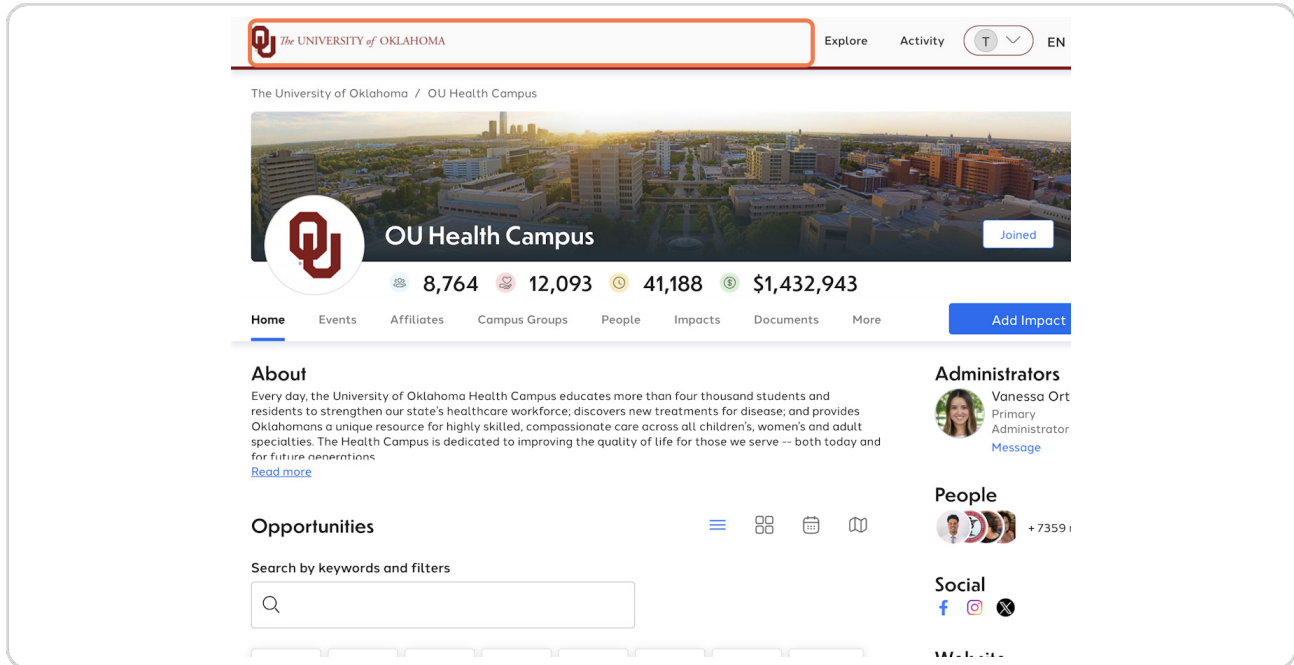


GivePulse Guide For Student Organizations

Creating your student group page

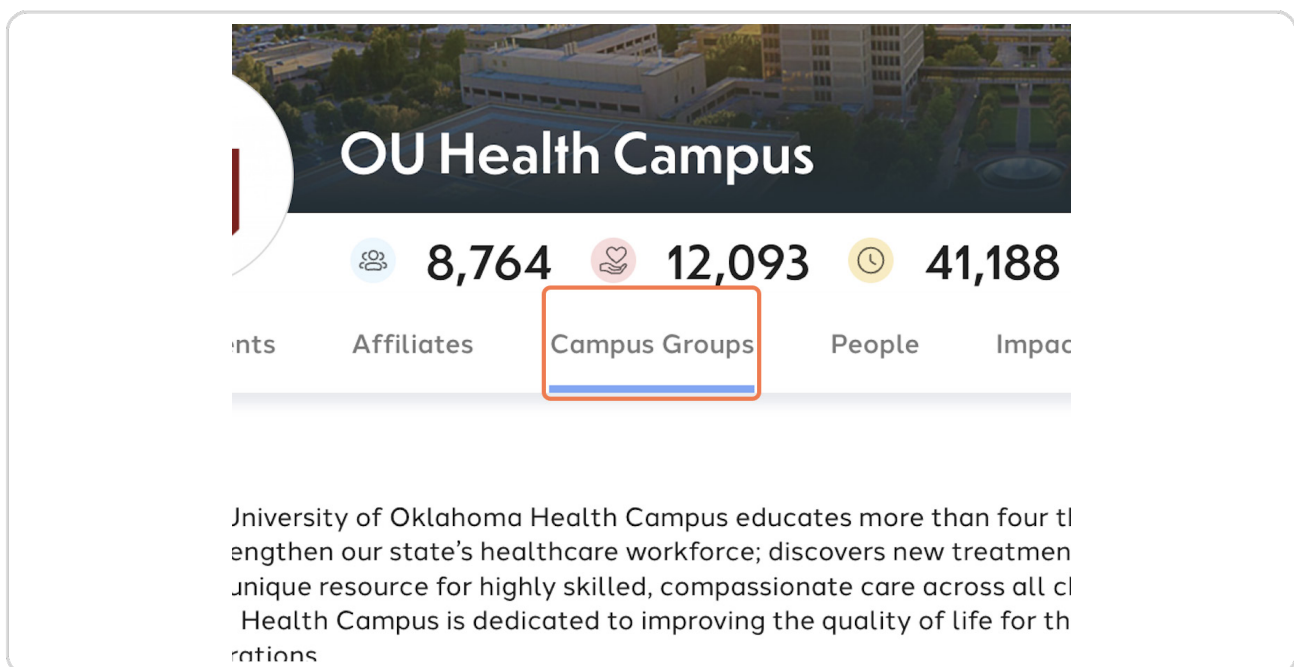
STEP 1

Go to ou.givepulse.com/group/918818 to get to the OU Health Campus page.



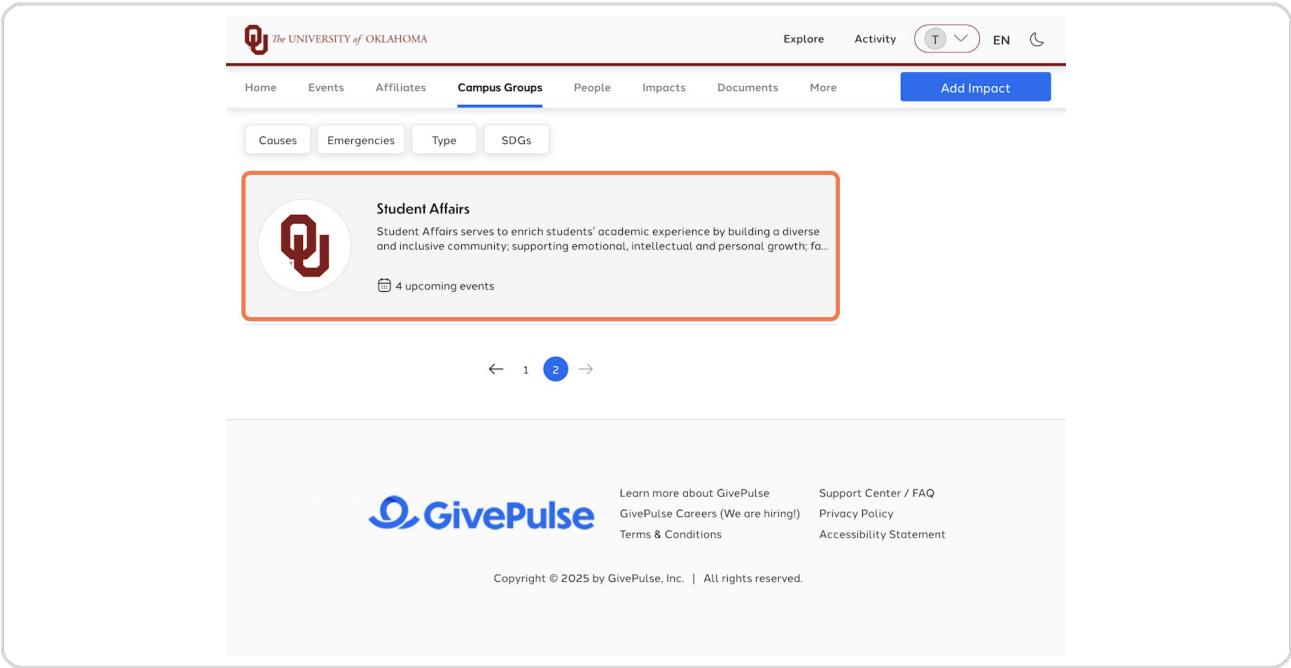
STEP 2

From the tabs, select Campus Groups.



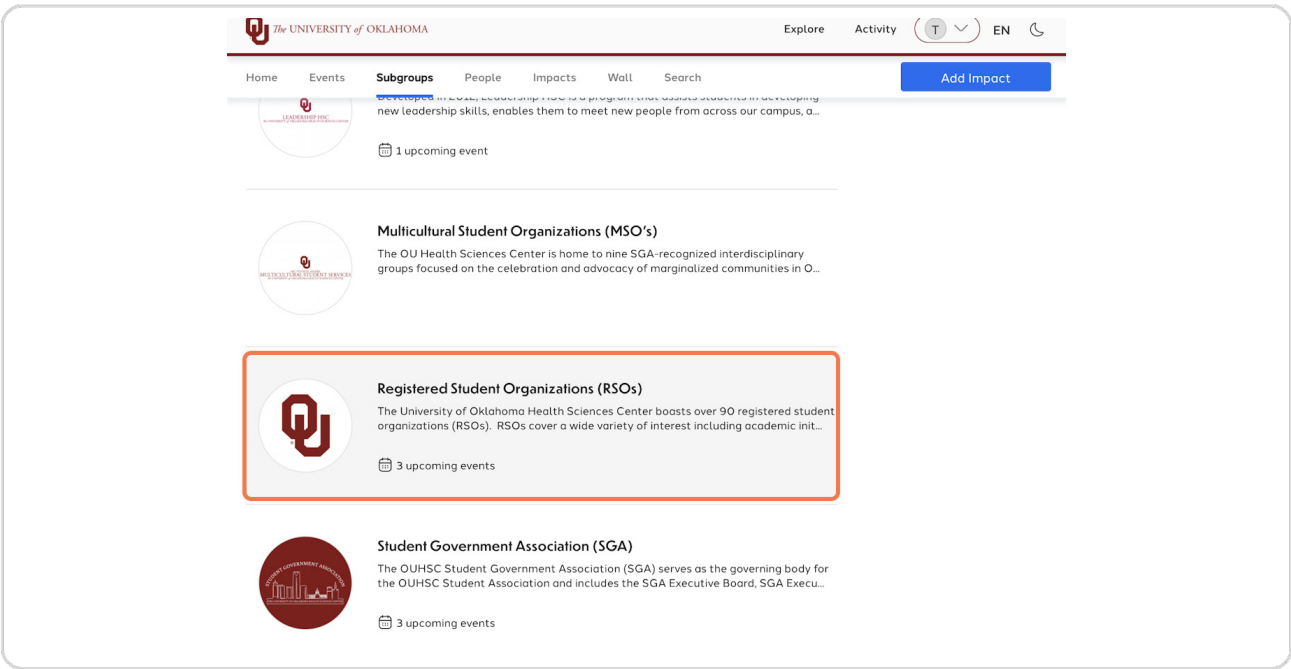
STEP 3

Under Campus Groups, select Student Affairs.



