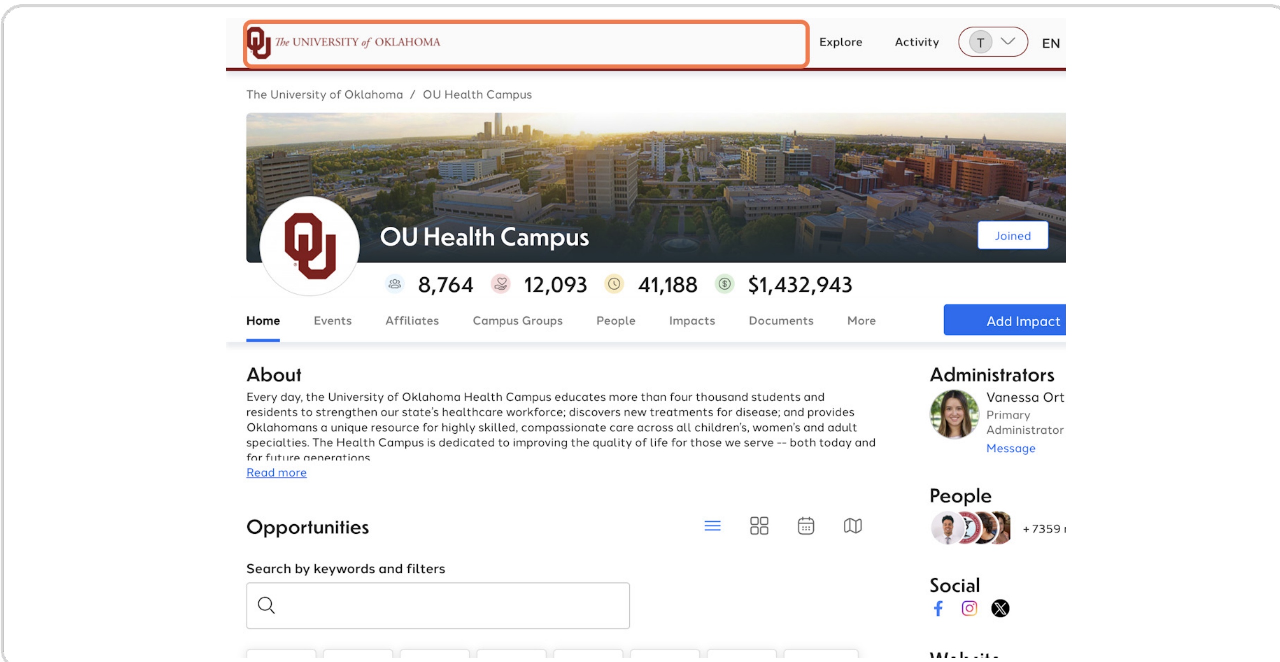
GivePulse Guide For Student Organizations

Creating your student group page

STEP 1

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

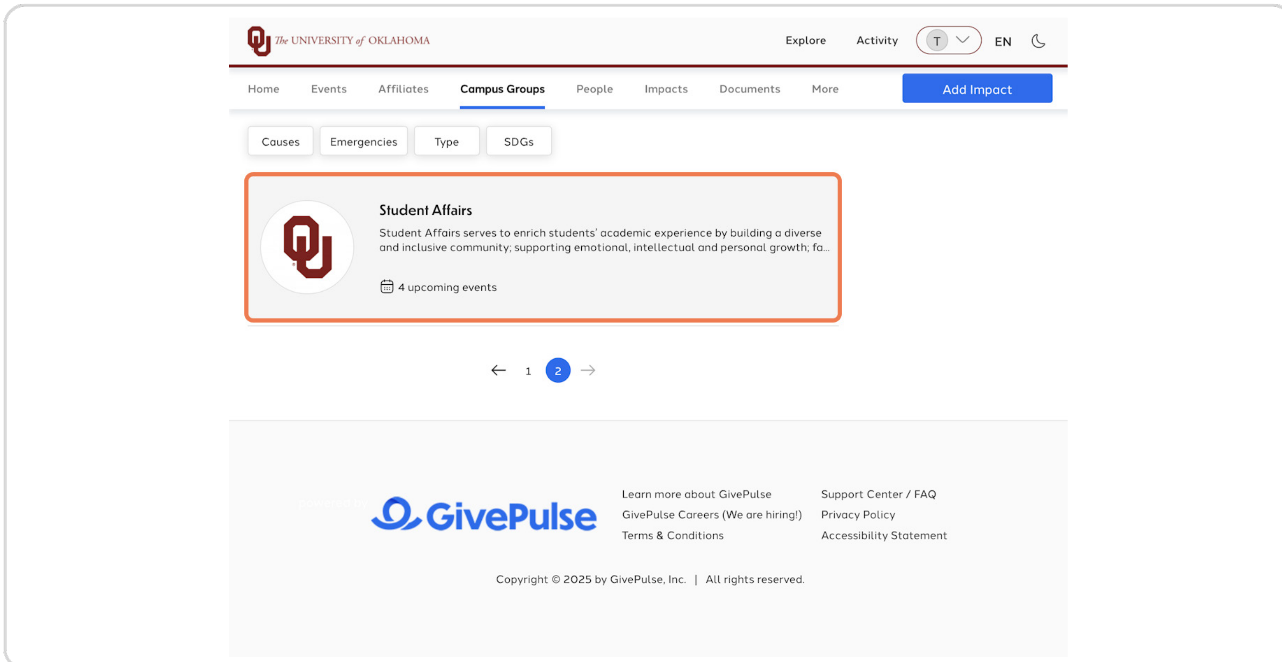


STEP 2

From the tabs, select Campus Groups.

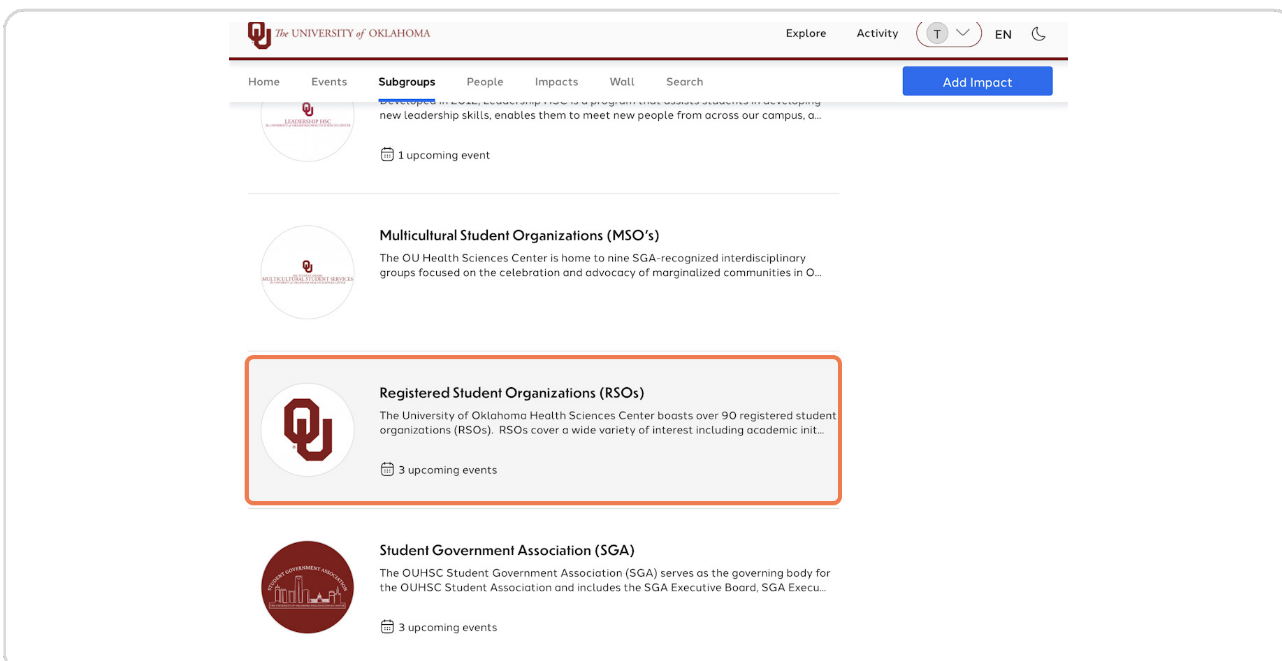
STEP 3

Under Campus Groups, select Student Affairs.

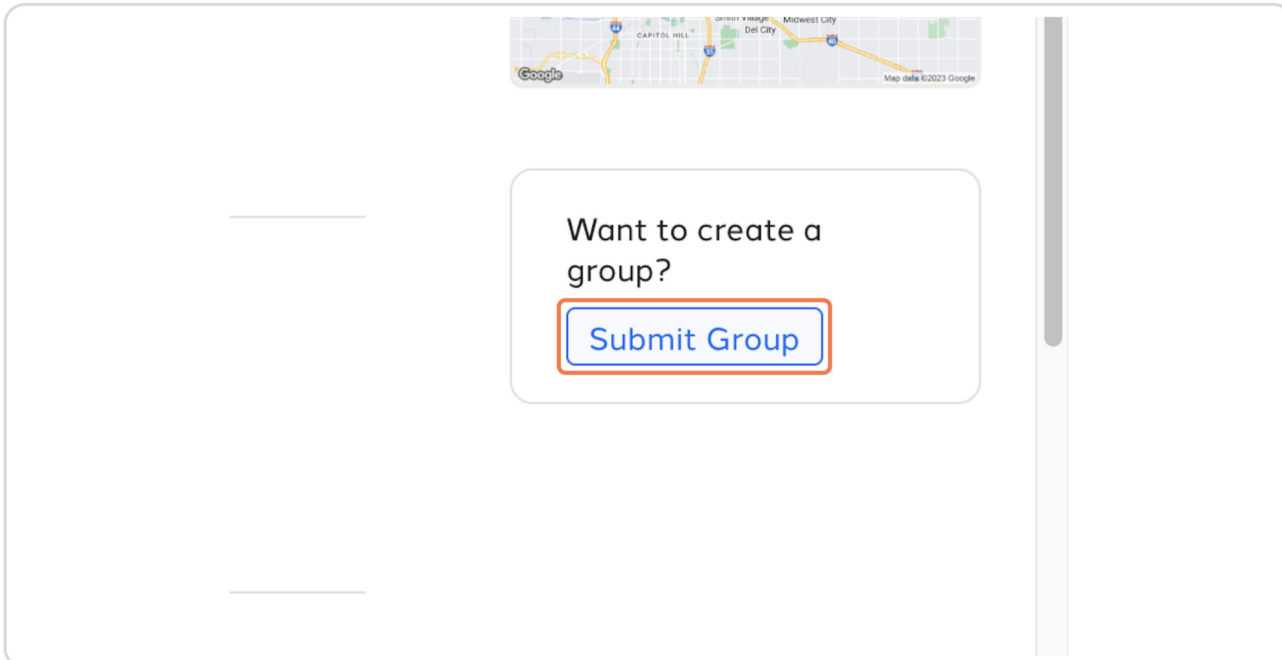


STEP 4

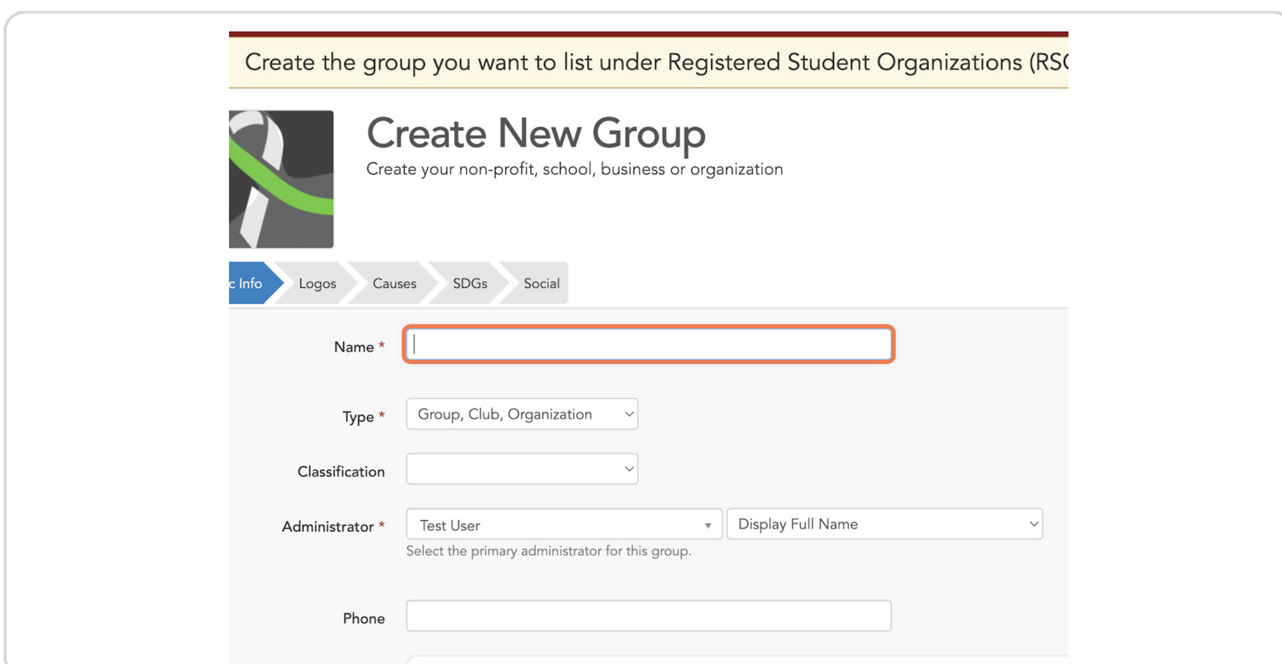
Go to the Subgroups tab on the Student Affairs page, and select Registered Student Organizations (RSOs).



