A GIVEPULSE GUIDE FOR COMMUNITY PARTNERS:

HOW TO AFFILIATE WITH THE UNIVERSITY OF NORTH GEORGIA
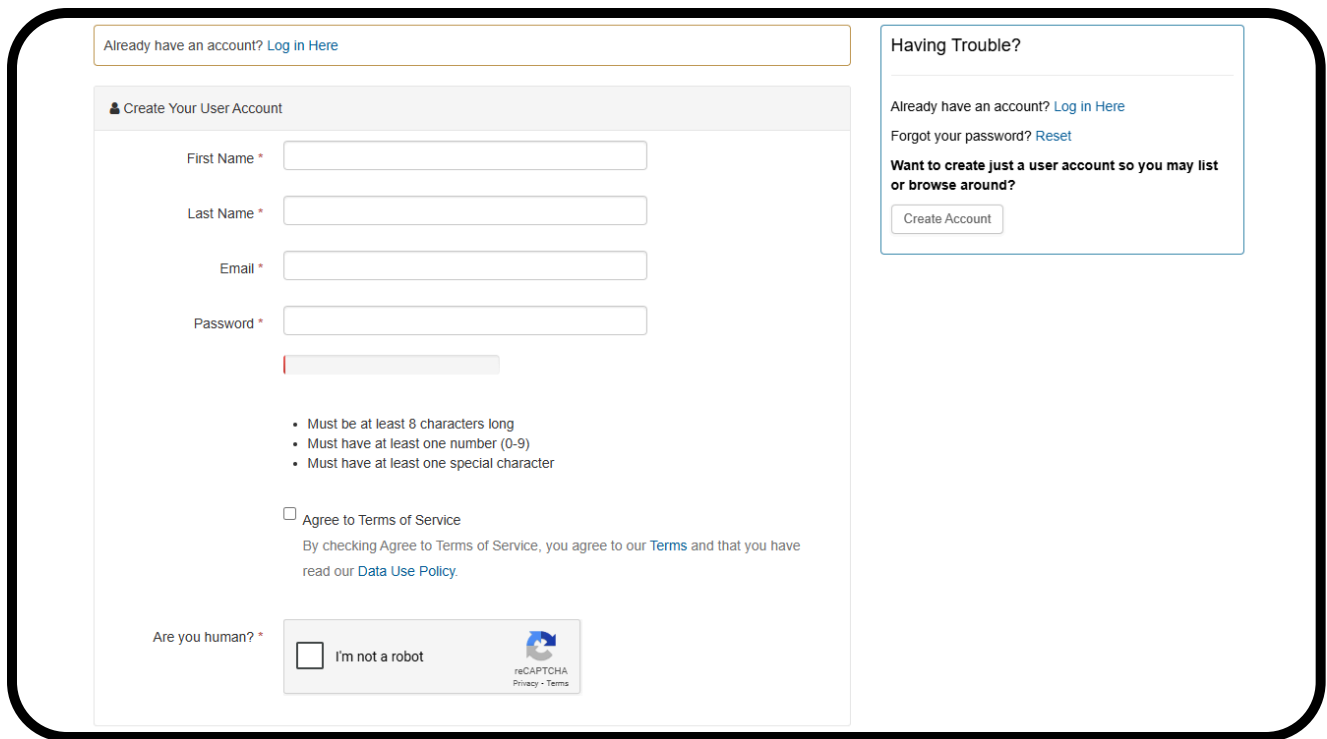
Create a GivePulse Account

Go to ung.givepulse.com/join

STEP 1

Create Your User Account

STEP 2

Create Your User Account

Please include first name, Last name, email, and choose a password. Click on the box to agree to Terms of Service.

STEP 3

Set Up Your Group or Organization

This information will be used to create your group or organization on GivePulse. The fields with a red a asterisk are required. Fill out as much as you can and you can make changes to your group at any time after your account is set up.

STEP 4

List Your first Event (OPTIONAL)

if you already have an upcoming opportunity that you would like to post on GivePulse, you can put that information in this workflow.