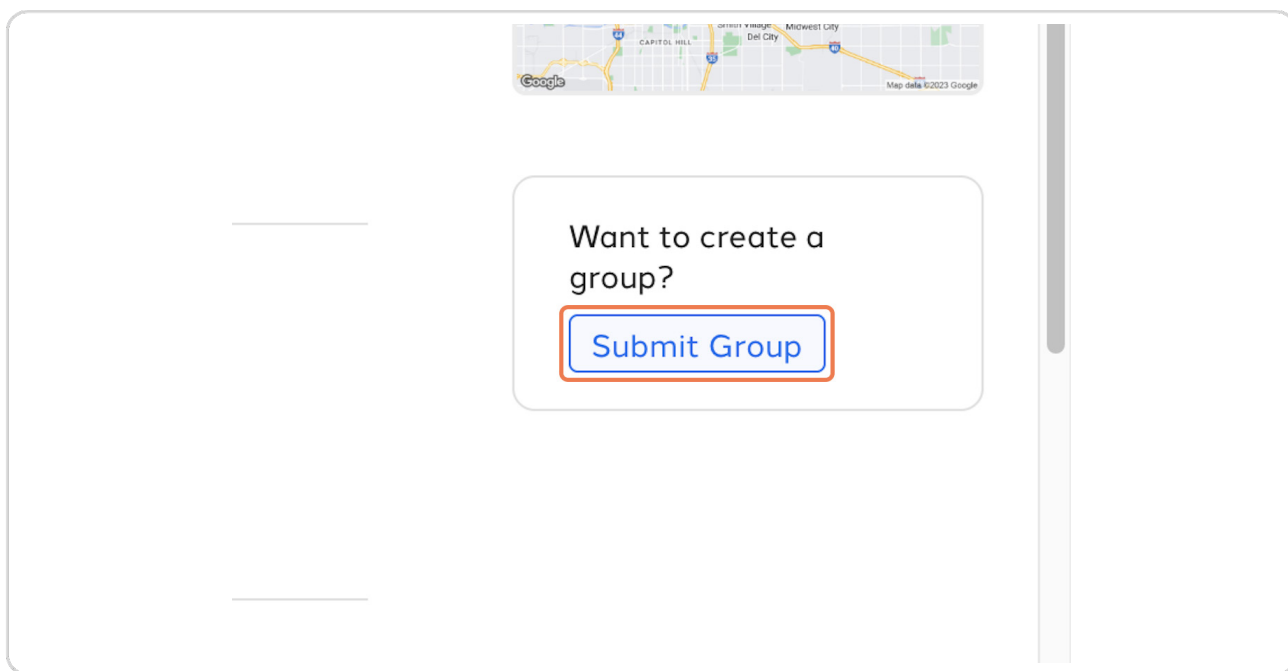
STEP 4

Go to the Subgroups tab on the Student Affairs page, and select Registered Student Organizations (RSOs).



STEP 5

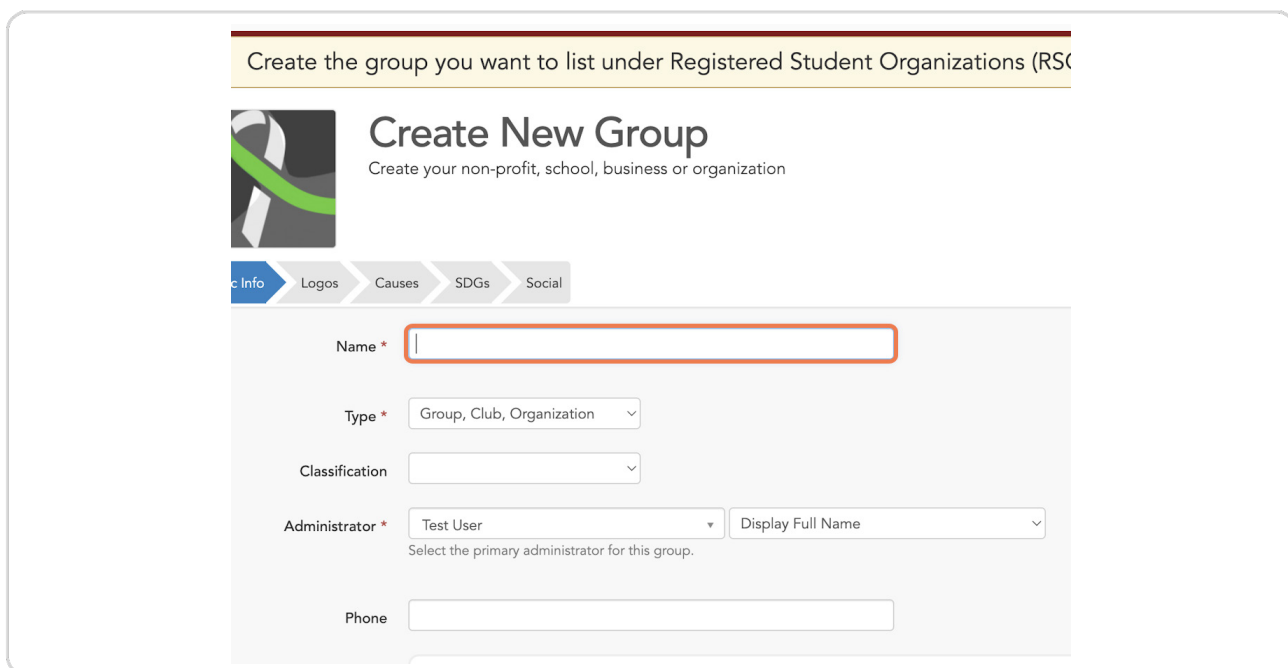
On the Registered Student Organizations page, click on Submit Group.



The screenshot shows a web interface with a map at the top displaying locations like Capitol Hill, Del City, and Midwest City. Below the map, there is a text prompt "Want to create a group?" and a button labeled "Submit Group" which is highlighted with a red rectangular border.

STEP 6

Here you will enter your group's information.



The screenshot displays the "Create New Group" form. At the top, a header reads "Create the group you want to list under Registered Student Organizations (RSO)". Below this is a sub-header "Create New Group" with the description "Create your non-profit, school, business or organization". A navigation bar includes links for "Basic Info", "Logos", "Causes", "SDGs", and "Social". The form fields are as follows:

- Name ***: A text input field with a red border.
- Type ***: A dropdown menu with the selected option "Group, Club, Organization".
- Classification**: A dropdown menu.
- Administrator ***: A dropdown menu with "Test User" selected, and a secondary dropdown for "Display Full Name". Below this is the instruction "Select the primary administrator for this group."
- Phone**: A text input field.

STEP 7

Complete the form with the following:

- **Name:** Your group's name.
- **Type:** Group, Club, Organization
- **Administrator:** The person creating the group will be automatically assigned – change it if needed.
- **Description:** A description of your group for your page.
- **Address:** If your group is not college specific, list the Student Affairs address. If it is college specific, list the college's address.
- **Timezone:** Central Time

The screenshot shows the 'Basic Info' tab of a group creation form. The tabs at the top are 'Basic Info', 'Logos', 'Causes', 'SDGs', and 'Social'. The form fields are as follows:

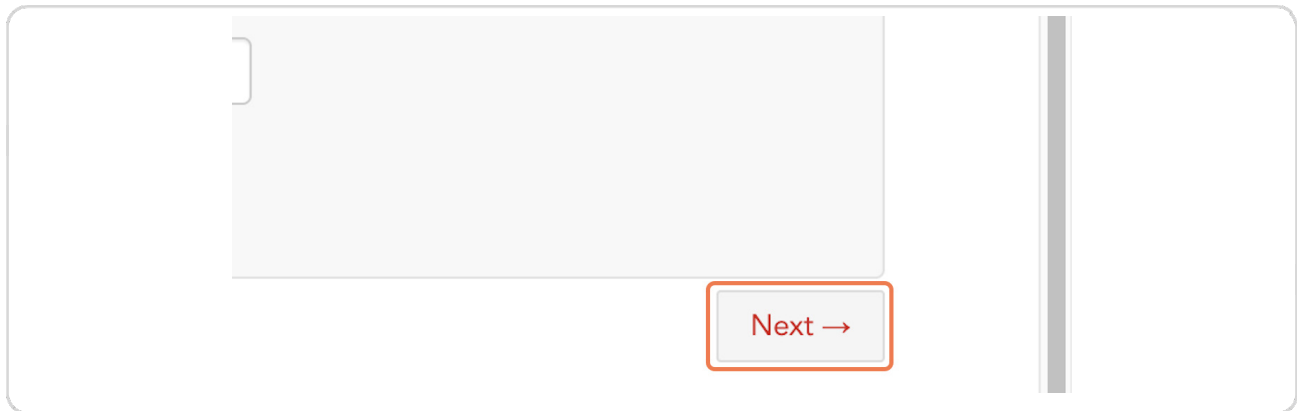
- Name ***: A text input field containing 'Test'.
- Type ***: A dropdown menu with 'Group, Club, Organization' selected.
- Classification**: A dropdown menu.
- Administrator ***: A dropdown menu with 'Test User' selected. To its right is a dropdown menu with 'Display Full Name' selected. Below these is the text 'Select the primary administrator for this group.'
- Phone**: A text input field.
- Description ***: A rich text editor with a toolbar containing icons for bold (B), italic (I), underline, bulleted list, numbered list, link, unlink, emoji, table, and source code (<>).

The screenshot shows the 'Address' section of the form. The fields are as follows:

- Address ***: A text input field containing '11'.
- Address Line 2**: A text input field.
- City**: A text input field containing 'Oklahoma City'.
- State**: A dropdown menu with 'OK' selected.
- Zip**: A text input field containing '73117'.
- Country**: A dropdown menu with 'United States' selected.
- Timezone ***: A dropdown menu with '(GMT-06:00) Central Time (US & Canada)' selected.
- Search Keywords**: A text input field. Below it is the text 'Add keywords (comma separated) to improve search results'.