STEP 5
On the Registered Student Organizations page, click on Submit Group.



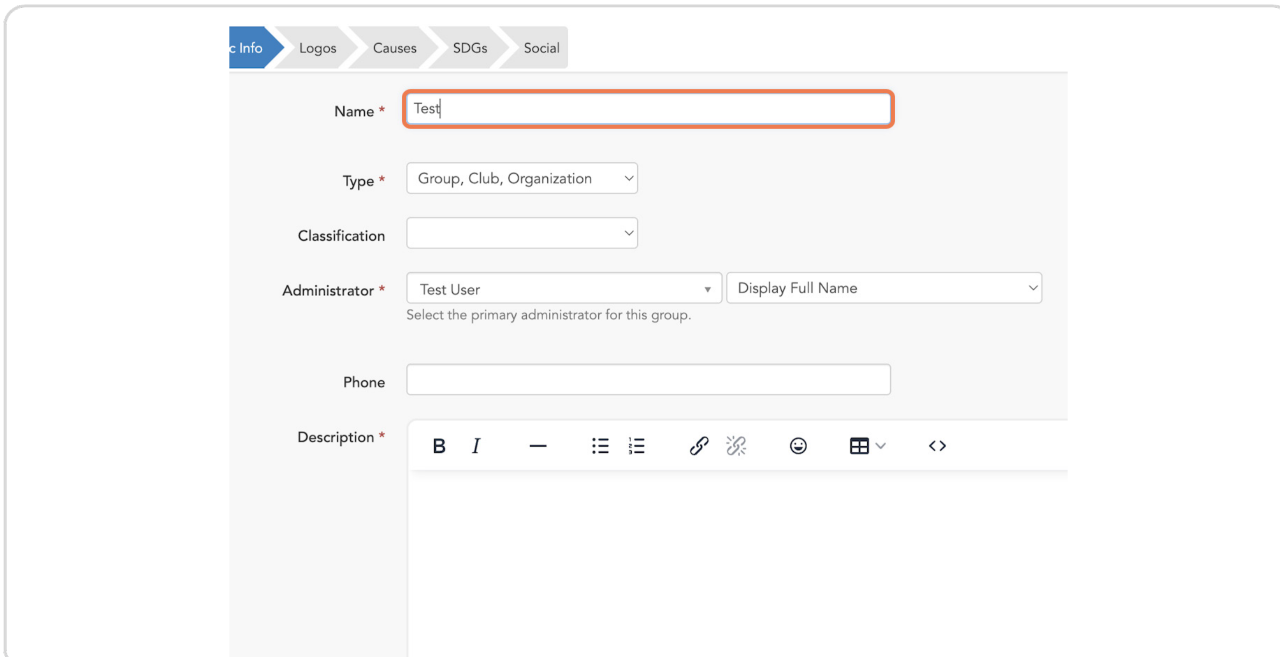
STEP 6
Here you will enter your group's information.

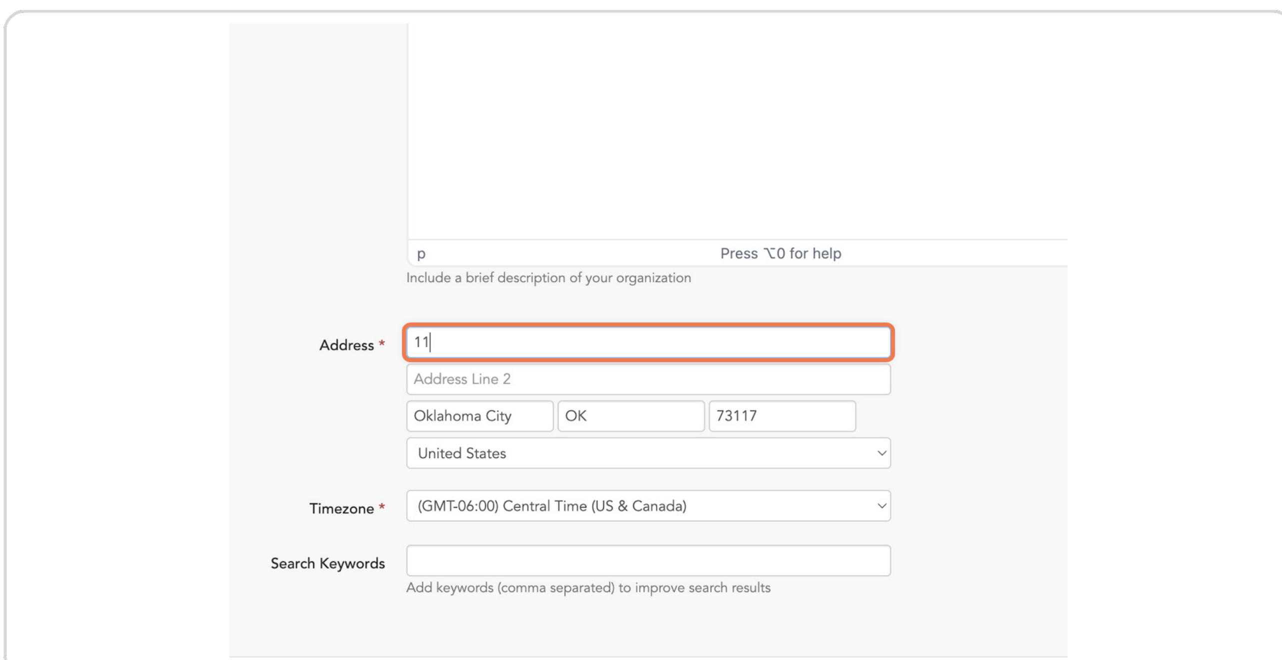


STEP 7

Complete the form with the following:

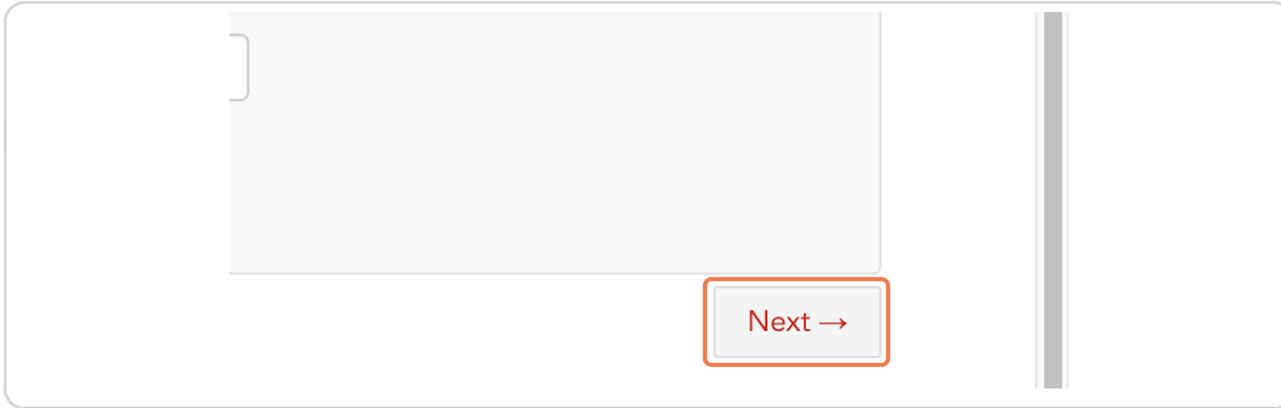
- **Name:** Your group's name.
- **Type:** Group, Club, Organization
- **Administrator:** The person creating the group will be automatically assigned – change it if needed.
- **Description:** A description of your group for your page.
- **Address:** If your group is not college specific, list the Student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





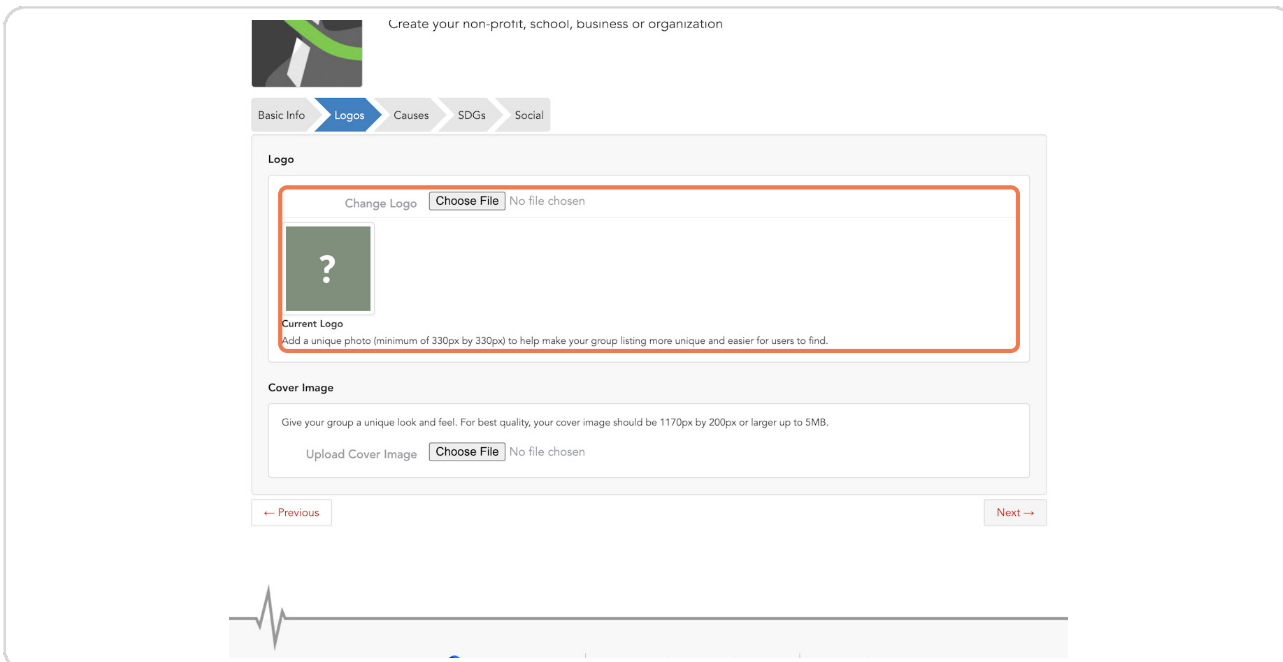
STEP 8

Click on Next.



