



2019

# **UIW ENGAGE: GENERAL USER GUIDE powered by GivePulse**

RESOURCE FOR UIW STUDENTS, FACULTY & STAFF

ADAPTED FROM IOWA STATE UNIVERSITY (MCCURDY, CHAPMAN, & LEE)

**DR. RICARDO GONZALEZ**

**DIRECTOR**

**ETTLING CENTER FOR CIVIC LEADERSHIP & SUSTAINABILITY**

**UNIVERSITY OF THE INCARNATE WORD**

**MARCH 2019**



## Navigation

---

### Welcome

- Transitioning from CardinalSync
- What is the Give Pulse?
- Why use Give Pulse?
- Benefits of Give Pulse
- Thank you

### Getting Started

- Key terms
- UIW Engage Hierarchy
- Creating an account and logging in
- Creating your profile

### GivePulse for Students

- Joining a group
- Events – Opportunities for community engagement
- Impacts

### Extended Glossary

### Additional Resources-Video Tutorials

## WELCOME TO



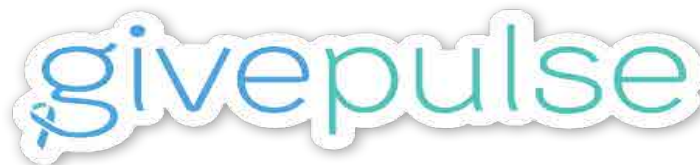
Building a network to enhance the UIW student experience

---

### Transitioning from CardinalSync

You may be asking yourself, so why are we transitioning from CardinalSync to UIW Engage, when the current system is working. We believe that as we continue to: grow service missions, provide students with additional co-curricular activities, and expand the service learning component at UIW, that this upgraded systems will allow you the user, as well as the campus and global community partners with a more robust system that allows for flexibility in a constantly changing technological environment. Thus, the transition to **UIW ENGAGE**.

As we continue to enhance services and the UIW experience, we hope that we will assist you in telling that story through the development of a UIW Co-Curricular Transcript, which is part of the enhancement this new system will provide in the coming months. In the meantime, the service, internship, service mission, and service learning component will be powered by the Give Pulse software platform as part of this new **UIW ENGAGE** system.



Creating a network of people, communities and ideas

---

### What is GivePulse?

The mission of GivePulse is to enable users to lift their community to new heights by providing a platform through which they can track and measure the impact of their teaching, research, learning, or volunteerism in their local communities.

## Why Use GivePulse?

GivePulse has multiple features that can be utilized to achieve different goals. With GivePulse, you can manage **groups, events, and members/volunteers** to measure **impacts** that align with your mission, group, department, or school. Whether you're a student, faculty or staff person, or community member, GivePulse can act as a hub for you to search for and engage with organizations you care about! GivePulse is your one-stop shop for collaborating with members of your professional network, as it allows you to communicate via message boards, advertise outreach opportunities, and approve and edit submitted projects, events, and opportunities. GivePulse allows you to monitor the influence of your work through automatic data collection, which means you can use GivePulse to systematically track and evaluate the effectiveness of your outreach efforts. Get started with GivePulse today to see how easy it can be to connect to colleagues, engage with your community, and track your impacts!

## Benefits of GivePulse

- Engage with your community by connecting with community partners that share an interest and drive for service, leadership, and community outreach
- Coordinate and customize the work of a group, course, or community partnership in ways that best meet your needs
- Quickly advertise and/or locate community service projects and community events
- Facilitate registration or placement assignment to projects/events you are hosting
- Easily track and validate the work/service responsibilities and the impact this work is having in the community with GivePulse's built-in data tracking capabilities
- Pull reports and analyze the collective impact of your work by topic area, geographic location, or other indicators of interest

**We thank you for your patience, cooperation, & support  
as we collectively move forward with**



Should you have questions regarding the UIW Engage system please do not hesitate to contact  
one of the following UIW Engage Team Core Members:

Student Engagement/Activities-Dr. Paul Ayala ([peayala@uiwtx.edu](mailto:peayala@uiwtx.edu)) 210.805.5863

Community Service/Internships/Service Learning-Dr. Ricardo Gonzalez ([rigonza4@uiwtx.edu](mailto:rigonza4@uiwtx.edu)) 210.283.6423

## KEY TERMS

Throughout this document, you will run into terms that describe main features of UIW Engage. To aid you in this tutorial, refer to this page for descriptions of these terms. For a more detailed glossary of terms, refer to the extended glossary at the end of this document.