STEP 8

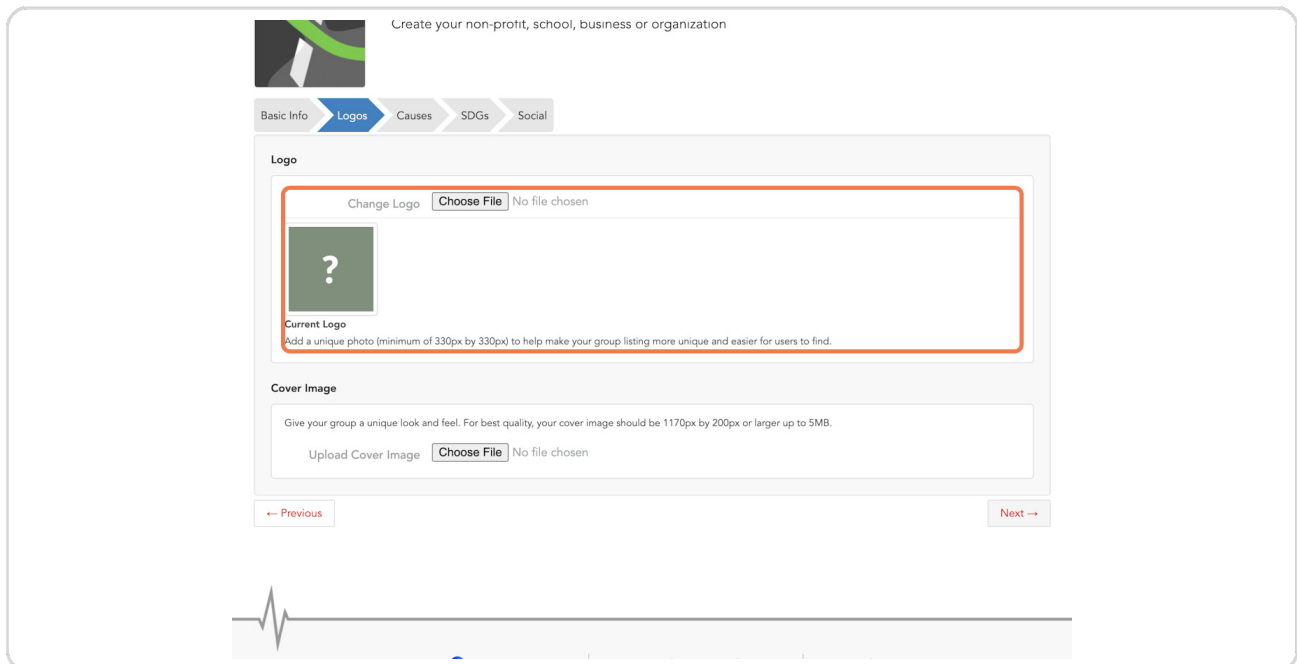
Click on Next.



A screenshot of a form interface. The form has a large, empty rectangular area for text input. At the bottom right of the form, there is a button labeled "Next →" with a red border, indicating it should be clicked.

STEP 9

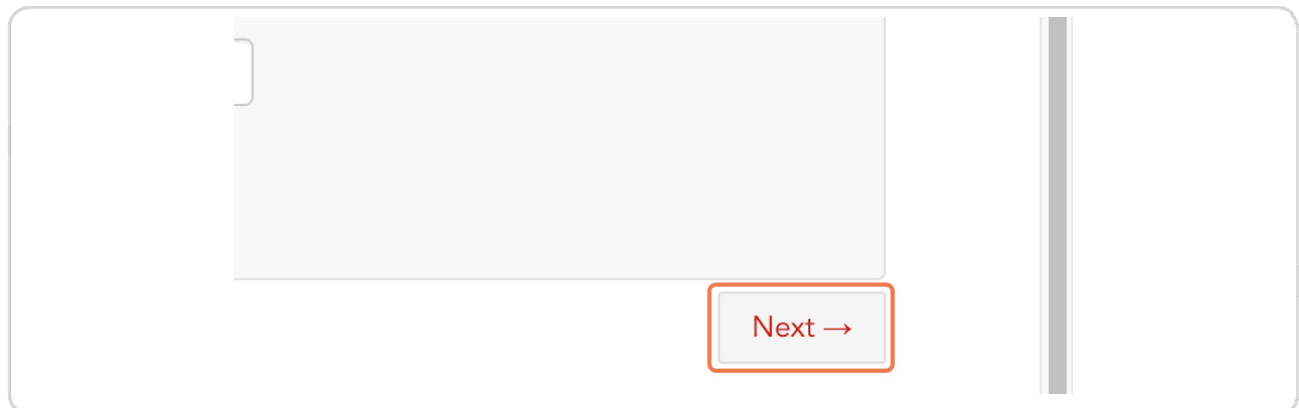
Upload your group's logo if applicable. Then, select a cover image (header) for your group's page.



A screenshot of a form interface for creating a group page. The form is titled "Create your non-profit, school, business or organization". It has a progress bar with steps: "Basic Info", "Logos", "Causes", "SDGs", and "Social". The "Logos" step is currently active. Below the progress bar, there are two sections: "Logo" and "Cover Image". The "Logo" section has a "Change Logo" button, a "Choose File" button, and a "No file chosen" status. Below this is a placeholder for the current logo, which is a green square with a white question mark. The "Cover Image" section has a text box for instructions: "Give your group a unique look and feel. For best quality, your cover image should be 1170px by 200px or larger up to 5MB." Below this is an "Upload Cover Image" button, a "Choose File" button, and a "No file chosen" status. At the bottom of the form, there are "Previous" and "Next" buttons. The "Next" button is highlighted with a red border.

STEP 10

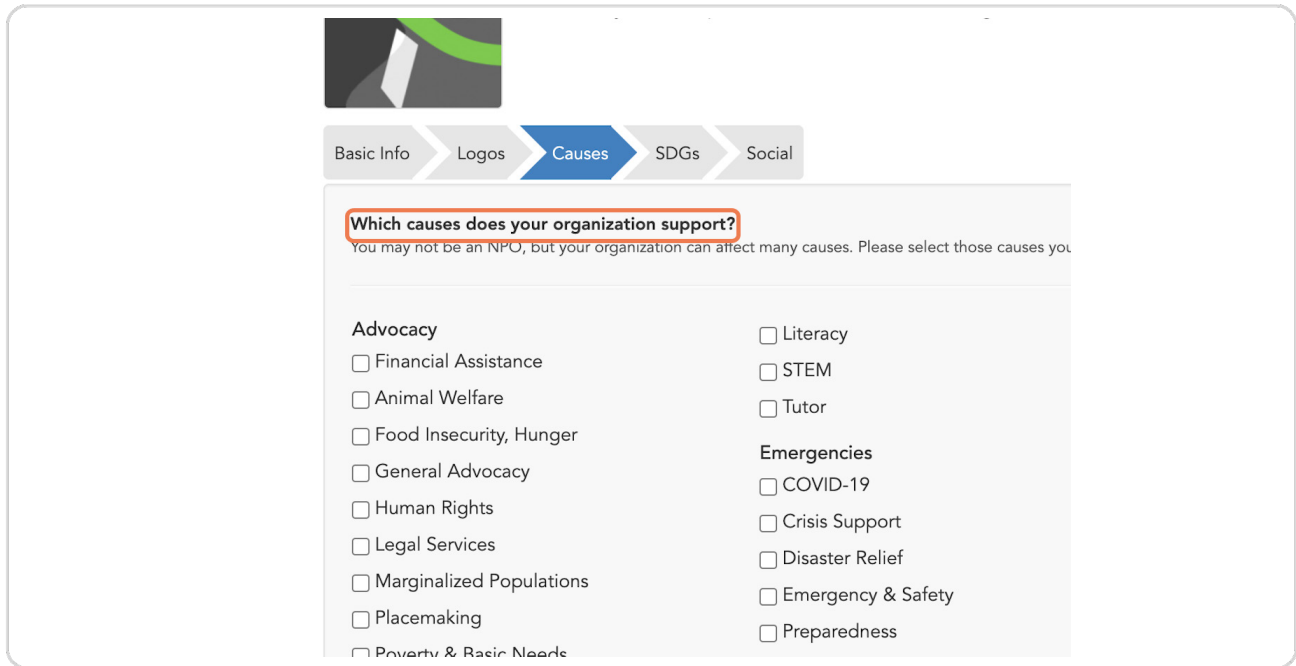
Click on Next.



A screenshot of a form interface, similar to the one in Step 8. It features a large, empty rectangular area for text input. At the bottom right, there is a button labeled "Next →" with a red border, indicating it should be clicked.

STEP 11

Select any applicable causes for your group (not required).



The screenshot shows a registration form with a progress bar at the top containing five steps: Basic Info, Logos, Causes, SDGs, and Social. The 'Causes' step is currently selected and highlighted in blue. Below the progress bar, the heading 'Which causes does your organization support?' is highlighted with a red box. A subtext below the heading reads: 'You may not be an NPO, but your organization can affect many causes. Please select those causes you...'. The form contains two columns of checkboxes. The left column is under the heading 'Advocacy' and includes: Financial Assistance, Animal Welfare, Food Insecurity, Hunger, General Advocacy, Human Rights, Legal Services, Marginalized Populations, Placemaking, and Poverty & Basic Needs. The right column includes: Literacy, STEM, Tutor, and a section titled 'Emergencies' which contains: COVID-19, Crisis Support, Disaster Relief, Emergency & Safety, and Preparedness.

Which causes does your organization support?
You may not be an NPO, but your organization can affect many causes. Please select those causes you...