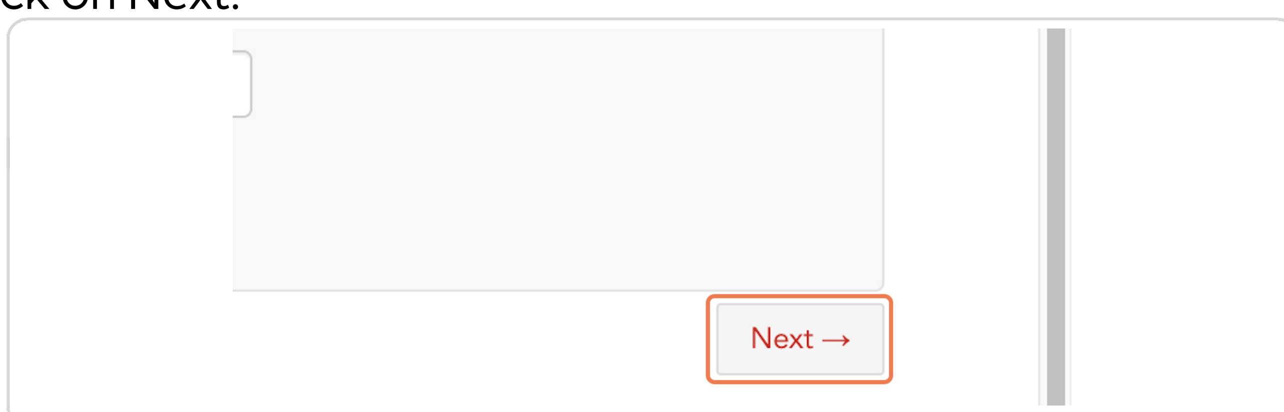
STEP 9

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

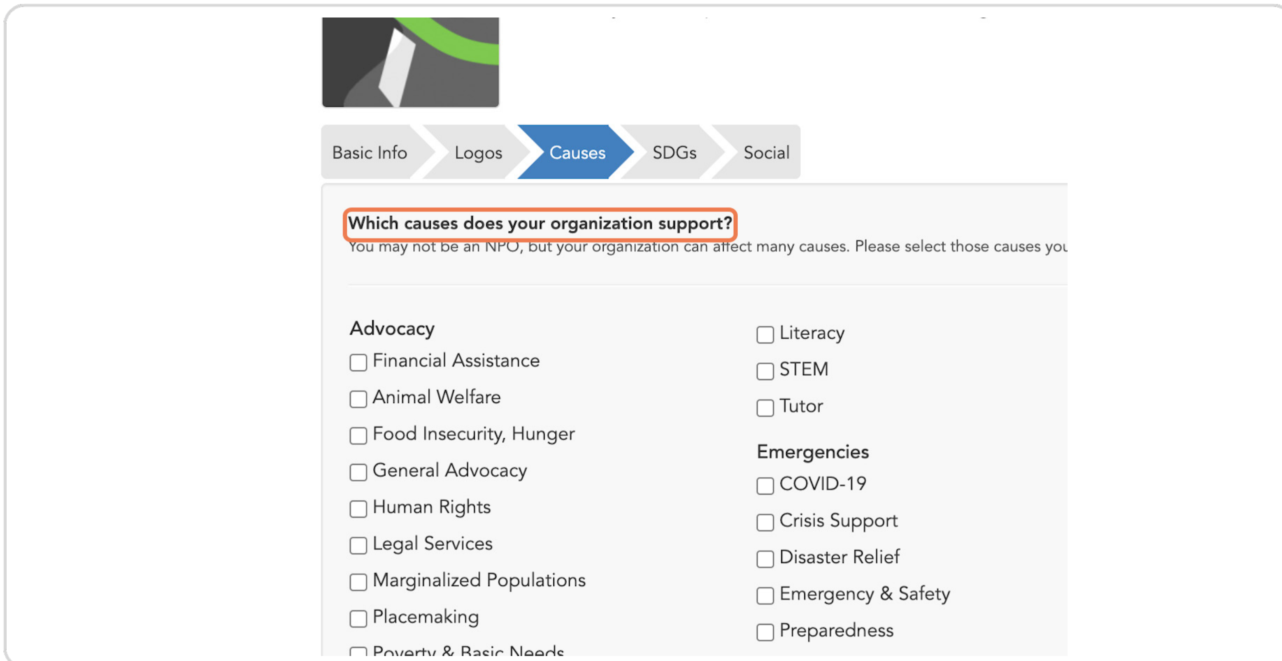


STEP 10

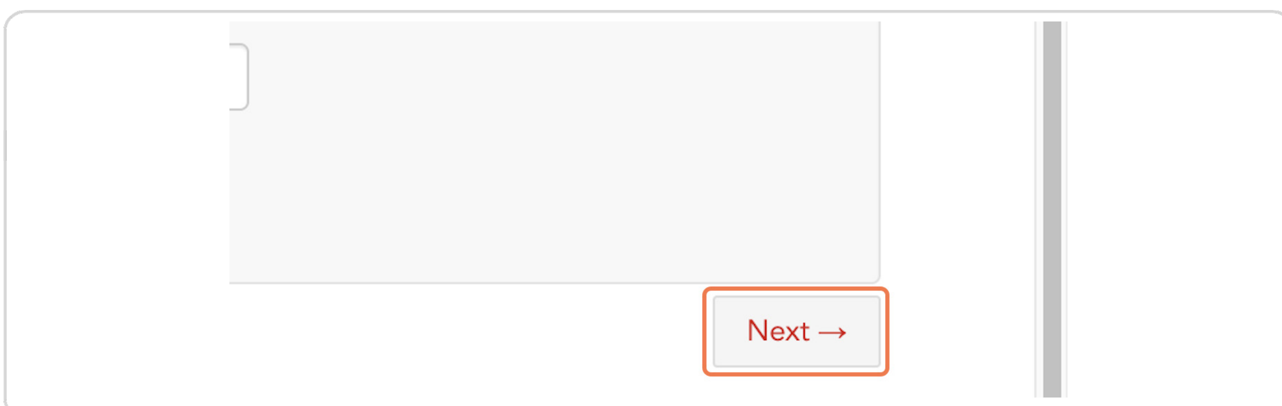
Click on Next.



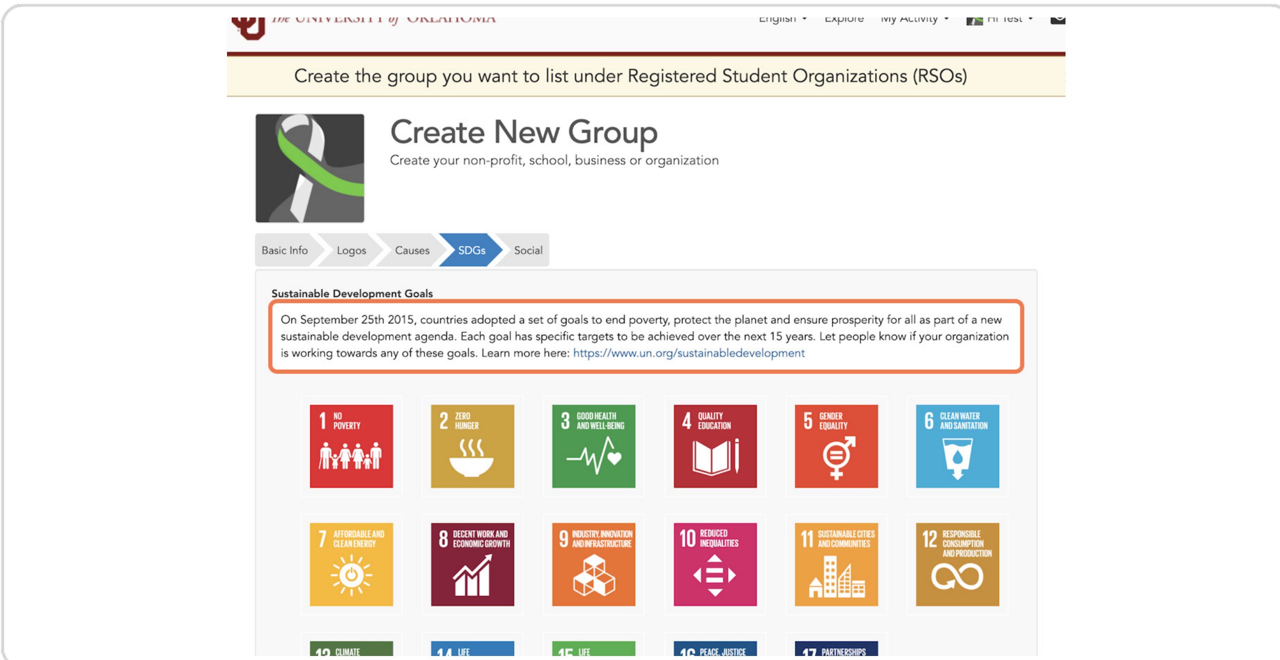
STEP 11
Select any applicable causes for your group (not required).



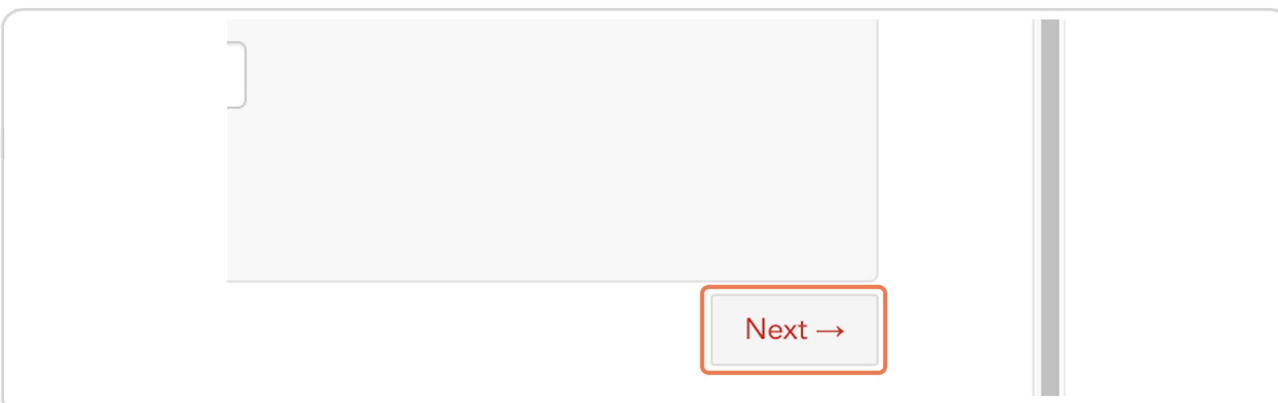
STEP 12
Click on Next.



STEP 13
Select any sustainable development goals for your group if applicable (not required).

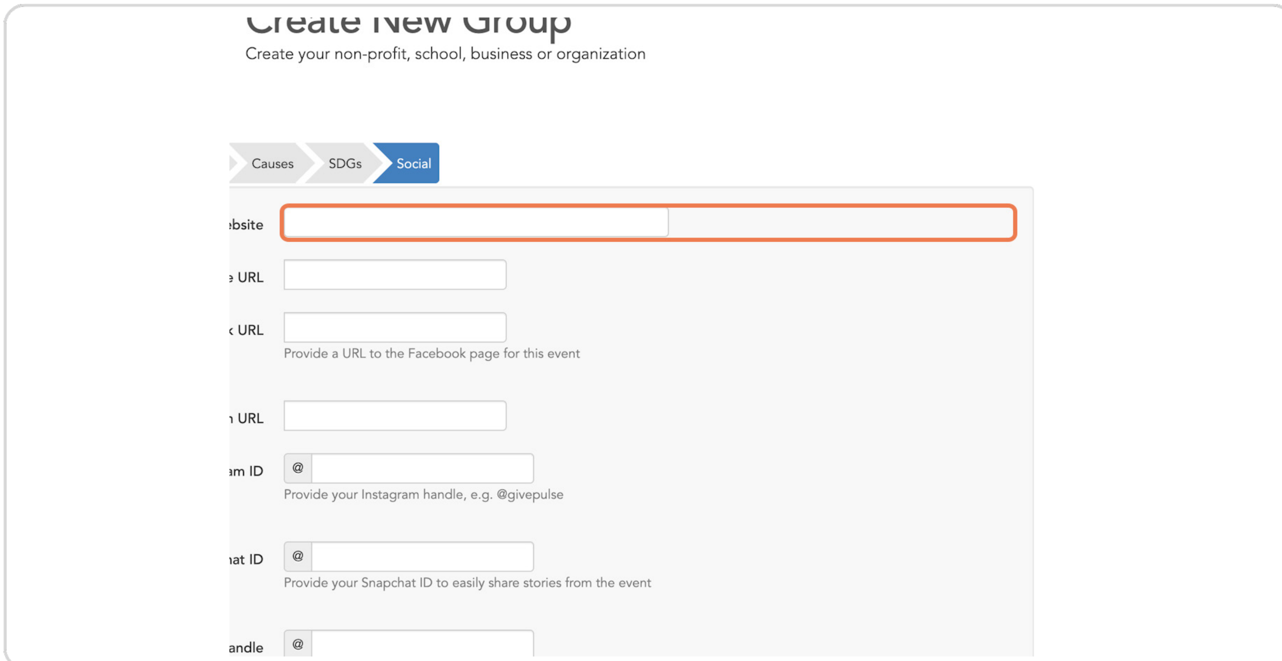


STEP 14
Click on Next.