### Events

As a UIW student, you will likely use **UIW ENGAGE** to search for events that are looking for volunteers or to assist you in completing your service requirement for graduation. Events can be any activity that is happening within your organization or between your organization and the community, such as hosting a service event or setting up a blood drive, or tutoring at a local school to help fifth grade students in math.

### Impacts

Every time you volunteer, serve, or donate to an event, you are making an **impact!** Impacts help provide data for reporting purposes, to get feedback on the quality of an experience via user report, and to better understand the impact of work happening in the community. Impacts can range from any direct interaction between organizations/students/volunteers and events or can be individual or smaller group achievements. Impacts are a way to log all the activities that happen within a group. Different groups may report different types of impacts. One example of an impact that *students* log, for instance, may be tutoring hours. For *volunteers*, impacts may reflect activities accomplished at events, such as setting up tables, handing out flyers, goods donated, funds donated or raised, all the while recording how many hours you've served or trained. There is an option to log the amount of time spent with each impact, which can help users track the amount of effort tied to each impact. Impacts will be verified and you can be denied "completion of the service event or activity" if you did not complete an attached survey, reflection, or other required component. Impacts can be added under a certain group (e.g., Cardinal Community Leaders Program) or can be added under an event (e.g., Helotes Elementary Tutoring Saturdays).

### Groups and Subgroups

A group is a way to organize users (like volunteers and students), events, and impacts in one location. Subgrouping allows a network of groups to be organized under one roof. They also allow for member management, as individuals can be members of specific groups and have access to events that are posted privately to those subgroups. One example we will use throughout this document and training guide will be the "Cardinal Community Leaders Program (CCL)" group. The CCL program is a group linked to UIW Ettlting Center for Civic Leadership & Sustainability parent group, which is linked to the overall group – University of the Incarnate Word. Each group in the network has all of the core capabilities of posting events and managing memberships. As a student you can be a member of numerous groups, organizations, and clubs. This system will track and maintain records of all your involvement within in group. Additionally, it will be able to show individual and group impact for a particular activity or event. In short, we hope that as you continue to become involved and engaged on and off the university campus, this system will be able to help you in listing and providing a snapshot of the impact you have made while a student at UIW.

# UIW ENGAGE Network Hierarchy

Overall Group → Parent Group → Subgroup I → Subgroup II → Subgroup III etc..

