Creating an Event on Your GivePulse Page

Ampersand Chapter

Manage ▾ | ♡ Join

- Edit
- Manage Users
- Manage Events
- Manage Impacts
- Add User
- Add Event
- Add Impact

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The Ampersand Chapt... g a positive impact through community-driven initiatives.

> **Select Add Event from the Manage menu on your organization's page**
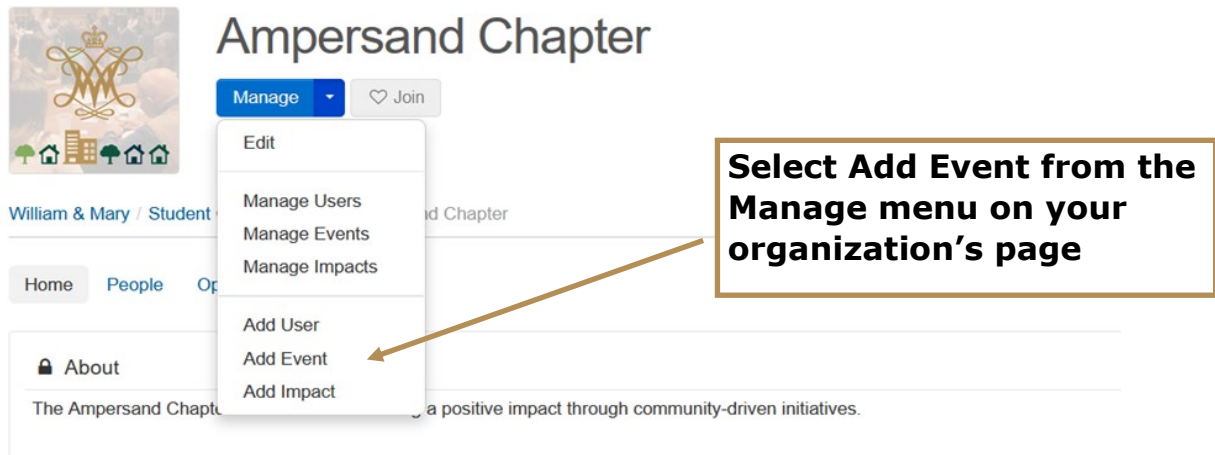
This brings you to the event creation workflow, starting with the Basic information necessary.

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
02/27/2022 | 11 ▾ : 00 ▾ am ▾ | 3 ▾ : 00 ▾ pm ▾

> **You have many type options. Based on your selections, GivePulse will customize other settings**

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

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

Administrator *: Elizabeth Miller | Display Full Name ▾
Select an admin, event manager, member in your group, or an admin of an affiliate organization.

Privacy Level: Private - Entire Network ▾ ❓

Visibility for Non-members: Visible on search page ▾ | Visible on group page(s) ▾ ❓

> **Don't forget to adjust privacy and visibility settings based on who you want to register**

> **You can always use ❓ buttons to see descriptions of all options for that setting**

You can now either [Publish] **your event or** [Save and Continue] **to customize further (logos, registration settings, etc.**