Advocacy

- ☐ Financial Assistance
- ☐ Animal Welfare
- ☐ Food Insecurity, Hunger
- ☐ General Advocacy
- ☐ Human Rights
- ☐ Legal Services
- ☐ Marginalized Populations
- ☐ Placemaking
- ☐ Poverty & Basic Needs

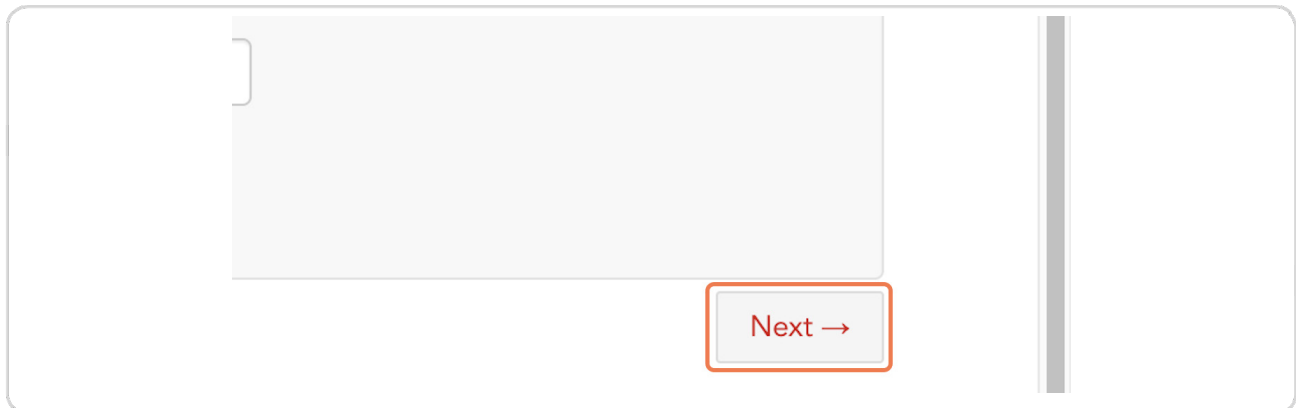
- ☐ Literacy
- ☐ STEM
- ☐ Tutor

Emergencies

- ☐ COVID-19
- ☐ Crisis Support
- ☐ Disaster Relief
- ☐ Emergency & Safety
- ☐ Preparedness

STEP 12

Click on Next.



The screenshot shows a registration form with a large, empty light gray rectangular area. At the bottom right of this area, there is a button labeled 'Next →' with a red arrow pointing to the right. The button is highlighted with a red box. To the right of the main content area is a vertical gray bar.

Next →

STEP 13

Select any sustainable development goals for your group if applicable (not required).

Create the group you want to list under Registered Student Organizations (RSOs)

Create New Group

Create your non-profit, school, business or organization

Basic Info > Logos > Causes > **SDGs** > Social

Sustainable Development Goals

On September 25th 2015, countries adopted a set of goals to end poverty, protect the planet and ensure prosperity for all as part of a new sustainable development agenda. Each goal has specific targets to be achieved over the next 15 years. Let people know if your organization is working towards any of these goals. Learn more here: <https://www.un.org/sustainabledevelopment>

1 NO POVERTY	2 ZERO HUNGER	3 GOOD HEALTH AND WELL-BEING	4 QUALITY EDUCATION	5 GENDER EQUALITY	6 CLEAN WATER AND SANITATION
7 AFFORDABLE AND CLEAN ENERGY	8 DECENT WORK AND ECONOMIC GROWTH	9 INDUSTRY, INNOVATION AND INFRASTRUCTURE	10 REDUCED INEQUALITIES	11 SUSTAINABLE CITIES AND COMMUNITIES	12 RESPONSIBLE CONSUMPTION AND PRODUCTION
13 CLIMATE ACTION	14 LIFE BELOW WATER	15 LIFE ON LAND	16 PEACE, JUSTICE AND STRONG INSTITUTIONS	17 PARTNERSHIPS FOR THE GOALS	

STEP 14

Click on Next.

Next →

STEP 14

Select any sustainable development goals for your group if applicable (not required).

The screenshot shows the 'Create New Group' form with the 'Social' tab selected. The form includes the following fields:

- Website:** A text input field with a red border.
- URL:** A text input field.
- Facebook URL:** A text input field with a placeholder text: 'Provide a URL to the Facebook page for this event'.
- Instagram ID:** A text input field with a placeholder text: 'Provide your Instagram handle, e.g. @givepulse'.
- Snapchat ID:** A text input field with a placeholder text: 'Provide your Snapchat ID to easily share stories from the event'.
- Handle:** A text input field.

STEP 15

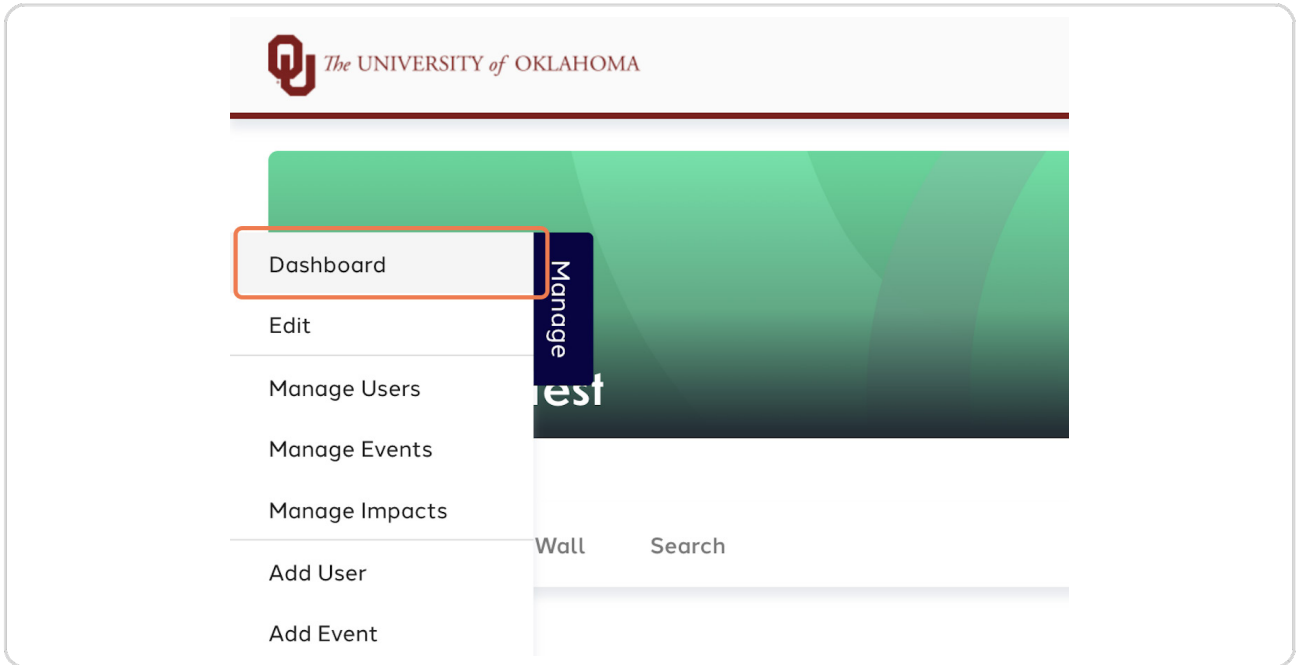
Click Save Group. This will send a request to the admin for your group's page, which will need to be approved before it becomes active.

The screenshot shows the bottom of the form with a blue button labeled 'Save Group' highlighted with a red border.

Add users to your group's page

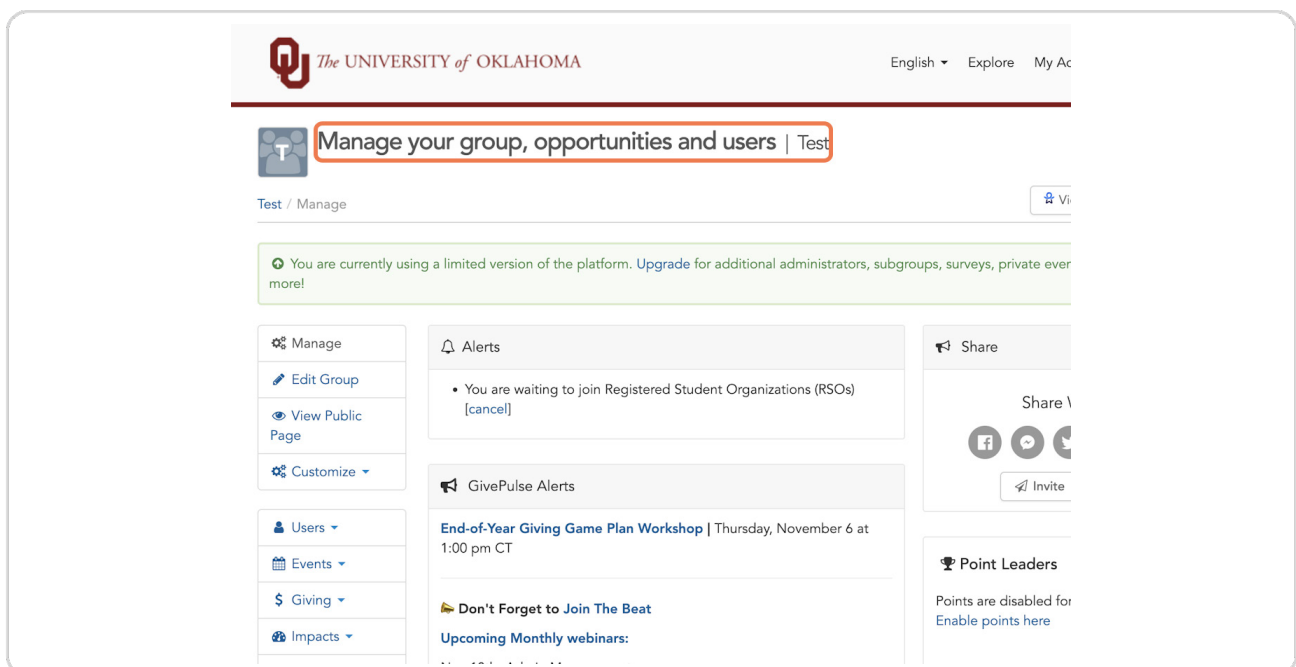
STEP 1

On your group's page, click on the Manage tab and then Dashboard. The Manage tab will only be visible if you are the administrator for the page.



