



A GIVEPULSE GUIDE FOR COMMUNITY PARTNERS:

HOW TO AFFILIATE WITH THE UNIVERSITY OF NORTH GEORGIA

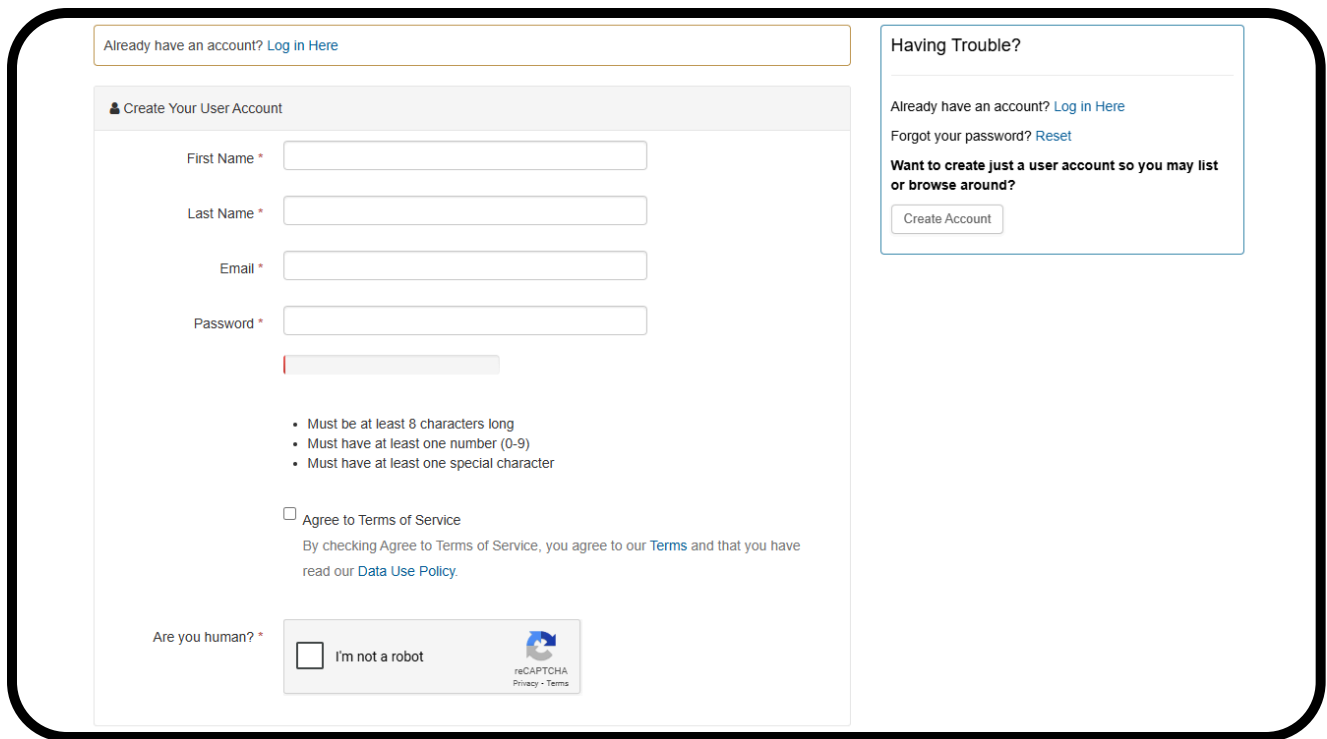
If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact the Center for Student Engagement and Leadership at engage@ung.edu or (706)864-1643.

Create a GivePulse Account

Go to ung.givepulse.com/join

STEP 1

Create Your User Account



The screenshot shows the 'Create Your User Account' form on the GivePulse website. The form is titled 'Create Your User Account' and includes a link to 'Log In Here' for users who already have an account. The form fields are: First Name, Last Name, Email, and Password. The Password field has a strength indicator and a list of requirements: Must be at least 8 characters long, Must have at least one number (0-9), and Must have at least one special character. Below the password field is a checkbox for 'Agree to Terms of Service' with a note that by checking, the user agrees to the Terms and has read the Data Use Policy. At the bottom, there is a reCAPTCHA 'Are you human?' checkbox and a link to 'Create Account'.

Already have an account? [Log In Here](#)

Create Your User Account

First Name *

Last Name *

Email *

Password *

- Must be at least 8 characters long
- Must have at least one number (0-9)
- Must have at least one special character

☐ Agree to Terms of Service

By checking Agree to Terms of Service, you agree to our [Terms](#) and that you have read our [Data Use Policy](#).

Are you human? *

☐ I'm not a robot

reCAPTCHA
Privacy • Terms

Having Trouble?

Already have an account? [Log In Here](#)

Forgot your password? [Reset](#)

Want to create just a user account so you may list or browse around?

Create 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.

Create Your User Account

First Name *

Nigel

Last Name *

Nighthawk

Email *

Nigel.Nighthawk@ung.edu

Password *

.....

Strong

- Must be at least 8 characters long
- Must have at least one number (0-9)
- Must have at least one special character

☒ Agree to Terms of Service

By checking Agree to Terms of Service, you agree to our [Terms](#) and that you have read our [Data Use Policy](#).

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 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.