STEP 5.1

Input the relevant information for your first event in GivePulse

List Your First Event (optional)

Create My First Event ☑
Create your first volunteer opportunity! Note that you can always create opportunities later

Name *
A great name is unique and descriptive

Virtual/Remote Opportunity
No

Type *
Volunteer Opportunity | Single Day
No Shifts/Timeslots ❓

When *
Start Date | Start Time | End Time
08/07/2025 | 12 : 00 pm | 4 : 00 pm

Timezone *
(GMT-05:00) Eastern Time (US & Canada)

Participants Needed *
20
Number of spots available or the maximum number of registrants allowed/needed.

Start Address
Address Line 1
Address Line 2
Plus Code ❓
City | State | Postal Code
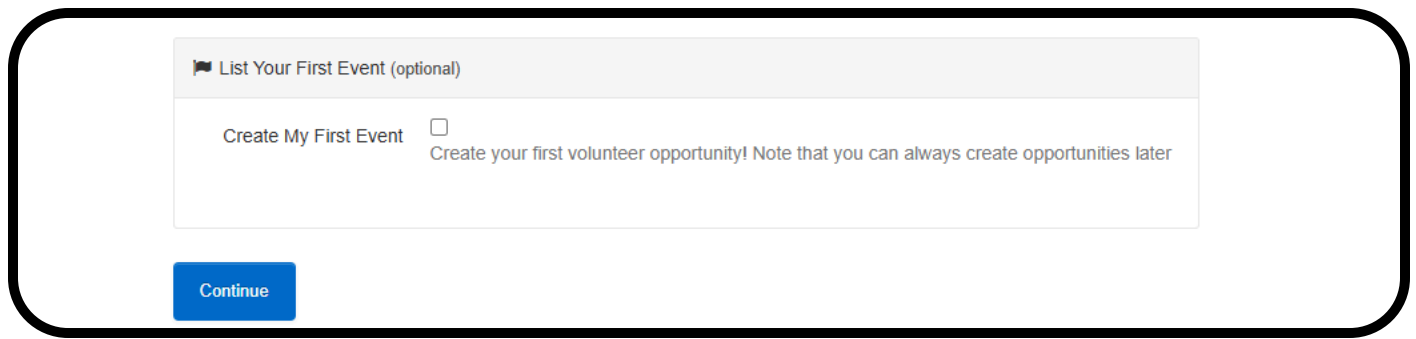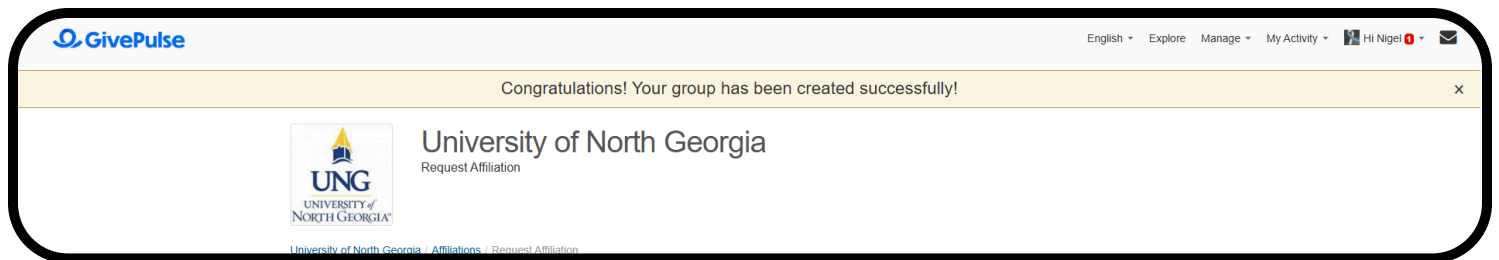-------------

Address Notes

End Address -- n/a -- ✏ Edit

Description *

Describe the details. For best visibility do not post external links.

STEP 6

Click on the "Continue" button to progress

STEP 7

CONGRATULATIONS! Your group has been created successfully!

Affiliate with the Institution

Go to ung.givepulse.com/affiliation/request/116273

STEP 8

Details - Select the Display Options and Allow Affiliate Privilege's

- **In order for your events to be shown to University of North Georgia students, our institution recommends:**
  - Under "Display Options" - Select "**List My Events**"
  - Under "Allow Affiliate Privileges" - Select "**Administrator Privileges**"

Click on the "**Send Request,**" once submitted your request will be sent to UNG GivePulse Administrators to approve or deny.

STEP 9

Additional Information Requested by the Center for Student Engagement and Leadership

Please review and agree to the following guidelines:

STEP 10

Click on Send Request