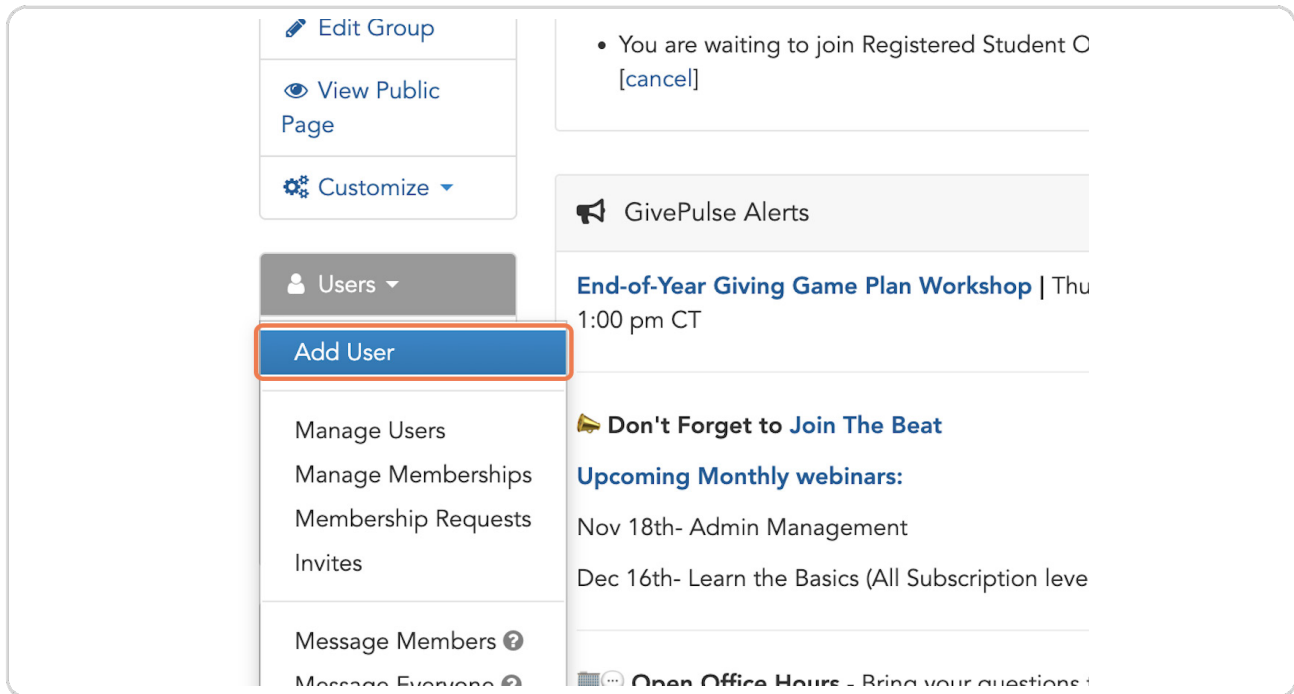
STEP 2

On your Dashboard page, you can manage users, events, surveys, etc.



STEP 3

To add users, select the Users tab on the left side and select Add User.



STEP 4

Complete the following information:

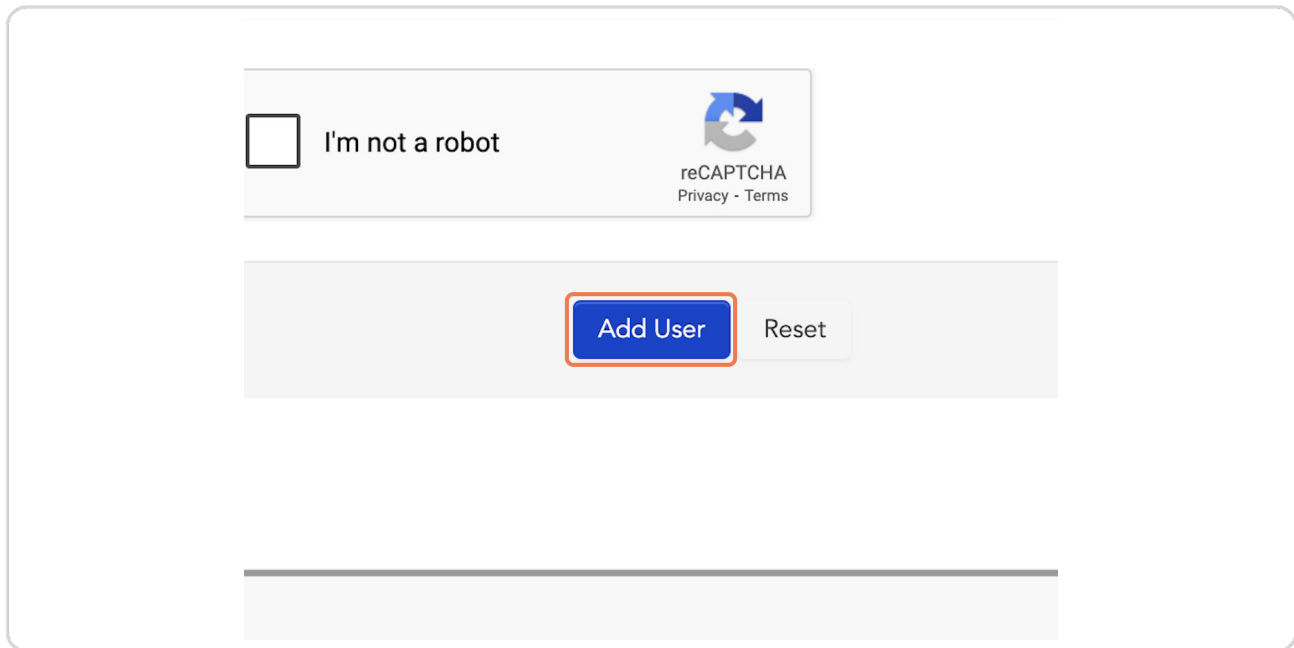
- **First & Last Name**
- **Role:** Member, Administrator, Events Manager, etc.
- **Email:** Must be their OU email.

If you are adding multiple users, you can use the "Upload CSV" button to add multiple users with an Excel spreadsheet.

A screenshot of the 'Add User' form in the GivePulse interface. The form is titled 'Add a user with the form below, or upload a CSV of multiple users here.' and contains the following fields: 'First Name *', 'Last Name *', 'Role *' (a dropdown menu with 'Member' selected), 'Email' (with the text 'students@ouhsc.edu' entered), and 'Send Welcome Email *' (a dropdown menu with 'Yes' selected). Below the 'Send Welcome Email' field, there is a note: 'By default, the added user will receive a welcome email (with a link to claim their account if they are new to the platform)'. The form is set against a background that includes the University of Oklahoma logo and a navigation bar.

STEP 5

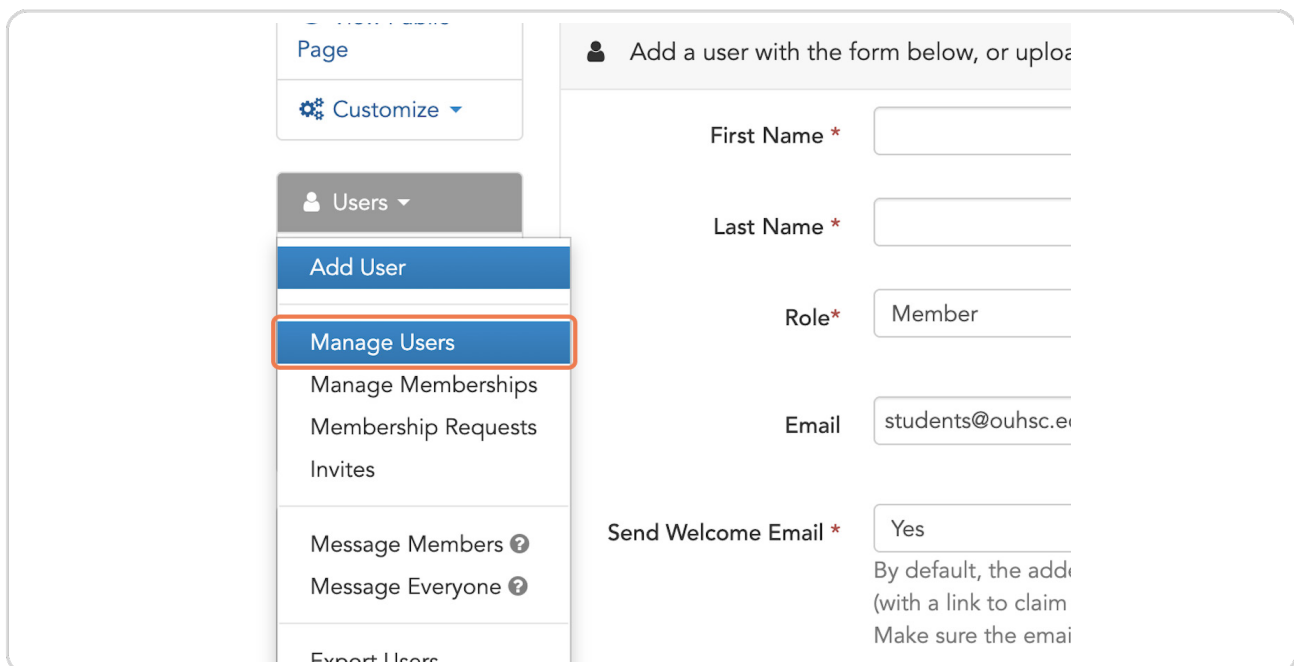
When all the information has been entered, click on Add User.



The screenshot shows a form with a reCAPTCHA widget at the top. Below the widget is a blue button labeled "Add User" and a grey button labeled "Reset". The "Add User" button is highlighted with a red border.

STEP 6

To manage current users, select the Manager Users tab.



The screenshot shows the "Add User" form with a sidebar on the left. The sidebar has a "Users" dropdown menu with the following options: "Add User", "Manage Users", "Manage Memberships", "Membership Requests", "Invites", "Message Members", "Message Everyone", and "Export Users". The "Manage Users" option is highlighted with a red border. The main form area contains fields for "First Name", "Last Name", "Role", "Email", and "Send Welcome Email". The "Role" field is set to "Member" and the "Email" field is set to "students@ouhsc.edu". The "Send Welcome Email" field is set to "Yes".

STEP 7

Select the Actions box for the user you would like to edit. Here you can choose to message a user through GivePulse, change their role in your group, archive them from your group, etc.