Set Up Your Group or Organization

This is your organization (non-profit or for-profit) profile where you will be able to track and market your impact

Group Name *

Type *

Description *

Let people know about what you do, your mission, or how your organization has an impact on the community

Phone

Address *

Address

City

State

Zip or Postal Code

Logo

Choose File

No file chosen

Logos drive engagement. For best results, image should be square and be at least 200px by 200px. (jpg, gif, png or tiff)

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.

List Your First Event (optional)

Create My First Event

☐
Create your first volunteer opportunity! Note that you can always create opportunities later

Continue

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

08/07/2025

Start Time

12

00

pm

End Time

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

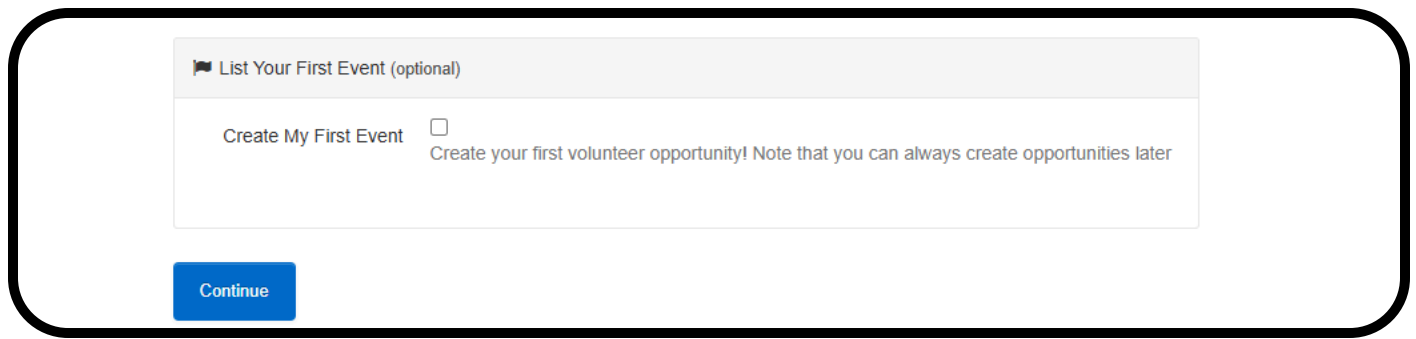
-- n/a --

Edit

Description *

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

Click on the “Continue” button to progress



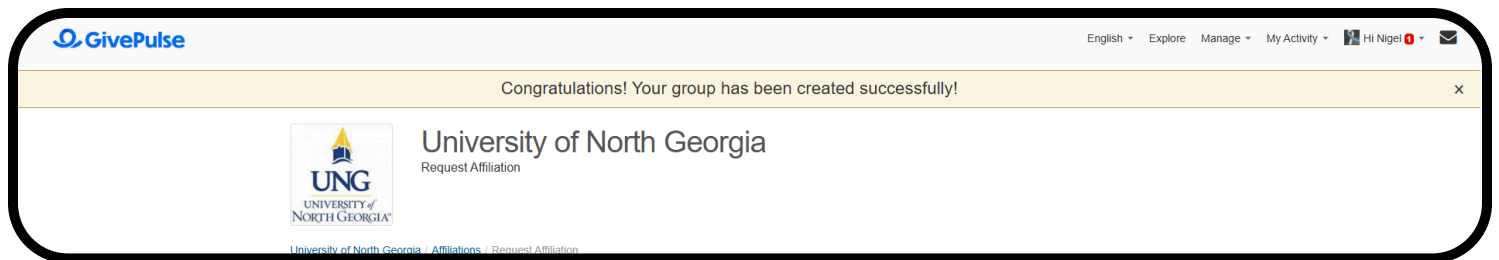
List Your First Event (optional)

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

Continue

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.

University of North Georgia / Affiliations / Request Affiliation

- Ability to collaborate and promote events and opportunities with University of North Georgia.
- *University of North Georgia* must approve your request

i Details

Display Options
 List my events

Choose whether or not to display each others events

Allow Affiliate Privileges
 Administrator Privileges

Do you want University of North Georgia to be an admin of your group or to be an event manager of your events?

Send Request
 No Thanks

STEP 9

Additional Information Requested by the Center for Student Engagement and Leadership

Please review and agree to the following guidelines:

i Additional information requested by University of North Georgia

Additional Information Requested by University of North Georgia, Center for Student Engagement and Leadership
 Thank you for your interest in affiliating with the UNG Community Engagement within the center for Student Engagement and Leadership at the University of North Georgia. Affiliation allows your agency to be listed as a community partner and affords all UNG students/faculty/staff the opportunity to see your upcoming volunteer experiences, that are available from your organization, through our student engagement platform UNG Connect. In order to serve students at the highest possible level, there are a few questions community partners must answer and guidelines your agency must agree to in order to ensure that volunteer experiences hosted on the platform are mutually beneficial, safe, and inclusive for our students.

For the above affiliate privileges question, we recommend that you allow the university of North Georgia to have Administrative Privileges on your profile to help troubleshoot any issues you may have. If you have questions or concerns about allowing that level of access, please email engage@ung.edu

STEP 10

Click on Send Request

Thank you for your interest in affiliating!
 Affiliations with the UNG Center for Student Engagement and Leadership will be examined on an annual basis. Affiliate organizations may be asked to attend an initial meeting with a Representative of the Center for Student Engagement and Leadership/GivePulse in order to recieve a tutorial of the platform. An annual meeting/focus group maybe held to provide additional training, update affiliates on expectations, and gather information on the best practices of our community partners.

Send Request
 No Thanks