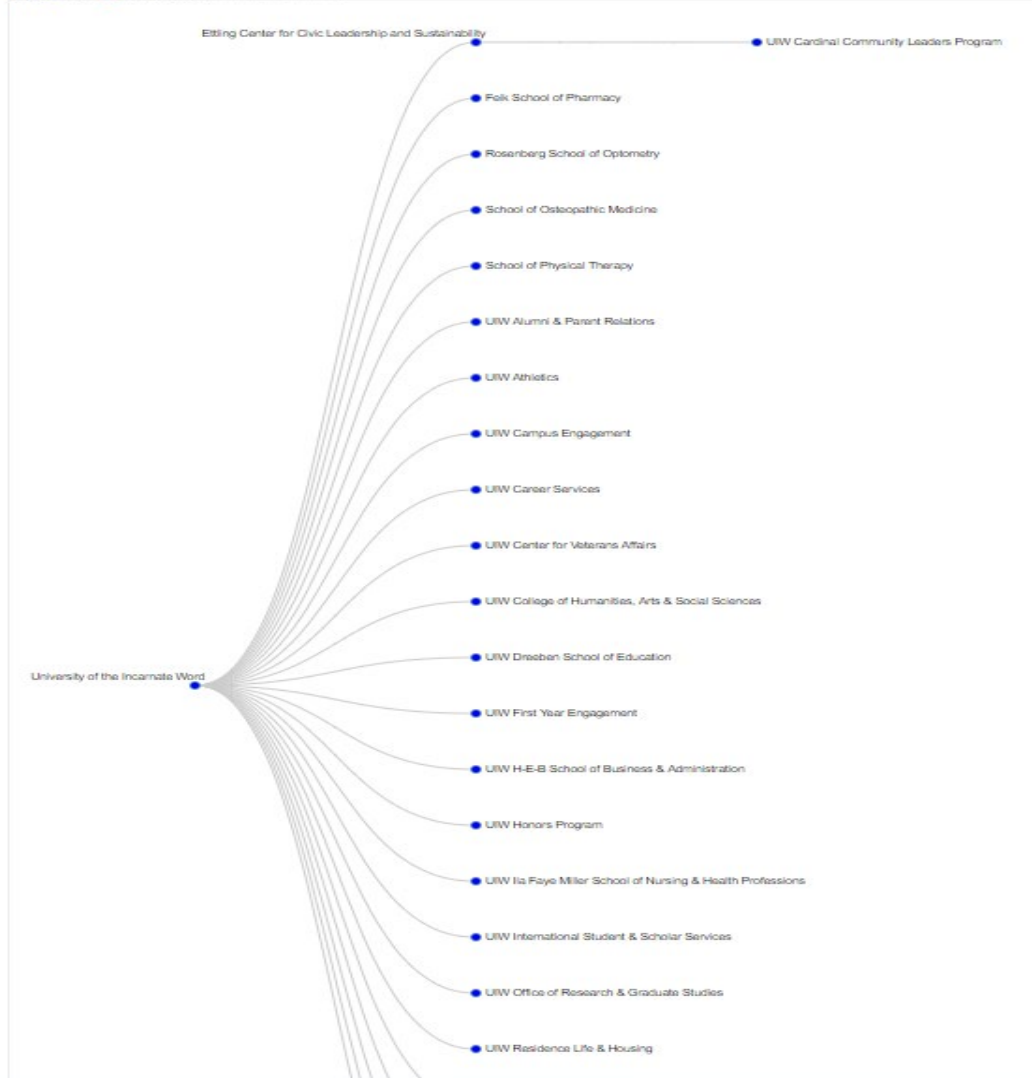


## University of the Incarnate Word Network

University of the Incarnate Word / Manage / Network

Manage Group Manage Subgroups **Network Visualization** Network Visualization II Shared Affiliates

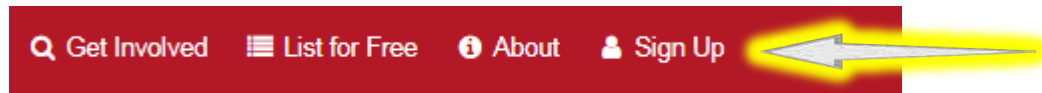
Key ● Group | ● Administrative | Marked as Completed



## GETTING STARTED


### Creating an account and logging in


To create an account or log into an existing account, click or type <http://uiw.givepulse.com> into the address bar and select Sign Up if you are a first time user or Log In if you are an existing user.




**Log In**

Make an impact in your community

 Log in with Facebook

 Log in with Google

 Single Sign On (SSO)

or

[Forgot Password](#)

**Log In**

---

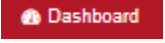
Don't have an account? [Sign Up](#)


We want all UIW faculty, staff, and students to login on utilizing the “Single Sign On (SSO)”, in short utilizing **your UIW email address to log in**, you must do so by clicking to sign up or to log in.