1 of 1 People | [Configure Layout](#) | Bulk Actions ▾

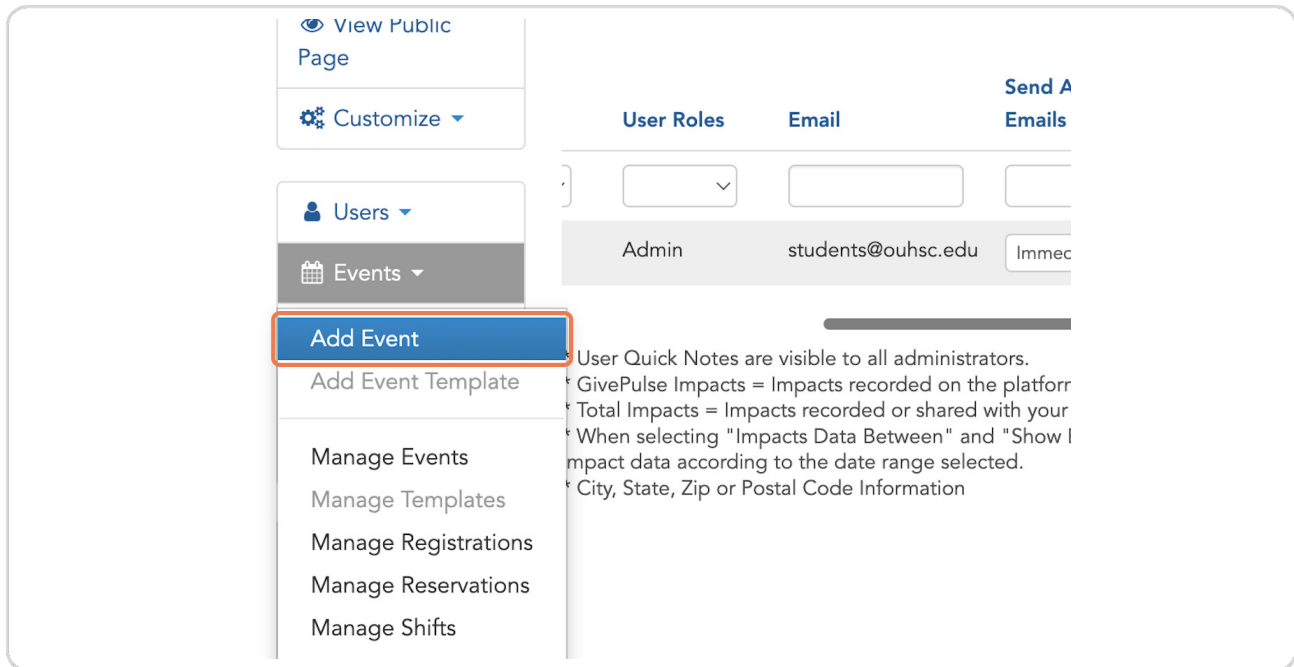
t	First Impact	Quick Note	Actions
☐			Click to edit

groups or its affiliates
but displays all active users from all time and updates their

Creating an event on your group's page

STEP 1

On your Dashboard, select the Events tab and click on Add Event.



STEP 2

Here you will enter your event's information.

The screenshot shows a 'Basic Info' form for creating an event. The form has a 'Publish' button in the top right corner. The 'Title *' field contains the text 'Test'. The 'Description *' field is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, list, link, unlink, image, code, and link. The description field is empty. Below the description field, there is a 'Cover Image *' section with a note: 'Click the image to upload your own or tab through the thumbnails to use one from the library. Cover image dimensions should be at least 908x318 pixels.' The form is partially obscured by a red bar at the bottom.

STEP 3

Complete the following information:

- Event Title
- Event Description
- Event Cover Image
- Event Administrator
- Select whether this is an event or volunteer opportunity
- Select event frequency

Basic Info

Publish

Title *

Test

Description *

↶ ↷ B I [bulleted list] [numbered list] - [link] [image] [emoji] <> Ix

p Press ⌘0 for help 0 words

Cover Image *

Click the image to upload your own or tab through the thumbnails to use one from the library. Cover image dimensions should be at least 908x318 pixels.





+14 More

Administrator

Test User - students@ouhsc.edu

Display Full Name

Event Type *

What kind of event is this?

Volunteer

Event

Project

Pledge

Ticketed

Fundraiser

Donation Drive

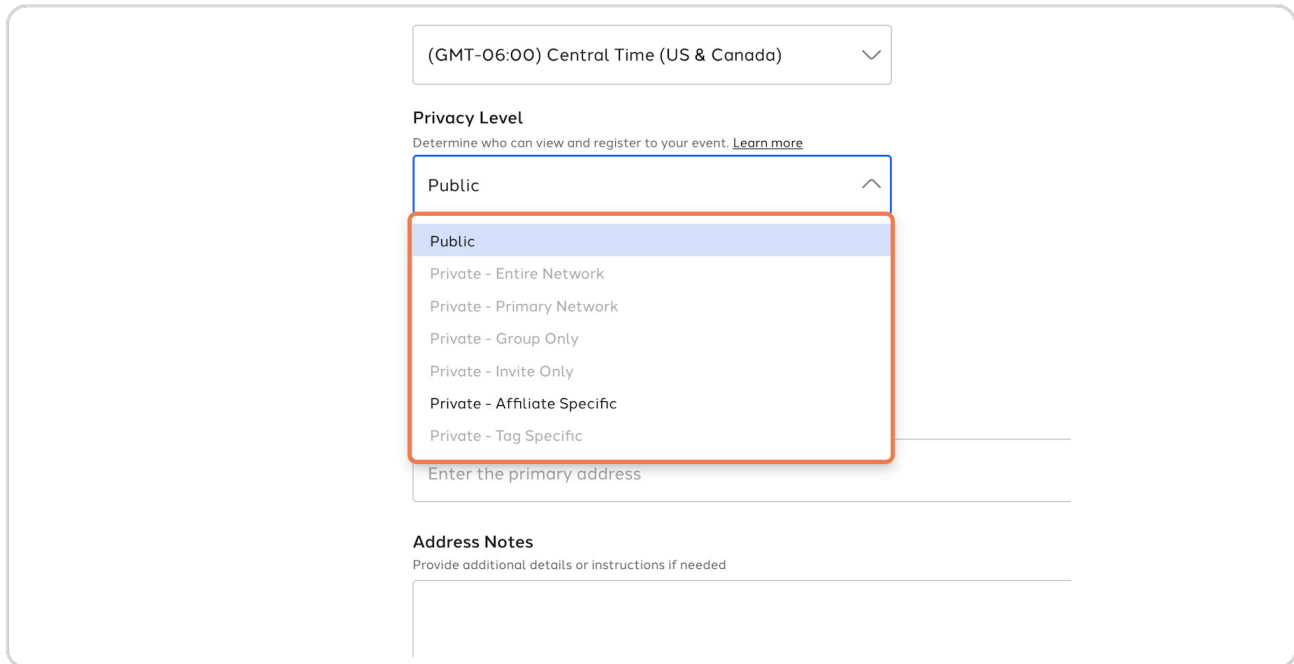
Frequency *

Does this event have a single start/end time, multiple start/end times or no set date (ongoing)?

STEP 4

Select the events privacy level (who can see it):

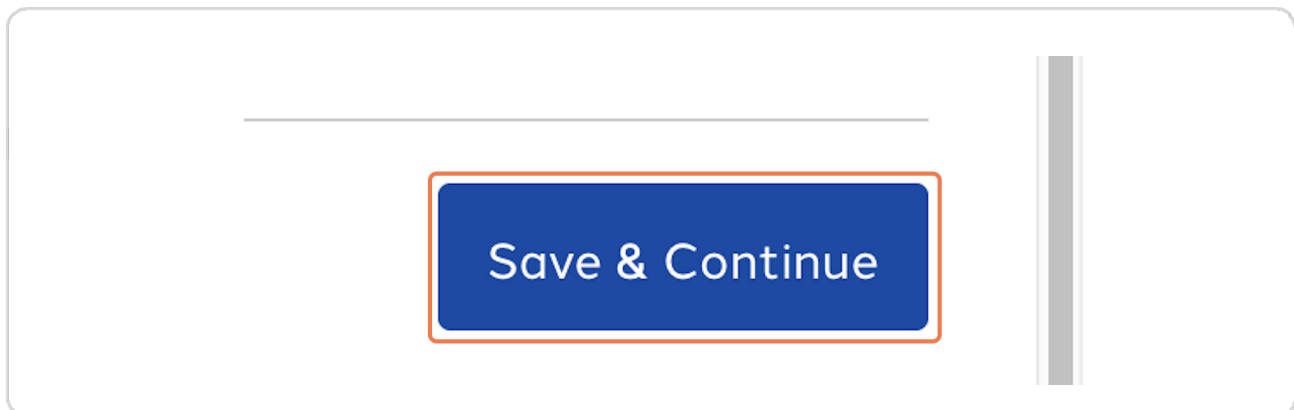
- **Public:** anyone with a GivePulse account can see it.
- **Private – Entire Network:** all campuses can see it.
- **Private – Primary Network:** only members of the OU Health Campus page can see it.
- **Private – Group Only:** on those in your group can see it.
- **Private – Invite Only:** only those with the link to the event can see it.



The screenshot shows a form for creating an event. At the top, there is a time zone selector set to "(GMT-06:00) Central Time (US & Canada)". Below this is the "Privacy Level" section, which includes a sub-header "Determine who can view and register to your event. [Learn more](#)". A dropdown menu is open, showing the following options: "Public", "Private - Entire Network", "Private - Primary Network", "Private - Group Only", "Private - Invite Only", "Private - Affiliate Specific", and "Private - Tag Specific". The "Public" option is currently selected. Below the dropdown is a text input field labeled "Enter the primary address". At the bottom of the form is the "Address Notes" section, with a sub-header "Provide additional details or instructions if needed" and a text area for notes.

STEP 5

Select Save & Continue.



The screenshot shows the bottom of the event creation form. A large blue button with the text "Save & Continue" is highlighted with an orange border. To the right of the button is a vertical scrollbar. Above the button is a horizontal line.

STEP 6

Next, complete your events Registration Settings. Make sure to complete the information for each of the following tabs:

- Dates
- Settings
- Waivers
- Notifications
- Mobile.

The screenshot shows the 'Dates' tab selected in a navigation bar with other tabs: Settings, Waivers, Notifications, and Mobile. The 'Registration Open Date' section has a text input 'mm/dd/yyyy' and a time input '--:-- --'. The 'Registration Close Date' section has a date input '11/14/2025' and a time input '11:59 PM'. The 'Cancel Deadline Date' section has a dropdown menu with the option 'Anytime before event starts' selected. At the bottom right are 'Save' and 'Save & Continue' buttons. The 'Save & Continue' button is highlighted with a blue border.

STEP 7

Select Save & Continue (make sure to do this for each tab).

The screenshot shows a large blue button with the text 'Save & Continue' in white. The button is highlighted with a blue border. It is positioned in the center of a light gray rectangular area.

STEP 8

If you need to gather any information from your registrants, use the Registration Form to build your questions. When all your questions are completed, select Save.

The screenshot shows the 'Registration Form' builder interface. On the left is a sidebar with navigation links: 'ion', 'ion Form' (highlighted in blue), 'ettings', 'orm', and 'ttings'. The main area displays a form preview with two questions: 'Please list any dietary restrictions:' followed by a text input field containing 'This is just a preview', and 'T-shirt size:' followed by radio button options for Small, Medium, Large, XL, and 2XL. A red dashed box highlights the form preview area. On the right is a panel titled 'Add Existing Saved Fields' with a list of field types: Checkbox, Date Field, Document Agreement, Linked Survey, File Upload, Header, Likert, Number, Radiolist Group, Dropdown | Multiselect, Text Field, and Text Area. At the top of the main area, there are three instructions: 1. Use a saved custom field, or a canned field by clicking on the "Add Existing Saved Fields" button. 2. Create a new field by dragging it from the list of field types on the right. 3. Changes will not be saved until you click the "Save" button below on the lower right side.

