

Creating a Non-Profit Account on GivePulse

GivePulse is a Volunteer Management Tool designed to share and track community service hours and events. It lets non-profits and institutions post and publicize events they are hosting and recruit volunteers. Volunteers use GivePulse to log hours they have completed. Volunteers tag their service sites when recording their impacts in order to track net hours served at each location.

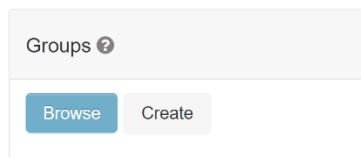
Create an Individual account:

1. Go to givepulse.com
2. Click **“Sign up”** in the upper right corner.
3. Create your account and log in.

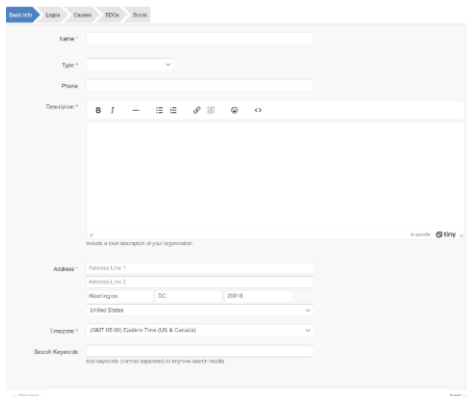
Now that you have created a personal account on GivePulse, you will want to build an account for your Non-Profit. If at any point the pictures don't line up with what you are seeing on your screen, make sure to switch your view to Beta Mode (there should be a flag on the top of your display to switch).

Creating an Organizational Account:

1. Click **“My Activity”** On the upper right half of your screen.
2. Click **“Groups”**.



3. Click **“Create”** on the right side of your screen.
4. Fill out all the required information indicated by a red asterisk (you can always go back and add more later).



5. Once you have gotten through the “social” page and published your organization, students will be able to search your organization and tag you in community service hours that they log!
 - a. If you have volunteers from American University, email them your Organization link so they can affiliate with student!
6. A final extra step, you can go to [American.givepulse.com](https://american.givepulse.com) and click the **“affiliate”** button so that your events posted on GivePulse are shared with AU students.