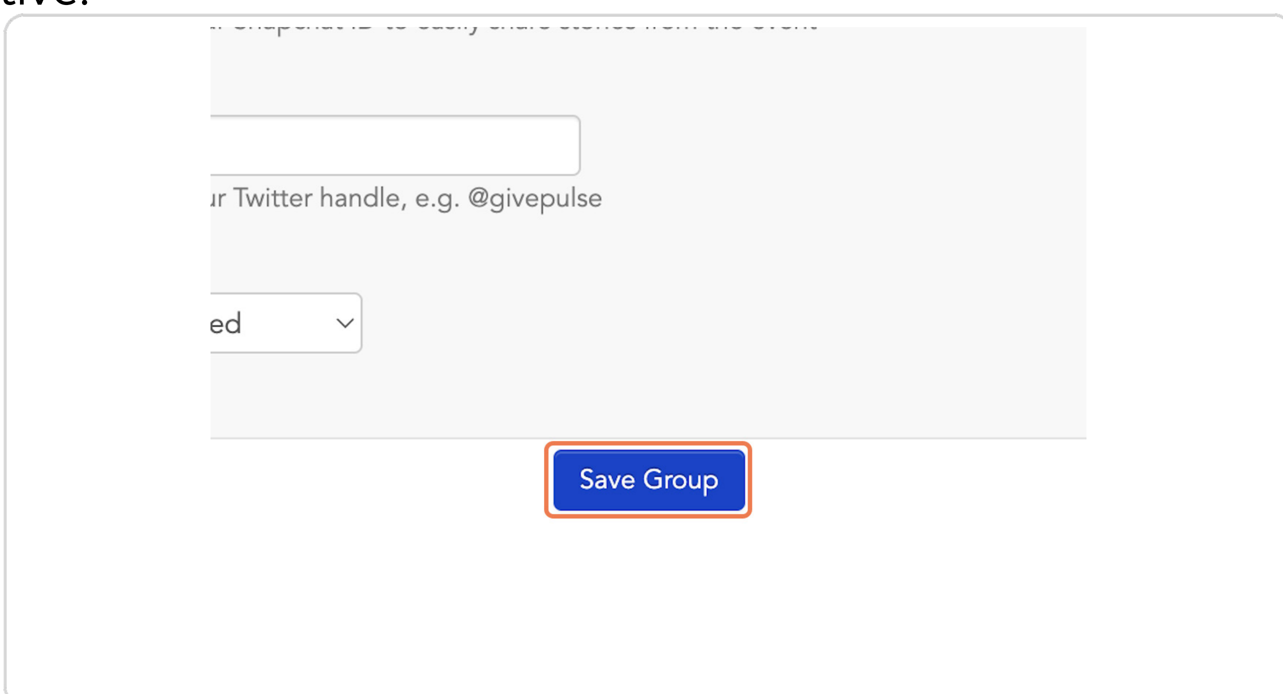
STEP 14

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



STEP 15

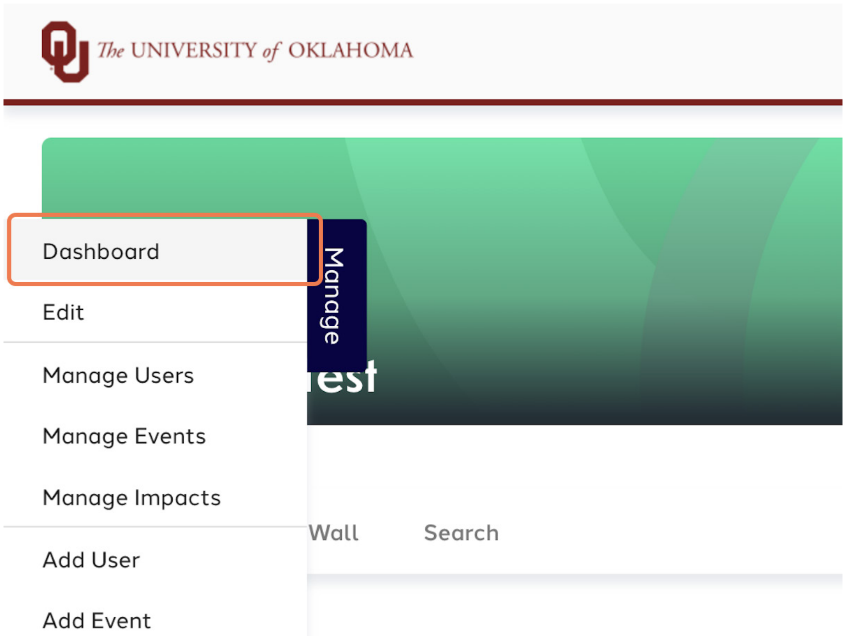
Click Save Group. This will send a request to the admin for your group's page, which will need to be approved before it becomes active.



Add users to your group's page

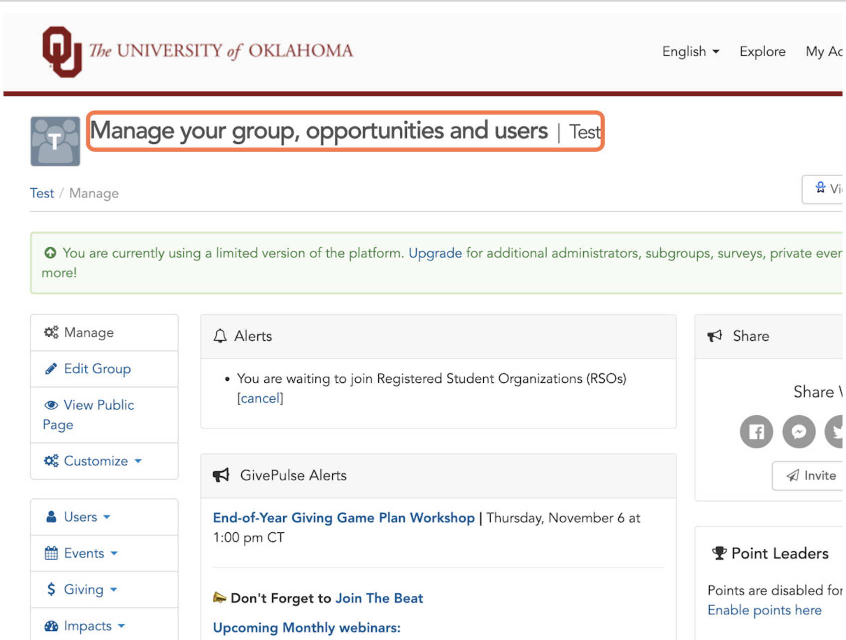
STEP 1

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.



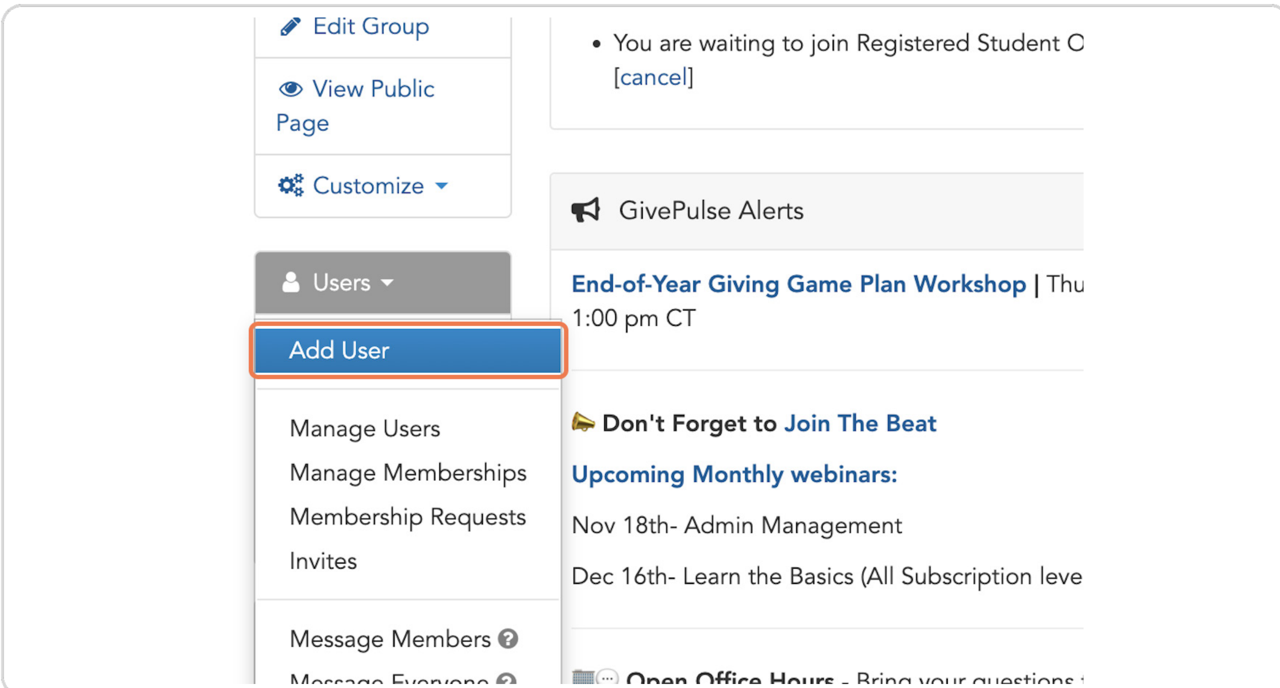
STEP 2

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.

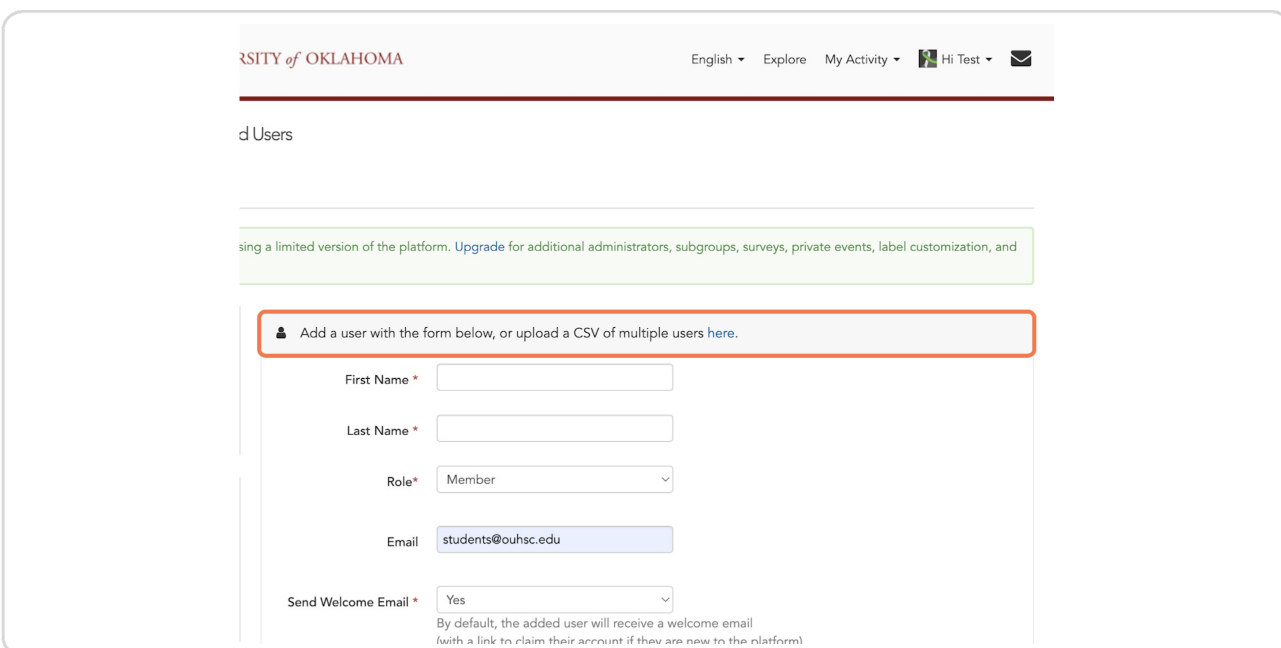


STEP 4

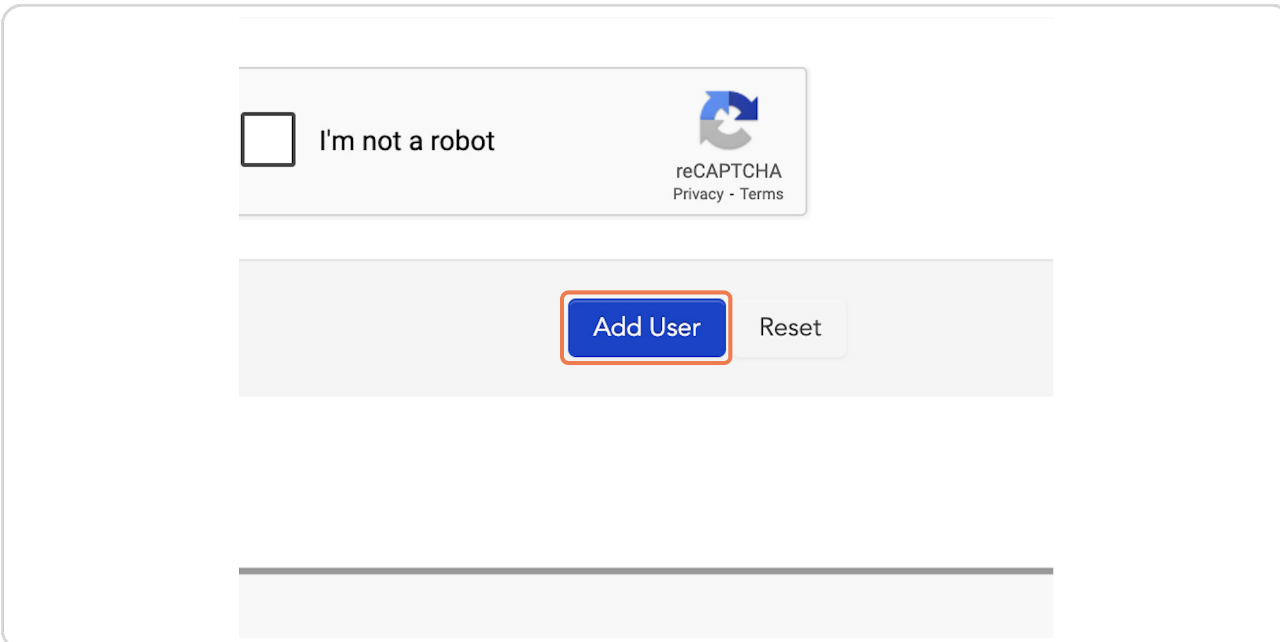
Complete the following information:

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

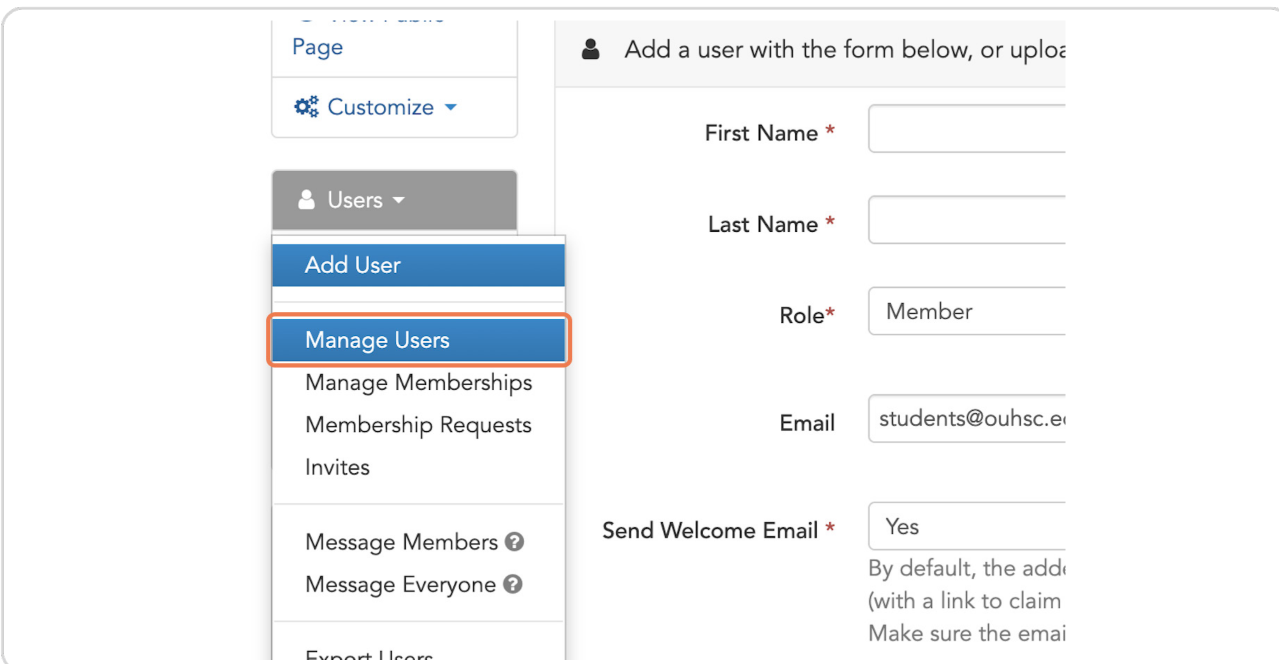
If you are adding multiple users, you can use the "Upload CSV" button to add multiple users with an Excel spreadsheet.