STEP 9

Navigate to the Impact Settings tab. Impacts should **only** be enabled if this is a volunteer opportunity. If it is, enable impacts and complete the information on all three tabs (General, Notifications, and Mobile).

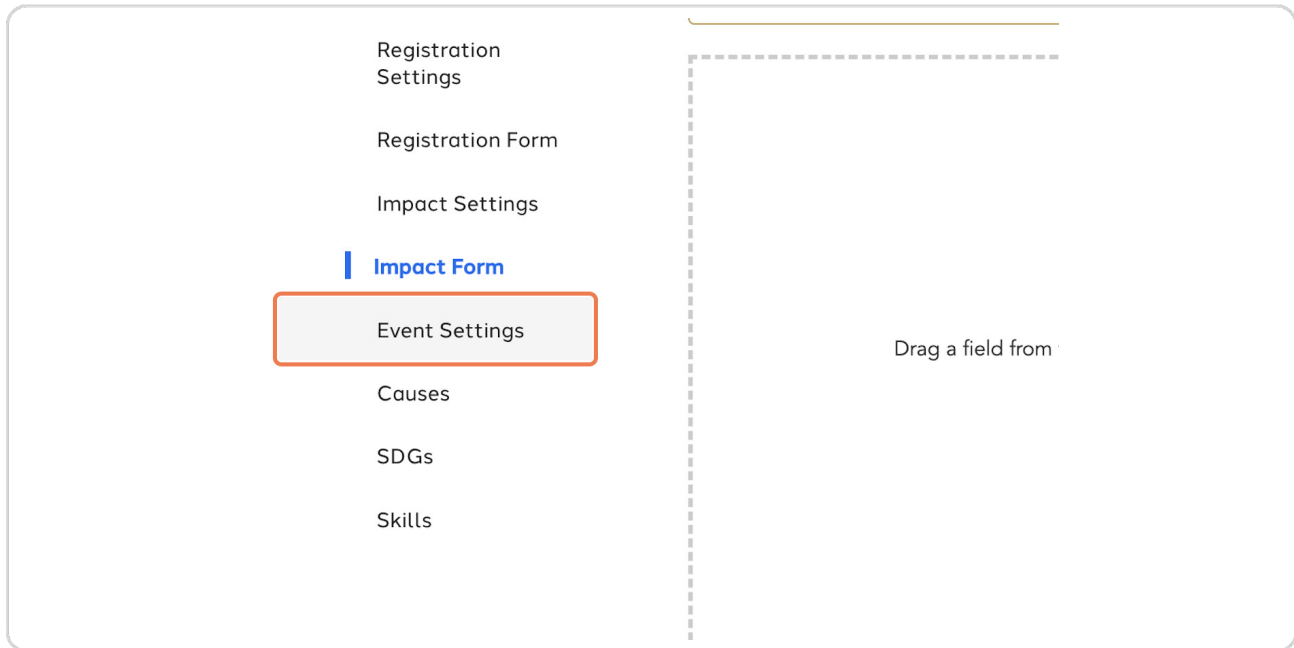
If this is not a volunteer opportunity, disable impacts. Click Save & Continue.

The screenshot shows the 'Impact Settings' page. At the top, there are 'View' and 'Publish' buttons. Below them are three tabs: 'General' (selected and underlined), 'Notifications', and 'Mobile'. The 'General' tab contains the following settings: 'Allow Impacts' with a description 'Configure how and when impacts can be created for this event' and a dropdown menu set to 'Allow both users and admins to create impacts'; 'Allow Early Impacts' with a description 'Allow users to create an impact before the date of participation' and a toggle switch turned on; 'Prefill Impact Hours' with a description 'Decide whether impact hours will be prefilled based on the duration of the shift or event' and a toggle switch turned on; and 'Enable Timesheets' with a description 'Timesheets allow users to record multiple impacts at once. This will enable timesheets for this event, even if timesheets are disabled at the group level.' and a dropdown menu set to 'Yes'.

STEP 10

Complete any applicable information on the following tabs:

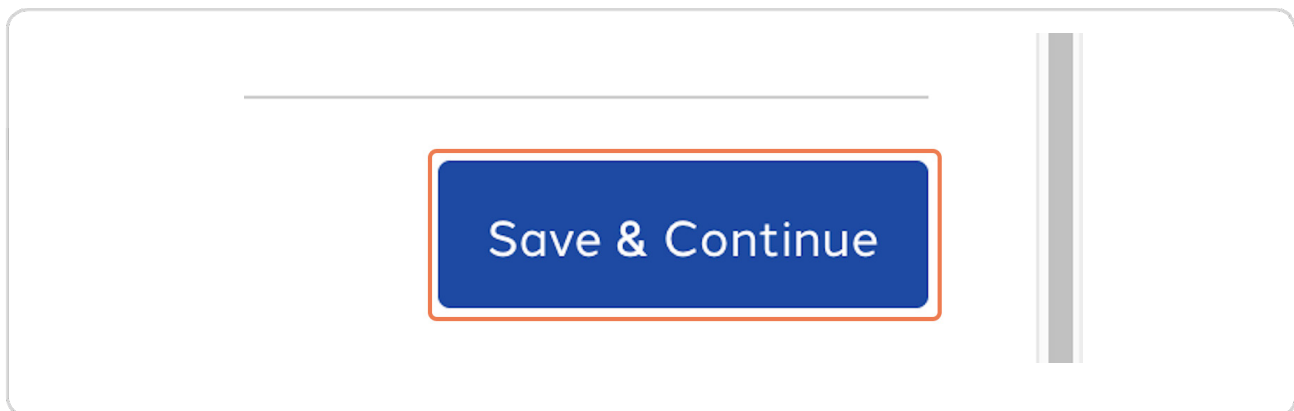
- Event Settings
- Causes
- Sustainable Development Goals (SDGs)
- Skills



The screenshot shows a settings interface with a left sidebar and a main content area. The sidebar contains the following items: 'Registration Settings', 'Registration Form', 'Impact Settings', 'Impact Form' (highlighted with a blue bar and a blue vertical line), 'Event Settings' (highlighted with an orange border), 'Causes', 'SDGs', and 'Skills'. The main content area is empty, with a dashed line indicating a drag-and-drop zone and the text 'Drag a field from'.

STEP 11

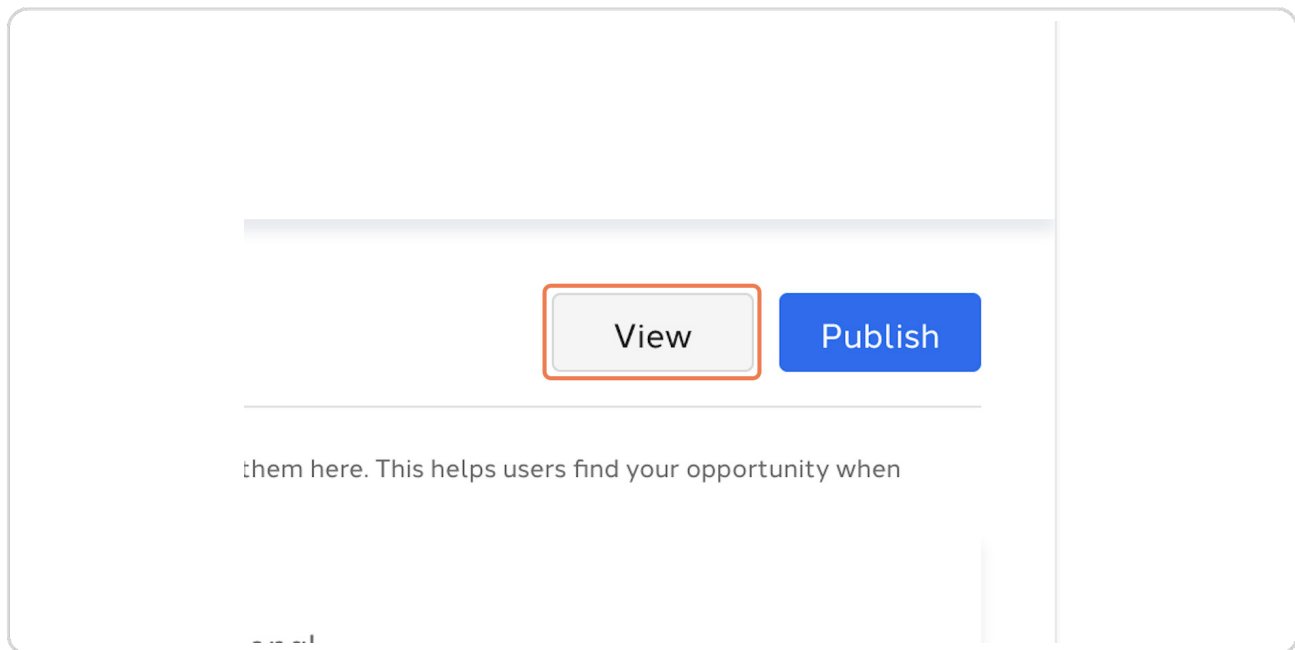
When all information is entered, click on Save & Continue.



The screenshot shows a blue button with the text 'Save & Continue' in white, highlighted with an orange border. The button is located in the bottom right corner of the interface.

