

Submitting an Event to W&M GivePulse

Submit Opportunity allows you to share a volunteer opportunity with the W&M community. Once you submit the event, OCE staff will review and publish the opportunity setting you as event administrator.

From the right side of the W&M GivePulse homepage, press:

Submit Opportunity

You'll then provide some basic information about the opportunity:

The form contains the following fields and callouts:

- Name ***: Text input field with a help icon. Callout: "A great name is unique and descriptive".
- Virtual/Remote Opportunity**: Dropdown menu with "No" selected.
- Type ***: Three dropdown menus: "Volunteer Opportunity", "Single Day", and "No Shifts/Timeslots". Callout: "You have many type options. Based on your selections, GivePulse will customize other settings to match." and "You can always use ? buttons to see descriptions of all options for that setting." (pointing to a help icon).
- When ***: Fields for Start Date (02/27/2022), Start Time (11:00 am), and End Time (3:00 pm).
- Timezone ***: Dropdown menu with "(GMT-05:00) Eastern Time (US & Canada)".
- Participants Needed ***: Text input field with "20". Callout: "No action needed. OCE will assign you as admin when the event is published." (pointing to the field).
- Administrator ***: Text input field with "Elizabeth Miller" and a "Display Full Name" dropdown. Callout: "Select **Private-Entire Network** for W&M volunteers only or **Public** for any volunteers" (pointing to the Privacy Level dropdown).
- Privacy Level**: Dropdown menu with "Private - Entire Network" selected.

At the bottom of the page, press

Save and Continue

to **submit your opportunity** and have the option to provide a few more details

Optional: You can add a logo to your event and more information through the top tabs.

The page shows the following tabs and content:

- Logos**: "Event Logo" section with a "Browse..." button and "No file selected." message. Below it is a "Current Event Logo" section with a "Classic View (Remove Cover Image)" button and a note: "Add a unique photo (minimum of easier for users to find)." and "Add a photo to get people excited! For best quality larger up to 4MB."
- Additional Info**: Tab for "Addt'l Info".
- Social**: Tab for "Social".
- Causes**: Tab for "Causes".
- Skills**: Tab for "Skills".
- SDGs**: Tab for "SDGs".

Addt'l Info: Age requirements, parking details, etc.

Social: Link to your social media and websites

Causes, Skills, and SDGs: tags for your event