STEP 5
When all the information has been entered, click on Add User.

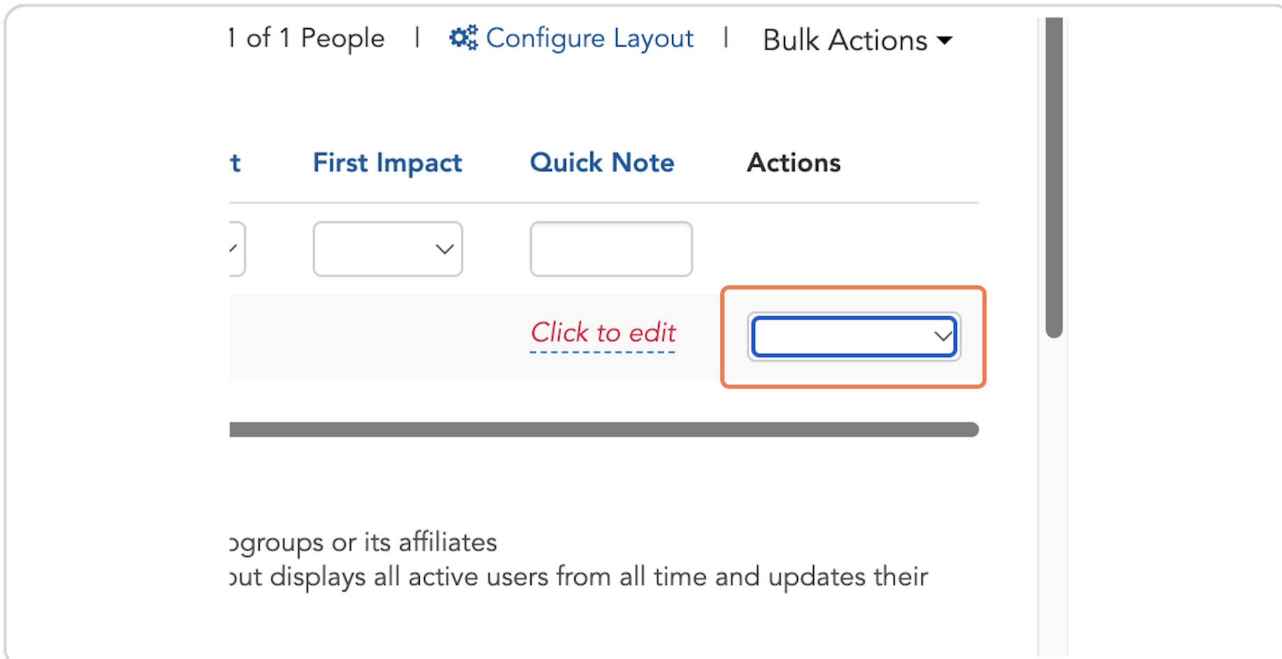


STEP 6
To manage current users, select the Manager Users tab.



STEP 7

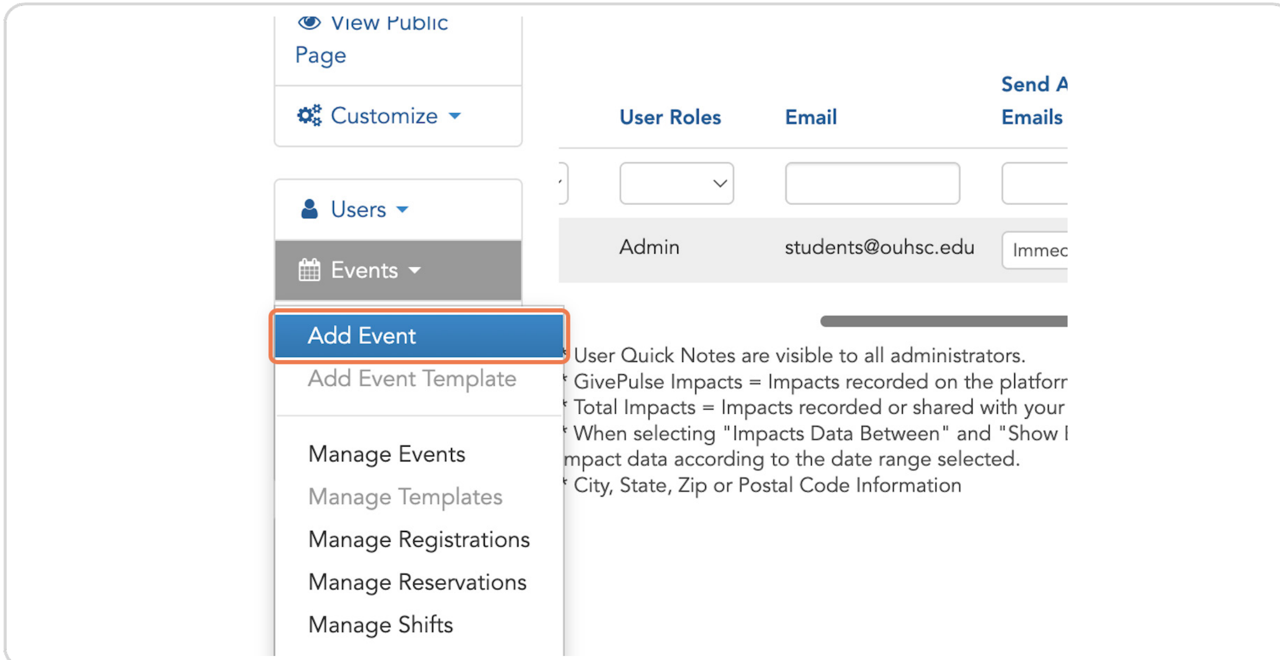
Select the Actions box for the user you would like to edit. Here you can choose to message a user through GivePulse, change their role in your group, archive them from your group, etc.



Creating an event on your group's page

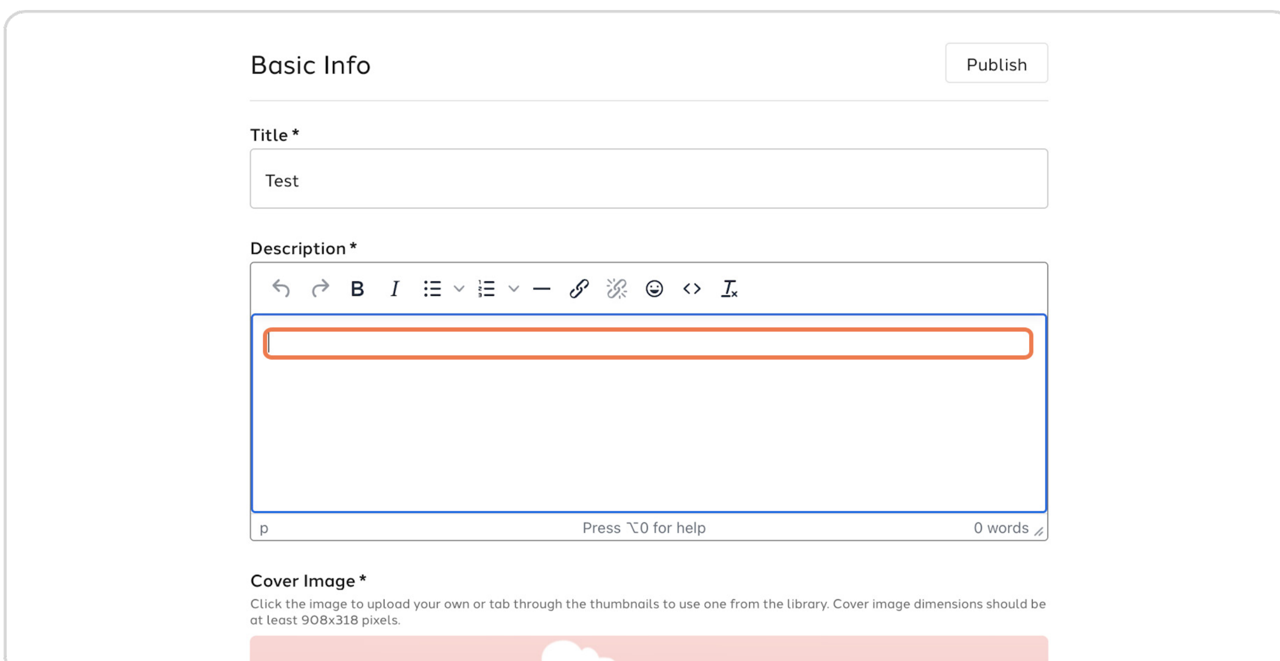
STEP 1

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



STEP 2

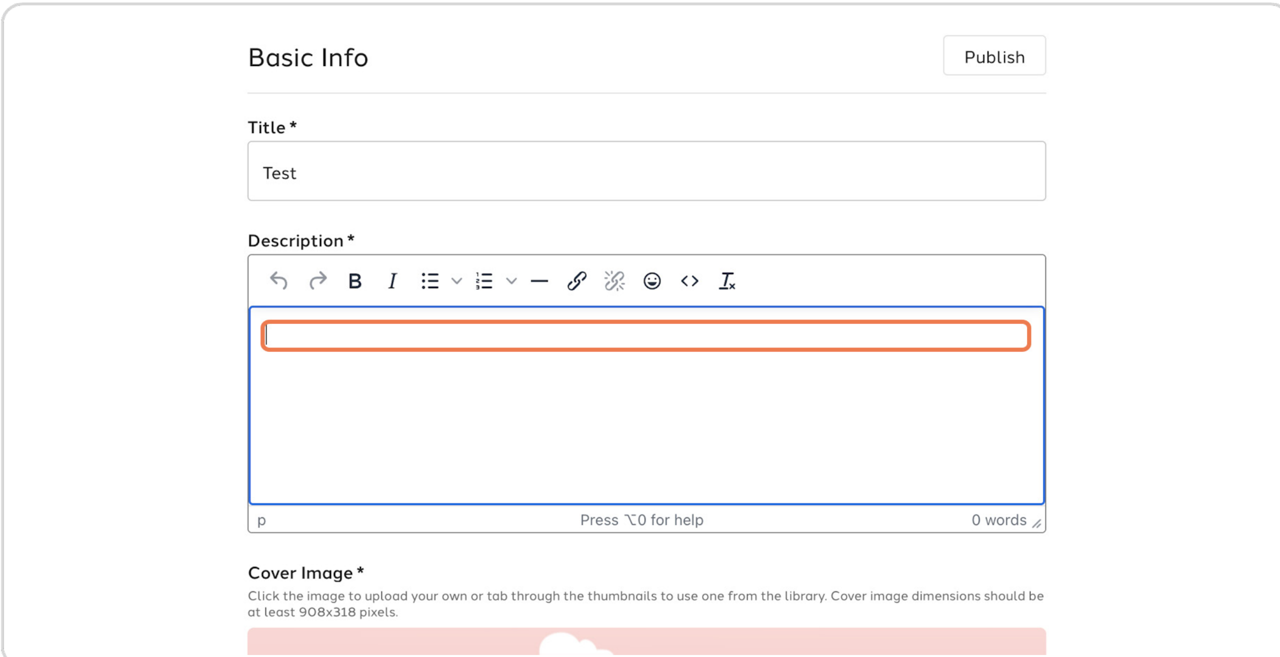
Here you will enter your event's information.

