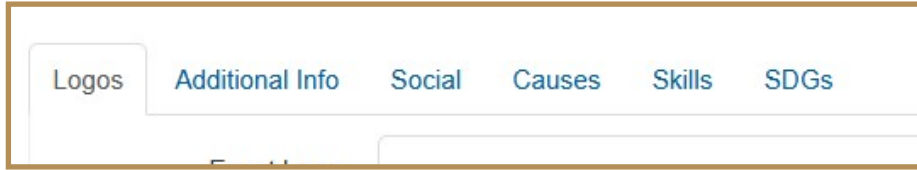


Beyond Basics Event Settings

Press save and continue to move between each section.

The **Advanced** settings allow you to add a logo, link to your website, share requirements, etc. Use can use the Additional Info tab to provide the most up to date COVID protocols.



Adjust **Registration Settings** to fit your event needs. Those starred below are often useful to consider.

> Registration Period

Registration Open Date
Set a specific date to start registration, otherwise registration will be open immediately on publishing.

Registration Close Date 02/23/2022 9 00 pm
Set a specific date to end registration, otherwise registration will be open until the event ends.

Cancel Registration Deadline 12 hours before
Allow users to cancel their registration until x hours/days before the event

> Internal/External Registration Management

Registration Type Internal
Will users register on GivePulse (internal) or via an external URL? If external, the registration will be set to "Approval Needed", and the user will be directed to the provided URL after they register.

> Registrant

★ Registration Approval Auto Approve
If approval needed then an Administrator of the group or event must approve the registrant.

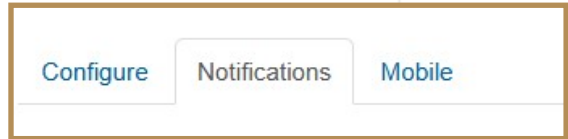
Allow Guests To Register? No
You may choose to allow guest users to register to a public event without signing up for a GivePulse account. An e-mail will still be sent to these registrants, encouraging them to claim their account.

Allow Minors To Register? No
Do you want to allow registrants to be able to register children and minors as dependants? By enabling this setting, the registrant can enter the minors names and the minors will fill registration spots. This is not necessary for students that have user accounts.

★ Allow Waitlisting? Yes
If enabled, users who confirm their registration after event is full will be put on a waitlist. If spaces open up, they will be registered to the event.

★ Allow Group Registration No
Allow users to register/invite others. When they register someone else, that person will be marked as unconfirmed until they agree to all liabilities and fill in any required custom fields.

A great option if your event can host teams and you want a single point of contact



You can also switch to the Notifications tab at top to adjust how often registrants are reminded before the event and with what information

Use **Registration Questions** to collect information from participants as part of registration. You can use existing saved fields to ask questions that have been used in your other registrations or create new fields/questions for that specific event. We encourage you to always check saved fields before creating a new question.

- 📌 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.
- ⚠️ Changes will not be saved until you click the "Save" button below on the lower right side.

- Add Existing Saved Fields**
- Checkbox
 - Date Field
 - Document Agreement
 - Linked Survey
 - File Upload
 - Header
 - Likert
 - 123 Number
 - Radiolist Group
 - Dropdown | Multiselect
 - Text Field
 - Text Area

There are many question types

Multiple choice, one answer

Multiple choice, multiple answers

We encourage you to always ask about accessibility needs during registration. You can use this existing question by searching in the existing saved fields.

You can also edit each question's settings

Single Answer will prefill a registrants response if they have provided that info before (like phone number)

Impact Settings allow you to automate collecting participation and asking post-event questions. **Impacts** are the outputs of the events, like hours served, money donated, etc. GivePulse automatically records individuals' impacts and all the impacts for a particular event or group.

Use the settings to adjust when/how often registrants are reminded after the event to share their impacts as well as if you're allowing non-registrants to record an impact—a good option if you have walk-up participants.

Send post-event emails

- Immediately after
- 24 hours after
- 3 days after

Send the registrants an email asking attendance confirmation and review on the selected times.

Who Can Create: Registrants Only

Impacts?: Anyone

Registrants Only

Just like with registration, you can use **Impact Questions** to collect information from participation after the fact. You don't need to ask for hours served since that is automatically collected as part of the impact.

Finally, **Settings**, allows you to decide details like if participants will be displayed on your event and who gets notified when a registration comes in.



Basics

Advanced

Registration Settings

Registration Questions

Impact Settings

Impact Questions

Settings

If you're looking at your published event and see something that needs updating, simply select Edit from the Admin Panel (right side) to go back to this workflow.

In the Edit workflow, you can always use the left side menu to navigate to a particular section of event editing.

- Admin Panel
- Dashboard
- Edit
- Duplicate

Show More