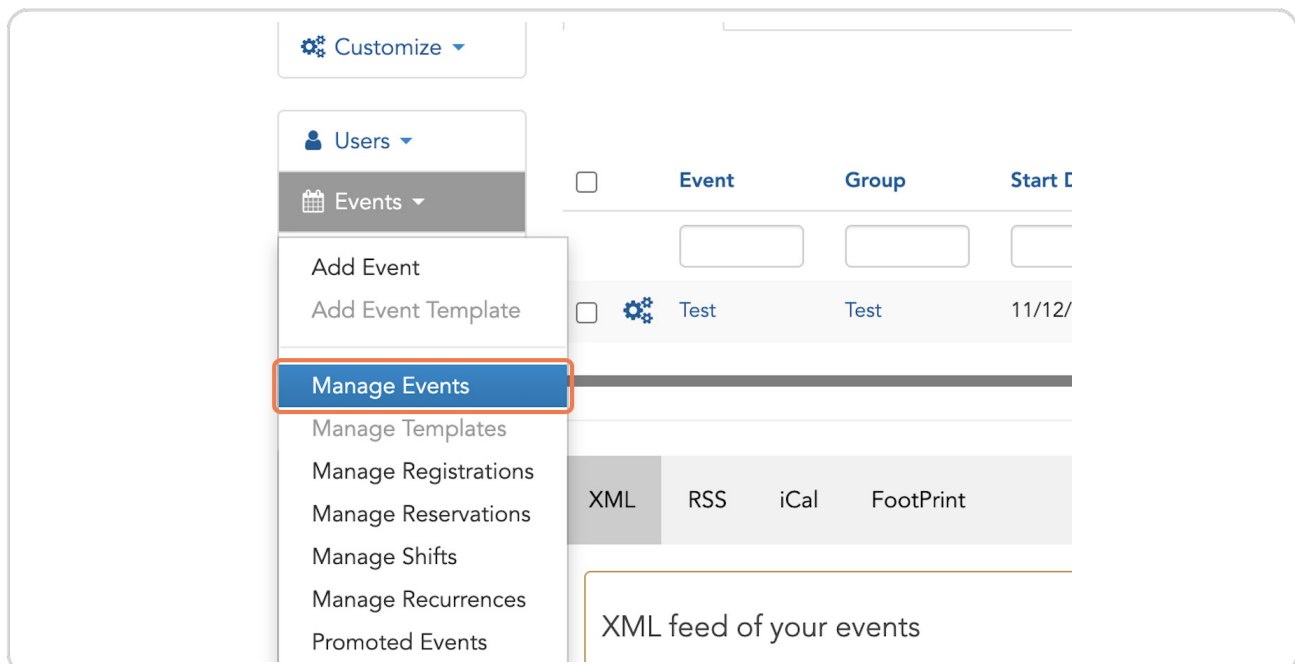
STEP 12

Select View to see your event before publishing it. Select Publish when your event is finalized and ready to be published.



STEP 13

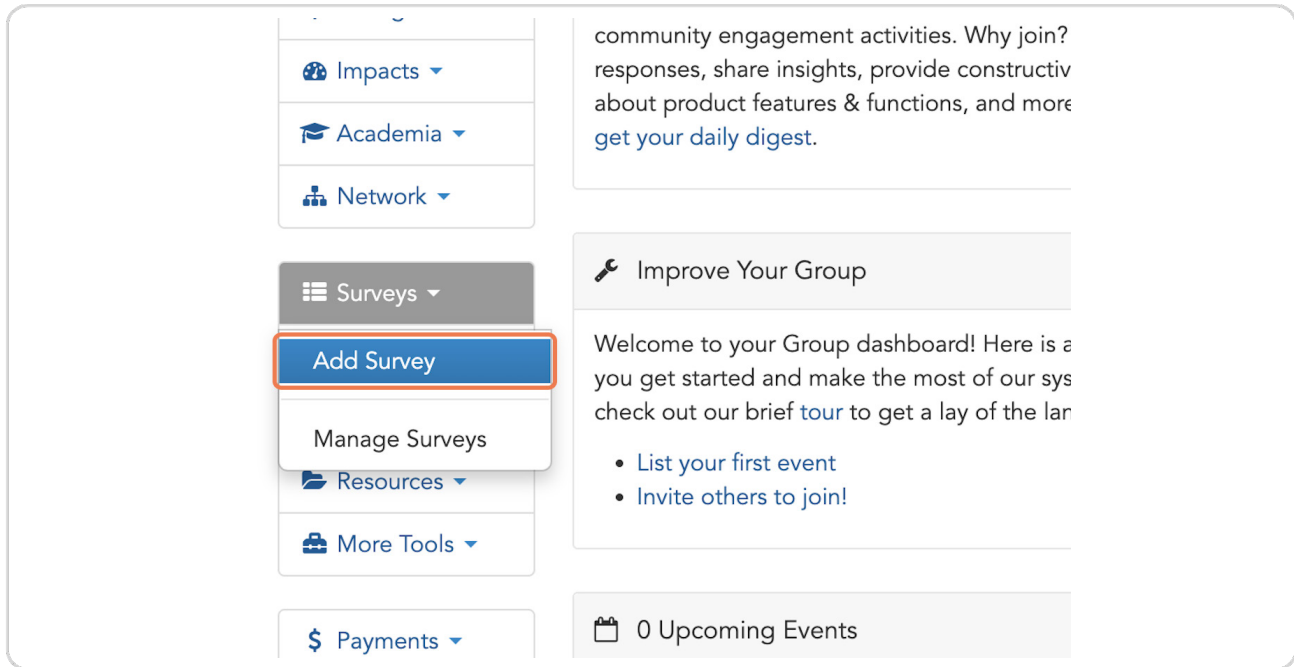
To manage your events, select the Manage Events tab under Events. Here you can make any necessary edits to your events.



Creating a survey

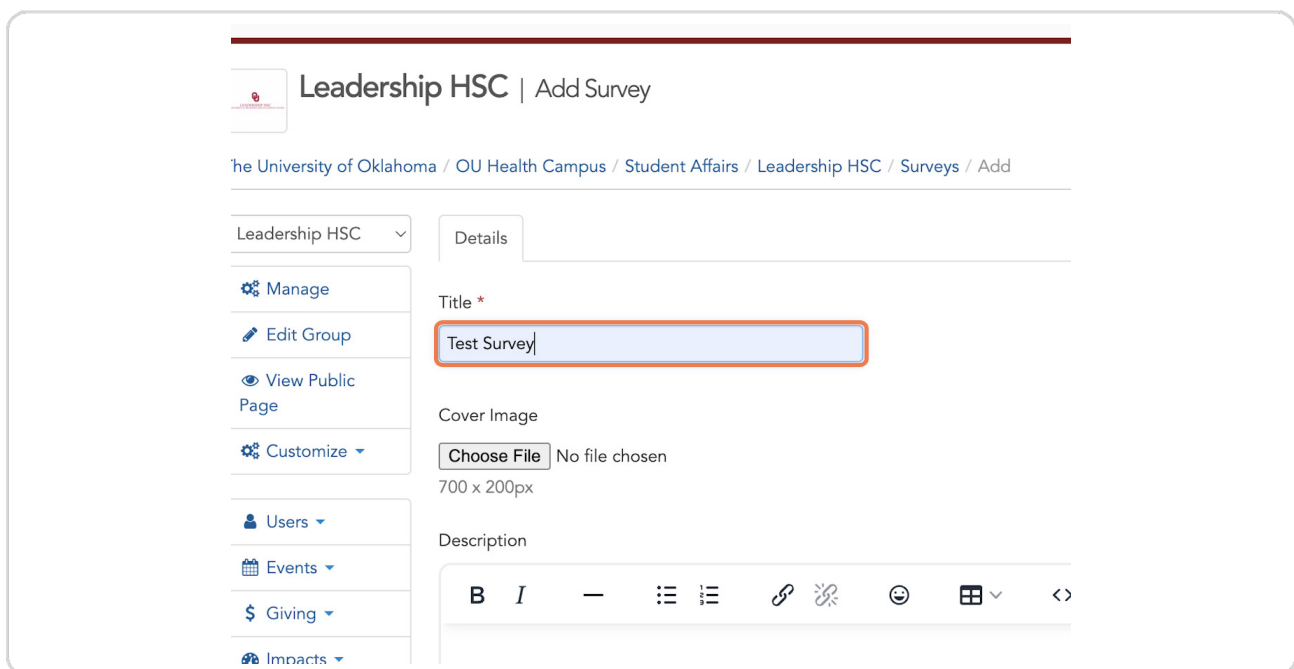
STEP 1

To create a survey, navigate to the Dashboard. Under Surveys, select Add Survey. To manage your current surveys, select Manage Surveys.



STEP 2

Here you will complete your survey information.



STEP 3

Complete your survey information and click Save.

UNIVERSITY of OKLAHOMA English Explore Manage 1349 My Activity Hi Vanessa

Leadership HSC | Add Survey

Home / OU Health Campus / Student Affairs / Leadership HSC / Surveys / Add

Details

Title *
Test Survey

Cover Image
Choose File No file chosen
700 x 200px

Description

B *I* - [List Icons] [Link Icon] [Image Icon] [Smiley Icon] [Table Icon] [Code Icon]

Home / OU Health Campus / Student Affairs / Leadership HSC / Surveys / Test Survey / Edit

Details Settings Questions Administrative Fields

Administrator * Vanessa Ortiz
The primary administrator of the survey. You may select a group admin or a parent groups' admin.

Email Notifications Primary Administrator Only
When someone fills out the survey, who should get notified? If you select "All Administrators", then every admin of this group, or the invited group or the invited event will be notified whenever someone submits a response to this survey.

Visibility Private
Select "Network" to allow any group within your network to use this survey. Select "Private" if you only want this survey available for this group.

Open Date [Date Picker] [Time Picker] [Dropdown] [Dropdown]
Date people can start submitting responses.

Submission Deadline [Date Picker] [Time Picker] [Dropdown] [Dropdown]
Date when responses are no longer accepted.

Preview Mode Disabled
When in preview mode, submissions are disabled and people can only preview what the survey looks like.

If yes, the survey taker must enter their name and email. If not, the user must have an account to take the survey and must log in first.

Can Edit Responses No
Allow users to edit their responses after submission? Note: Anonymous users are unable to edit their responses.

Multiple Responses Yes
If yes, a user can take this survey as many times as they want. If no, then they will only be able to fill out the survey once.

Phone Required No

Send Claim Account Email Yes
Encourage guest users to claim their GivePulse account if they haven't done so yet.

Send Confirm Email Yes
Send a confirmation email to thank responders for their time.

Confirmation Message
Thank you!

Optional message to include within the survey confirmation email after a user completes their survey response. (max 2000 characters)

Save Save and Continue

STEP 4

Under the Questions tab, create your survey questions.

The screenshot shows a web interface for creating a survey. On the left is a sidebar with navigation options: Manage Surveys, Dashboard, Edit, View, Duplicate, Responses, Invites, and Delete. The main area has tabs for Details, Settings, Questions (selected), and Administrative Fields. A message box at the top of the Questions tab provides instructions: '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.', and 'Changes will not be saved until you click the "Save" button below on the lower right side.' In the center, a question is being created: 'What feedback do you have?' with a preview box below it. On the right, a list of field types is available: Add Existing Saved Fields, Checkbox, Date Field, Document Agreement, Linked Survey, File Upload, Header, Likert, Number, Radiolist Group, Dropdown / Multiselect, Text Field, and Text Area. At the bottom right are 'Clear' and 'Save' buttons.

STEP 4

When you have finalized your survey, click Save & Invite. This will provide you with a shareable link for your survey.

This screenshot shows the bottom portion of the survey creation interface. It features a list of field types: Text Field and Text Area. Below this list are three buttons: 'Clear', 'Save', and 'Save & Invite'. The 'Save & Invite' button is highlighted with a red rectangular border, indicating it is the next step in the process.