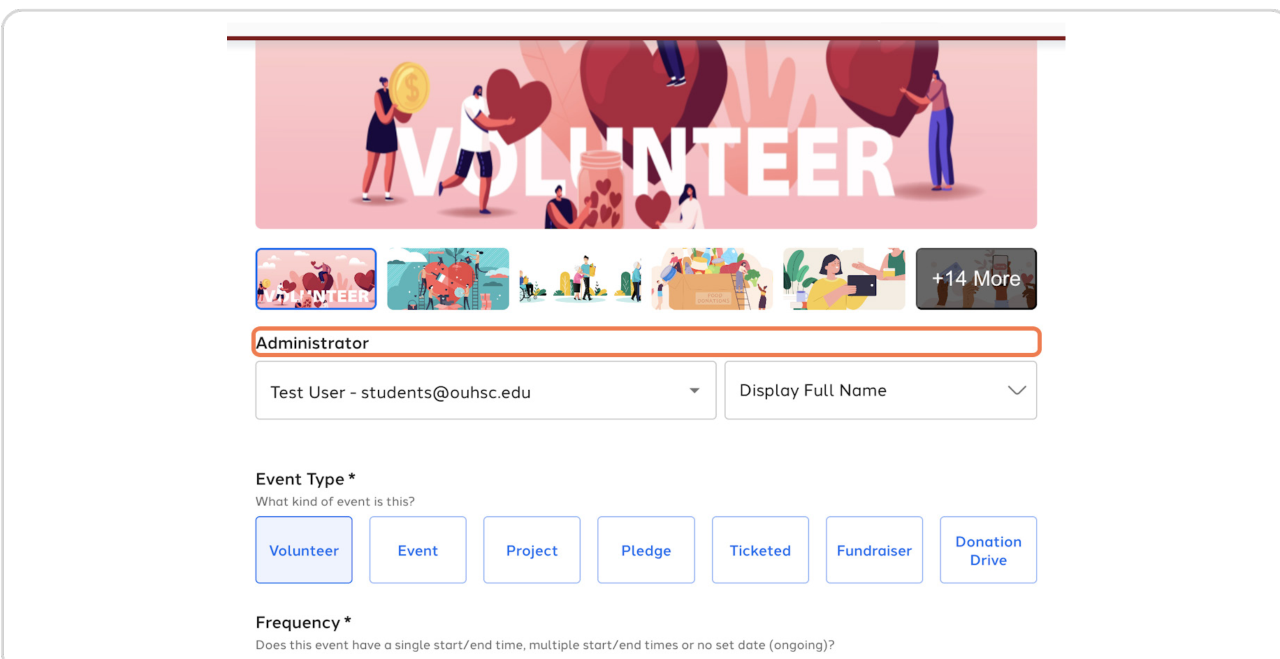


STEP 3

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

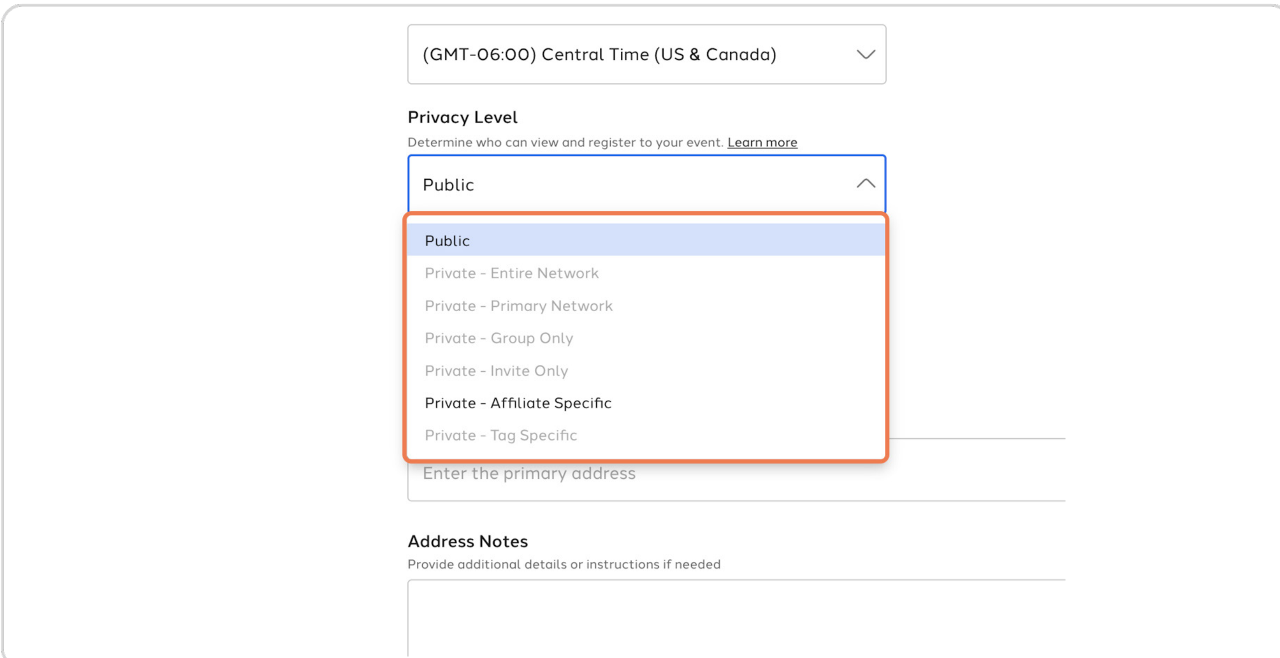




STEP 4

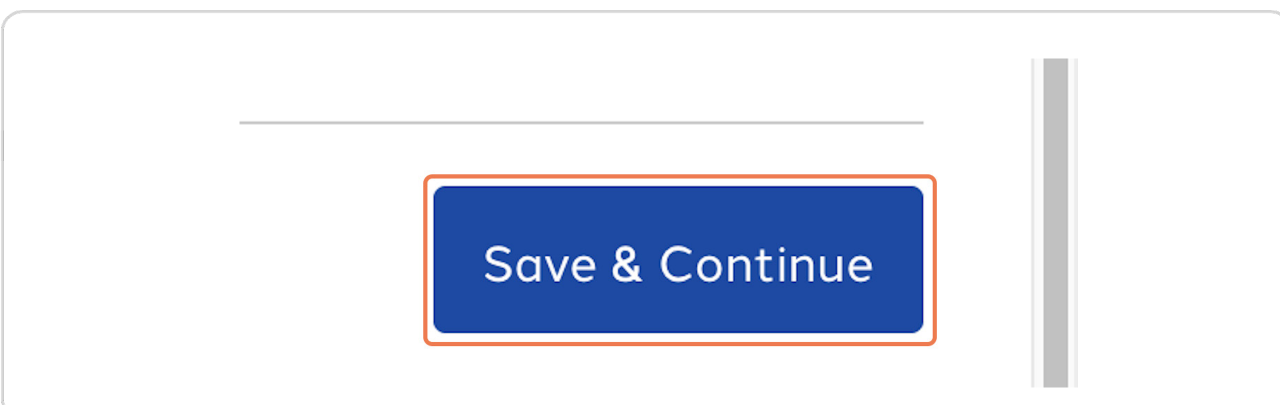
Select the events privacy level (who can see it):

- **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.



STEP 5

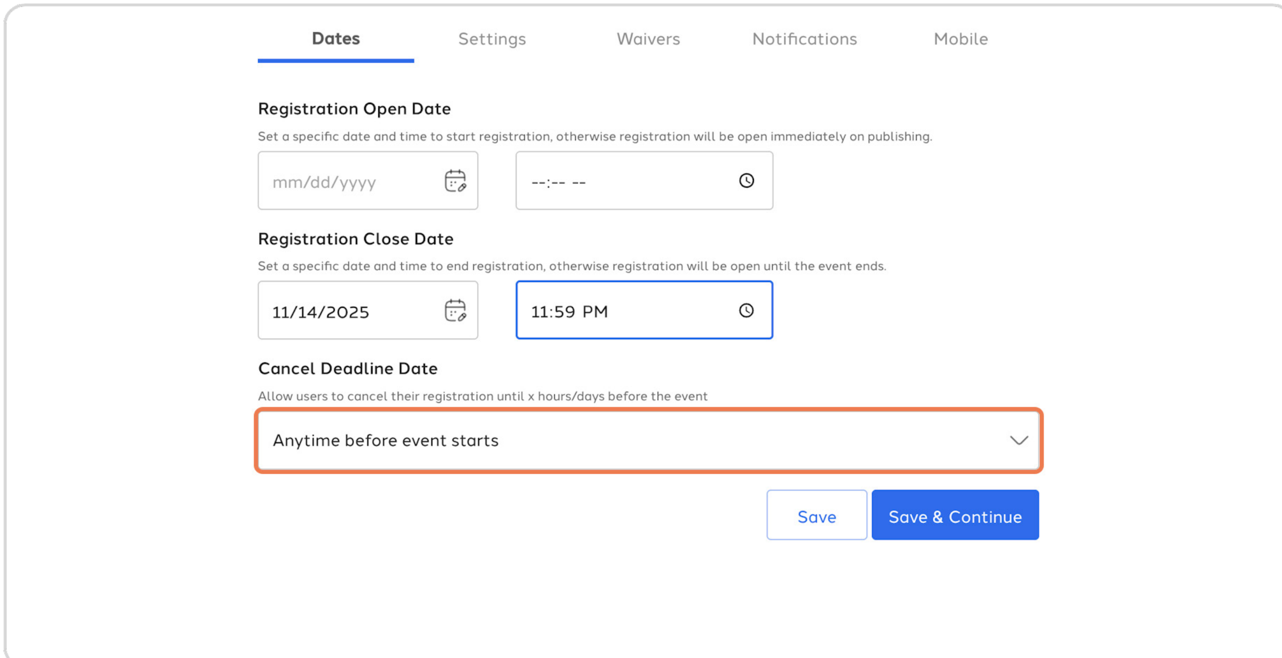
Select Save & Continue.



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.

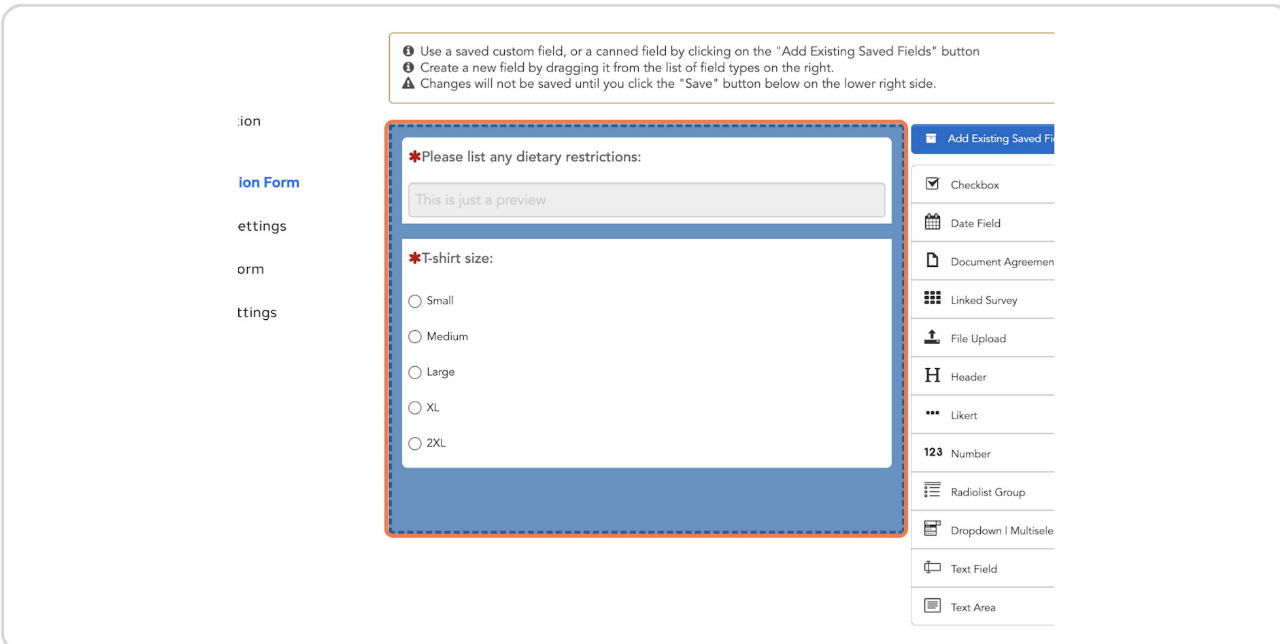


STEP 7

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

STEP 8

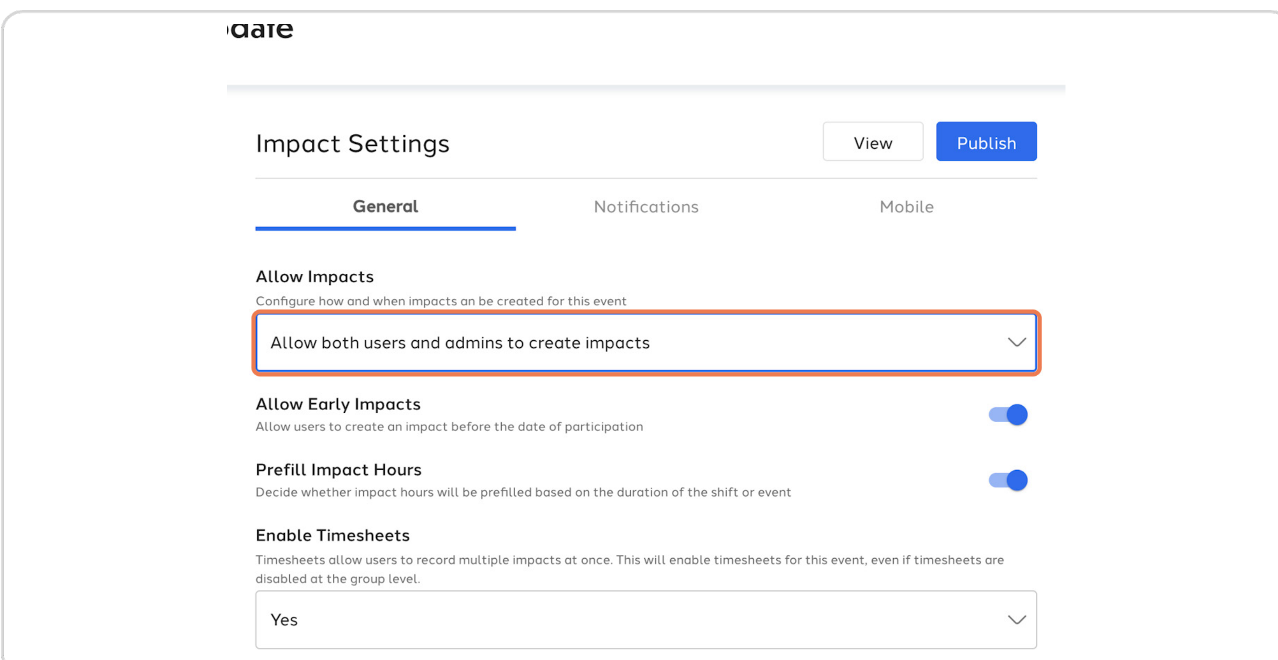
If you need to gather any information from your registrants, use the Registration Form to build your questions. When all your questions are completed, select Save.



