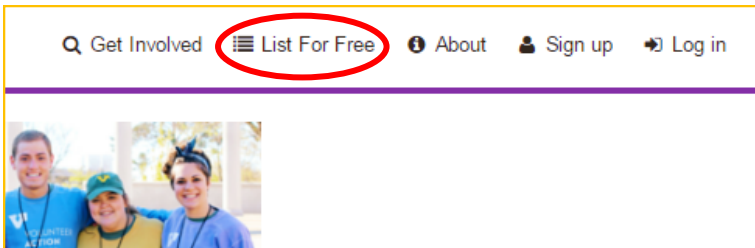


Listing a new event & Creating an account on Uark.givepulse.com

To list your event on Give Pulse go to uark.givepulse.com and select “List for Free” in the upper right corner of the page:



Fill out the information it will request relating to the event you are needing volunteers for.

Next, either login to your account or create an account. This will be a personal account that you will use to manage your own hours and will act as the administrator for the group you represent.

Next, enter your group information. This is the name of your organization. **If you would like your posting to be listed on the Volunteer Action Center’s website you will need to affiliate your group with the University of Arkansas.** There will be a box (illustrated below) that you will need to answer to become an affiliate.

Once you have done all the above, select “Create Group and List My Event.” The event will then go through an approval process and will be afterwards be posted on uark.givepulse.com .

A screenshot of the 'Where do you want to post Test Group Name?' form. The form has two tabs: 'Local group' and 'Create new group'. The 'Create new group' tab is active. The form contains several fields: 'Group Name *' with the placeholder 'Your Group Name Here'; 'Group Type *' with a dropdown menu set to 'Other'; 'Description *' with a text area containing the placeholder 'The Description of your Group would go here.' and a subtext 'Tell people about this group. What it does, it's mission, etc'; 'Address *' with three input fields: 'Fayetteville', 'AR', and '72701'; 'Create Affiliation?' with a dropdown menu set to 'List their events on my page and my events on their page', a subtext 'Do you want to affiliate with University of Arkansas?', and another subtext 'Affiliating is a great way to promote your volunteer opportunities and increase their visibility.'; and 'Logo' with a 'Choose File' button and the text 'No file chosen' and 'Logos drive engagement. For best results, image should be square and be at least 200px by 200px. (jpg, gif, png or tiff)'. At the bottom, there are two buttons: 'Create Group and List My Event!' and 'Cancel'. A red box highlights the 'Create Affiliation?' section, and a red arrow points to it from the right.