***: Three dropdown menus: "Volunteer Opportunity", "Single Day", and "No Shifts/Timeslots". A callout box points to these with the text: "You have many type options. Based on your selections, GivePulse will customize other settings".
- When \***: Fields for Start Date (02/27/2022), Start Time (11:00 am), and End Time (3:00 pm).
- Timezone \***: Dropdown menu set to "(GMT-05:00) Eastern Time (US & Canada)".
- Participants Needed \***: Text input field set to "20" with a note: "Number of spots available or the maximum number of registrants allowed/needed."
- Administrator \***: Text input field with "Elizabeth Miller" and a dropdown menu set to "Display Full Name". Note: "Select an admin, event manager, member in your group, or an admin of an affiliate organization."
- Privacy Level**: Dropdown menu set to "Private - Entire Network".
- Visibility for Non-members**: Two dropdown menus: "Visible on search page" and "Visible on group page(s)". A callout box points to the second dropdown with the text: "You can always use ? buttons to see descriptions of all options for that setting".

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

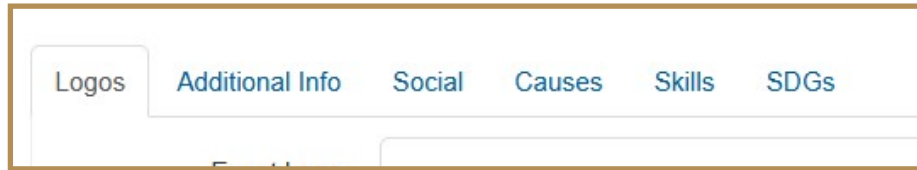
You can always use ? buttons to see descriptions of all options for that setting

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 requirements, 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.

**> Registration Period**

Registration Open Date      
Set a specific date to start registration, otherwise registration will be open immediately on publishing.

Registration Close Date  02/23/2022  9  00  pm   
Set a specific date to end registration, otherwise registration will be open until the event ends.

Cancel Registration Deadline  12 hours before   
Allow users to cancel their registration until x hours/days before the event

**> Internal/External Registration Management**

Registration Type  Internal   
Will users register on GivePulse (internal) or via an external URL? If external, the registration will be set to "Approval Needed", and the user will be directed to the provided URL after they register.

**> Registrant**

★ Registration Approval  Auto Approve   
If approval needed then an Administrator of the group or event must approve the registrant.

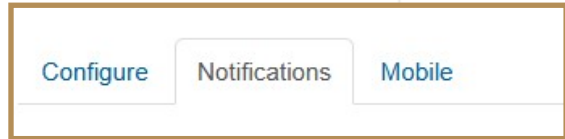
Allow Guests To Register?  No   
You may choose to allow guest users to register to a public event without signing up for a GivePulse account. An e-mail will still be sent to these registrants, encouraging them to claim their account.

Allow Minors To Register?  No   
Do you want to allow registrants to be able to register children and minors as dependants? By enabling this setting, the registrant can enter the minors names and the minors will fill registration spots. This is not necessary for students that have user accounts.

★ Allow Waitlisting?  Yes   
If enabled, users who confirm their registration after event is full will be put on a waitlist. If spaces open up, they will be registered to the event.

★ Allow Group Registration  No   
Allow users to register/invite others. When they register someone else, that person will be marked as unconfirmed until they agree to all liabilities and fill in any required custom fields.

**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.

- 📌 Use a saved custom field, or a canned field by clicking on the "Add Existing Saved Fields" button
- 📌 Create a new field by dragging it from the list of field types on the right.
- ⚠️ Changes will not be saved until you click the "Save" button below on the lower right side.

How did you find out about this opportunity?

This is just a preview

Is there anything you would like to share that will make this event more accessible to you?

(e.g. alterations to physical space, live captions, materials in advance, dietary restrictions, sensory management, etc.)

This is just a preview

**We encourage you to always ask about accessibility needs during registration. You can use this existing question by searching in the existing saved fields.**

Add Existing Saved Fields

- ☑️ Checkbox
- 📅 Date Field
- 📄 Document Agreement
- 🔗 Linked Survey
- 📁 File Upload
- H Header
- ⋮ Likert
- 123 Number
- ☰ Radiolist Group
- 📄 Dropdown | Multiselect
- 📄 Text Field
- 📄 Text Area

**There are many question types**

**Multiple choice, one answer**

**Multiple choice, multiple answers**

**You can also edit each question's settings**

Put the question text in this box?

And any supporting info here

Label Put the question text in this box?

Help Text And any supporting info here

Required No

Answer Many Answers - Save Each Response

Type Single - Things like phone number, dob, etc.  
Many - Things that change over time. e.g. How do you feel today?

Close

**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.

Send post-event emails

- Immediately after
- 24 hours after
- 3 days after

Send the registrants an email asking attendance confirmation and review on the selected times.

Who Can Create: Registrants Only

Impacts?: Anyone

Registrants Only

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.



Basics

Advanced

Registration Settings

Registration Questions

Impact Settings

Impact Questions

Settings

**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.**

- Admin Panel
- Dashboard
- Edit
- Duplicate

Show More