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).

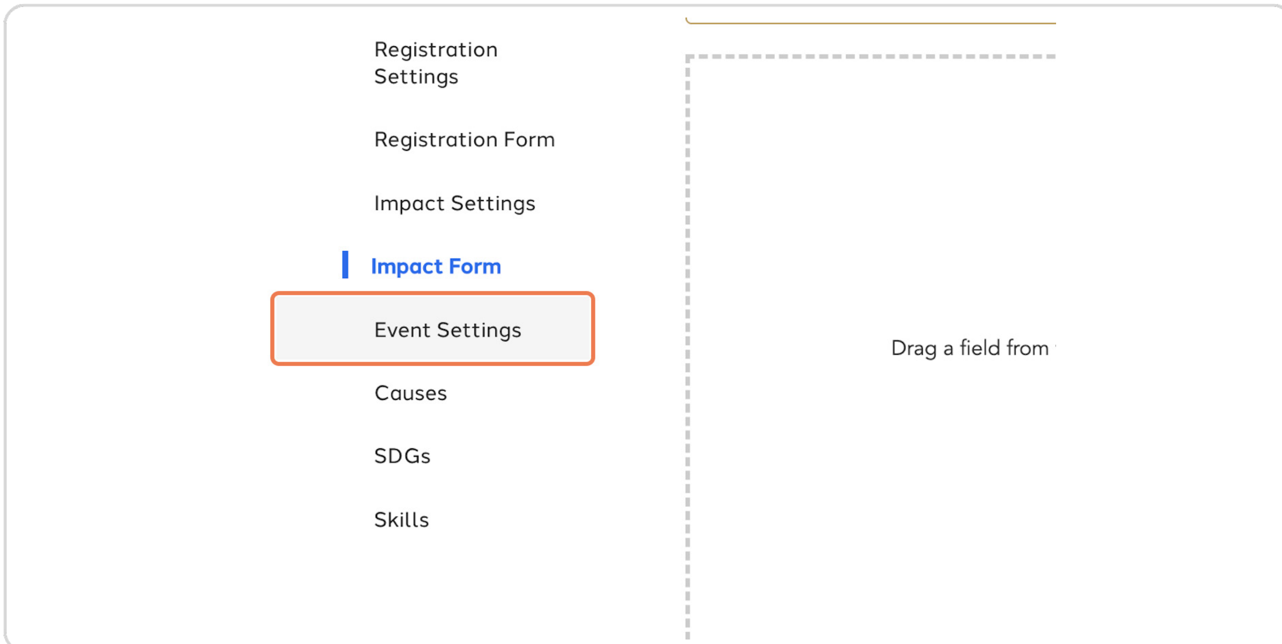
If this is not a volunteer opportunity, disable impacts. Click Save & Continue.



STEP 10

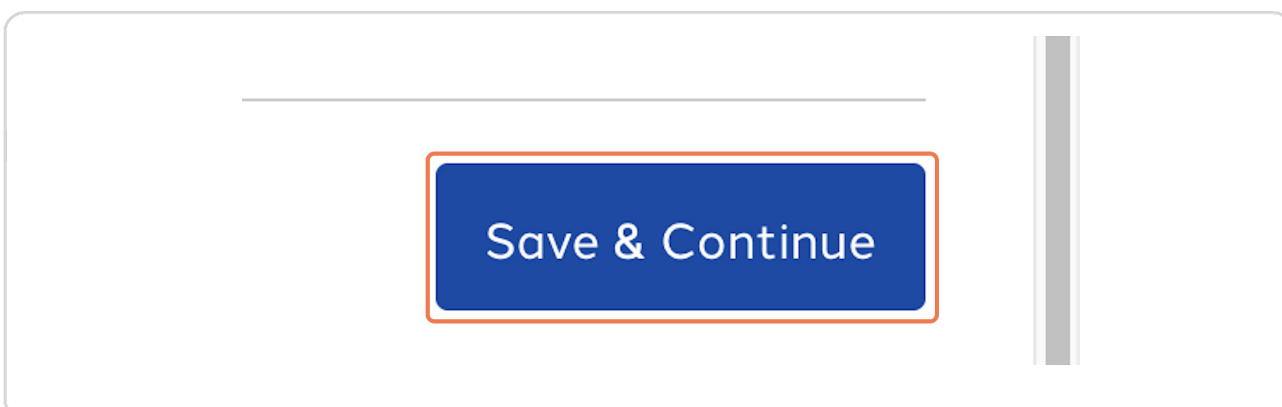
Complete any applicable information on the following tabs:

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



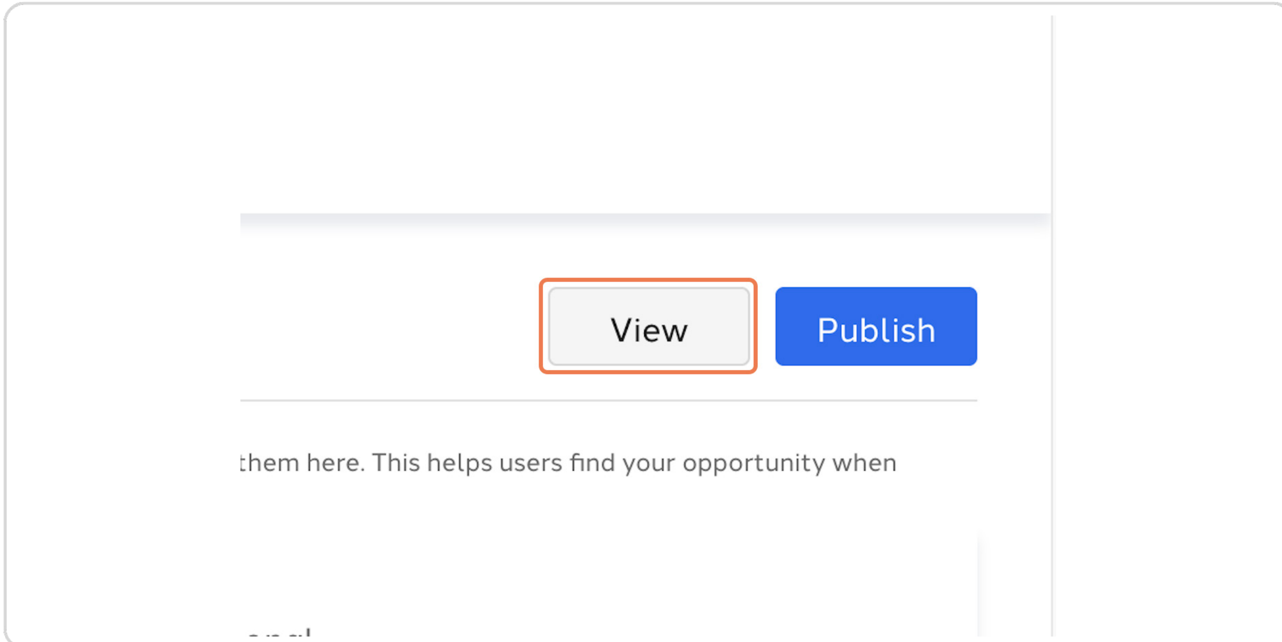
STEP 11

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



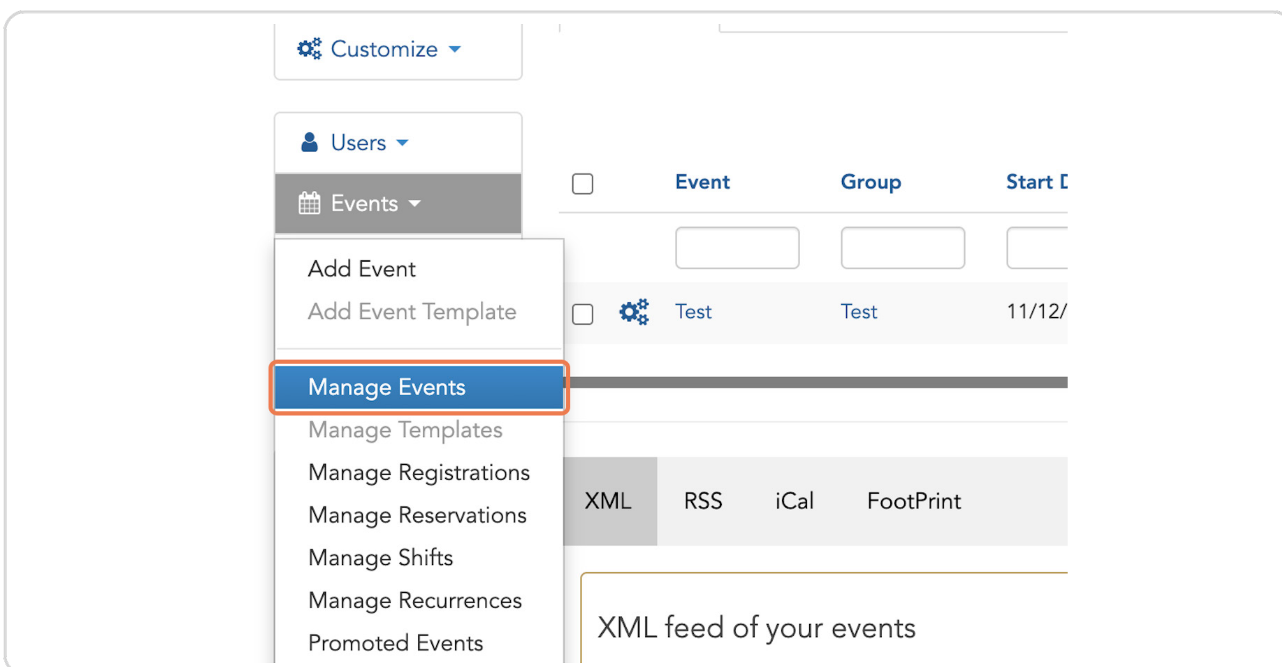
STEP 12

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



STEP 13

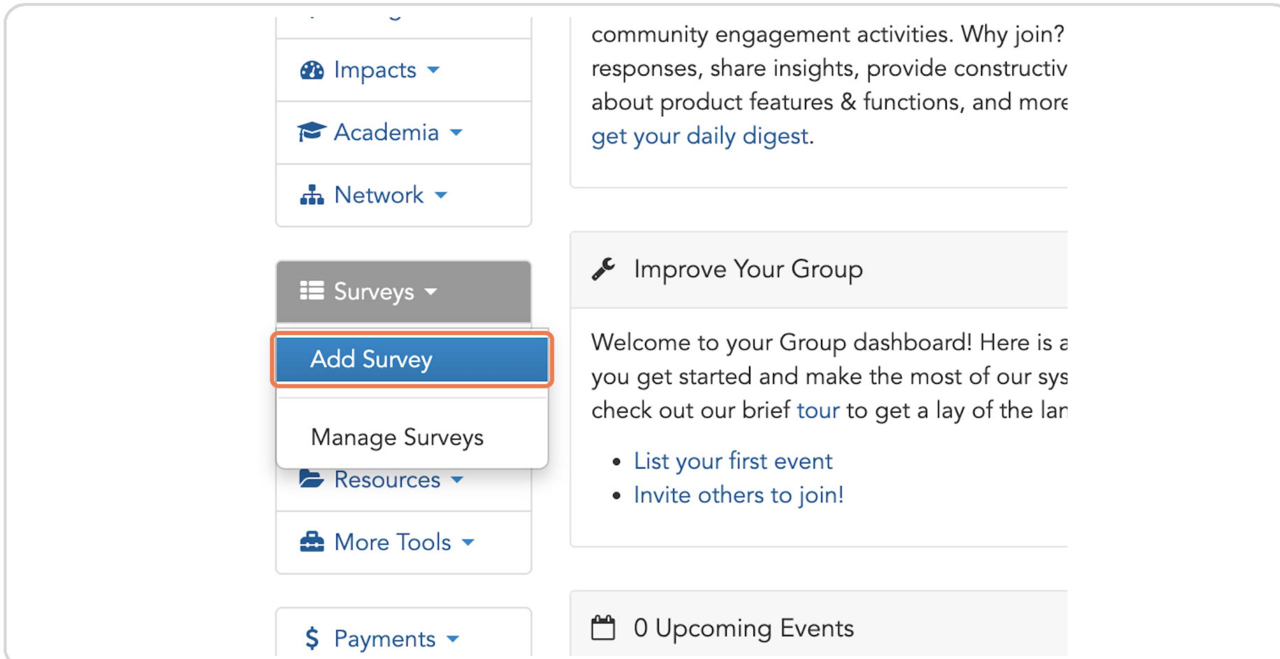
To manage your events, select the Manage Events tab under Events. Here you can make any necessary edits to your events.



Creating a survey

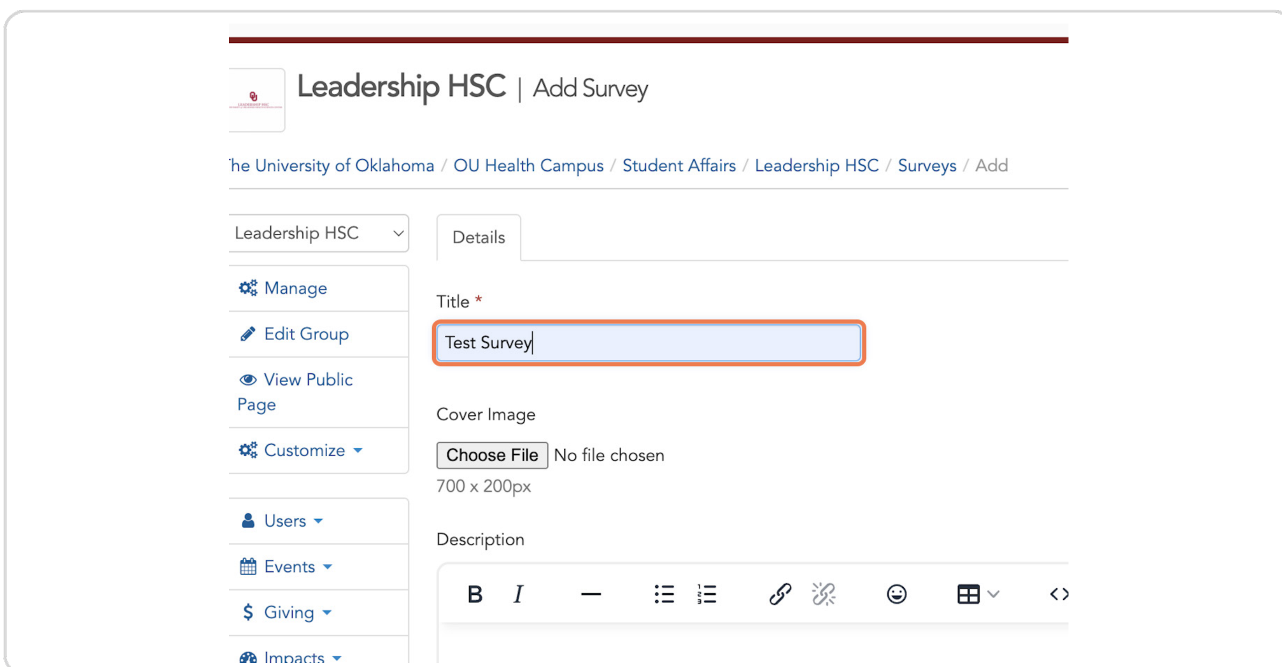
STEP 1

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



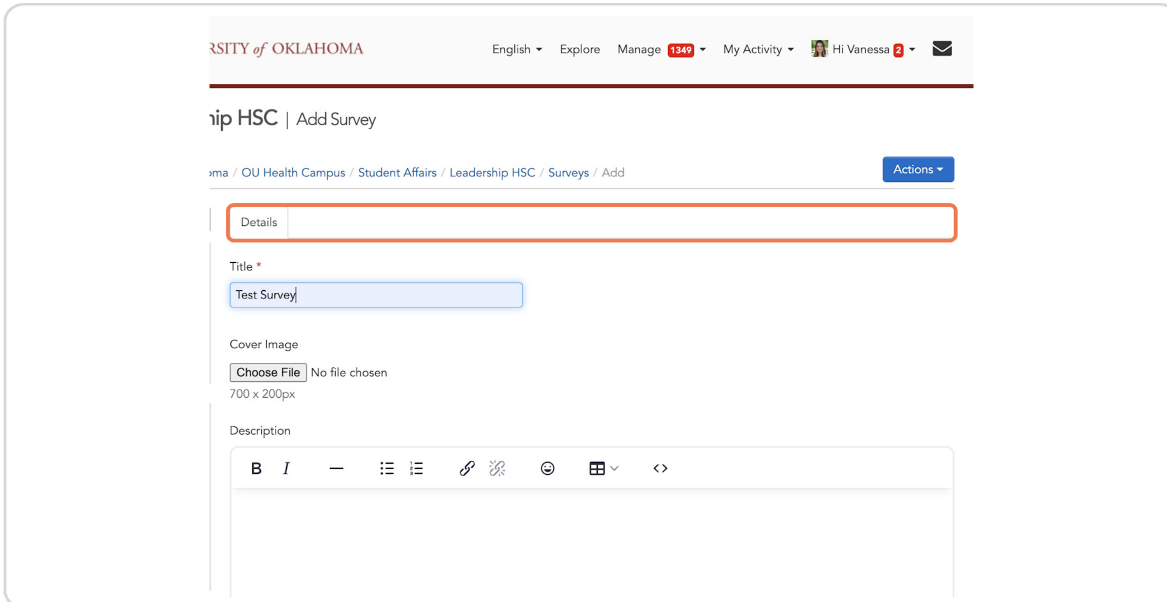
STEP 2

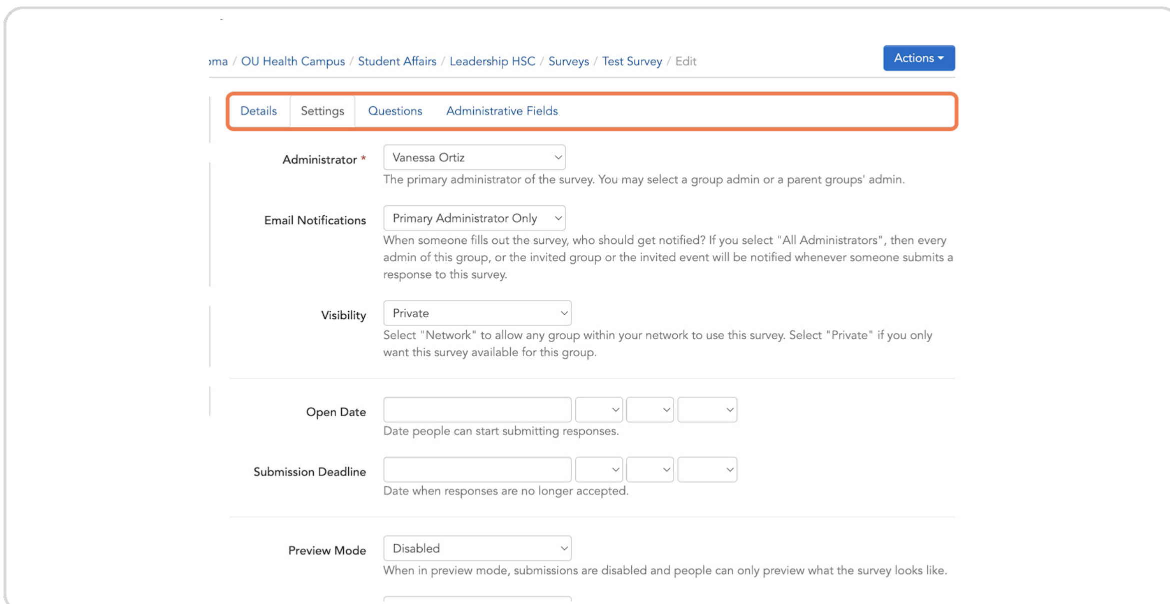
Here you will complete your survey information.

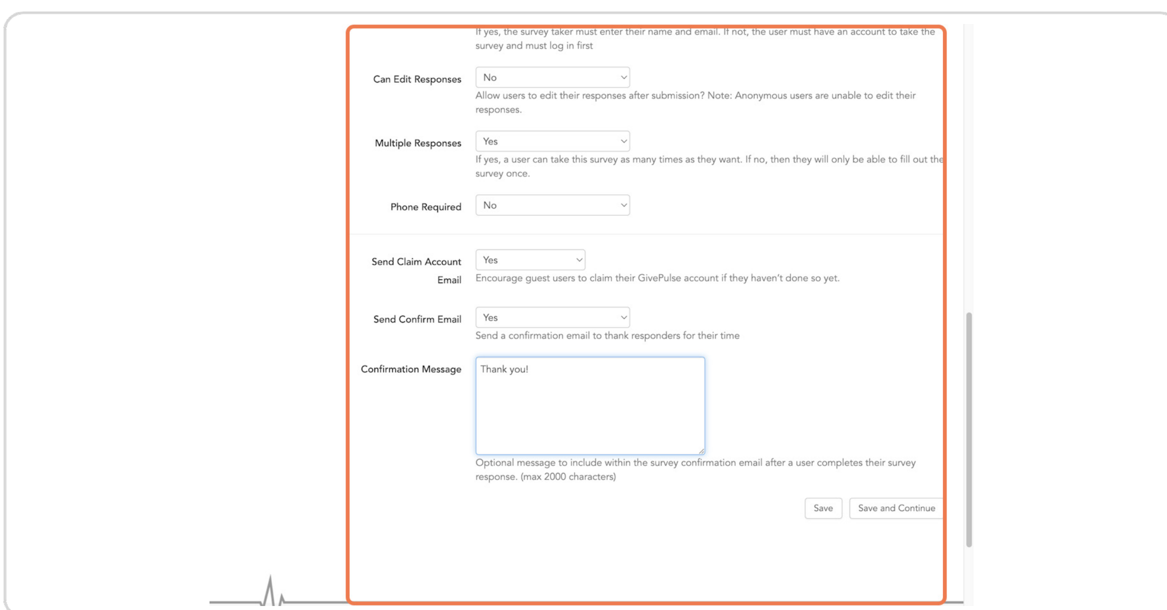


STEP 3

Complete your survey information and click Save.

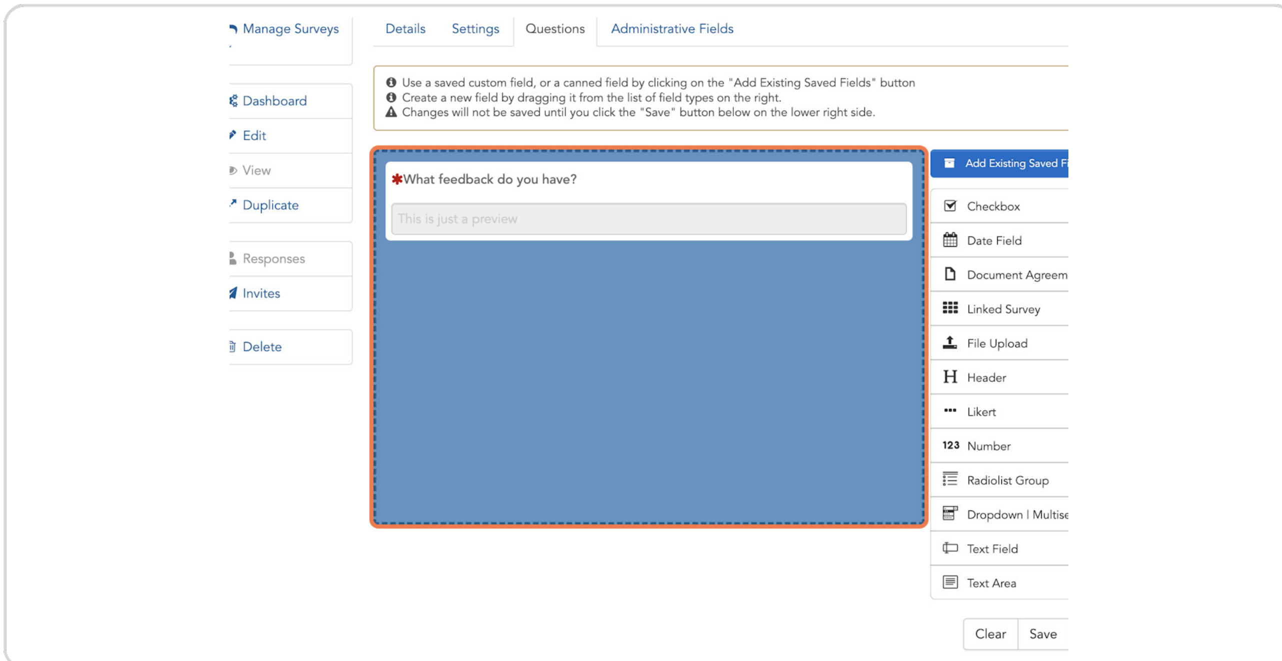






STEP 4

Under the Questions tab, create your survey questions.



STEP 4

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