Type in “word” once you click on the “Single Sign On” hot button, this will get you a link to UIW and then click on that link to get to the university’s sign on system.

**Note:** You will not be able to sign in with your UIW credentials if you do not log in through <http://uiw.givepulse.com>

If you have signed in successfully via <http://uiw.givepulse.com> for the first time, you will be redirected to your Dashboard and an initial sign in agreement. If you have signed up and logged in previously, you will be redirected to the UIW GivePulse homepage:

At any time, you can access your Dashboard by clicking on the  icon at the top

menu bar. You can access the **UIW ENGAGE** homepage by clicking the  logo in the top left corner of any page.

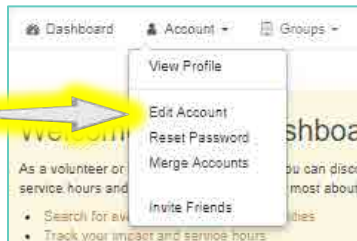
The dashboard is a great place to begin walking through **UIW ENGAGE**, as **your dashboard is where you will find the tools you need to navigate throughout the site.** This includes your groups, events, and impacts. Since your account is new, you will want to create a profile that best describes you and your interests. You can do this starting from your dashboard.



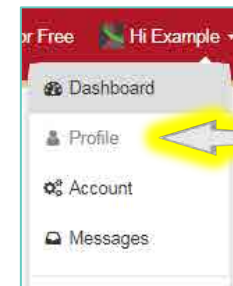
## Creating your profile

Before using the **UIW ENGAGE** features, we recommend that you fill out your personal profile.

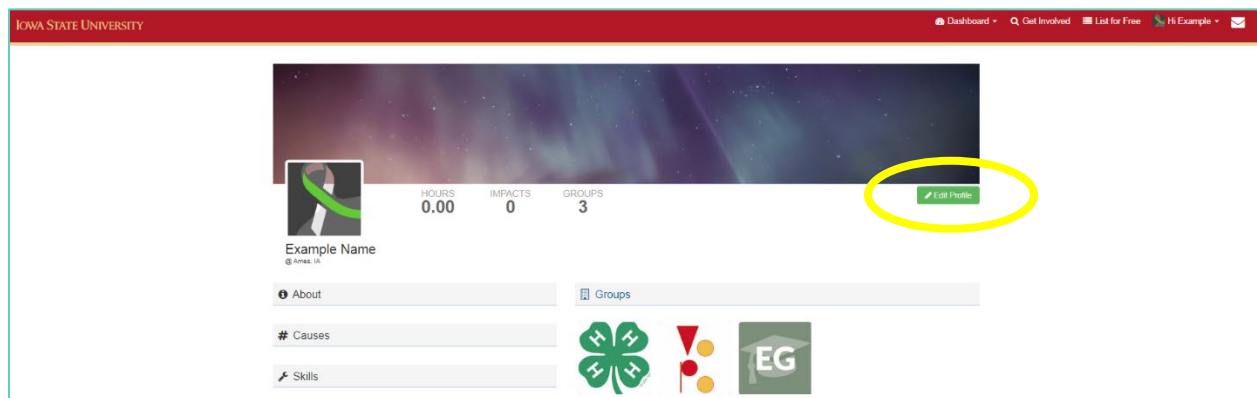
You can access your personal profile via your dashboard **or** by clicking your name in the top menu bar to reveal a drop-down menu.



accessing your profile via Dashboard



accessing your profile via menu bar



an example of what your profile might look like. note: if you are a first-time user, you will likely not be a member of any groups and see them on your Dashboard yet.

Your personal profile will highlight information you choose to share about yourself, as well as the groups you belong to and the impacts you have made. To edit your personal information, click the **Edit Profile** button. Here, you have the option of adding a profile photo (recommended), contact information, research interests, links to social media, and additional personal information. Since you are representing yourself to multiple organizations and members, we recommend that you fill in as much information as possible. This will help to better identify you, your organizations, and the causes you care about.

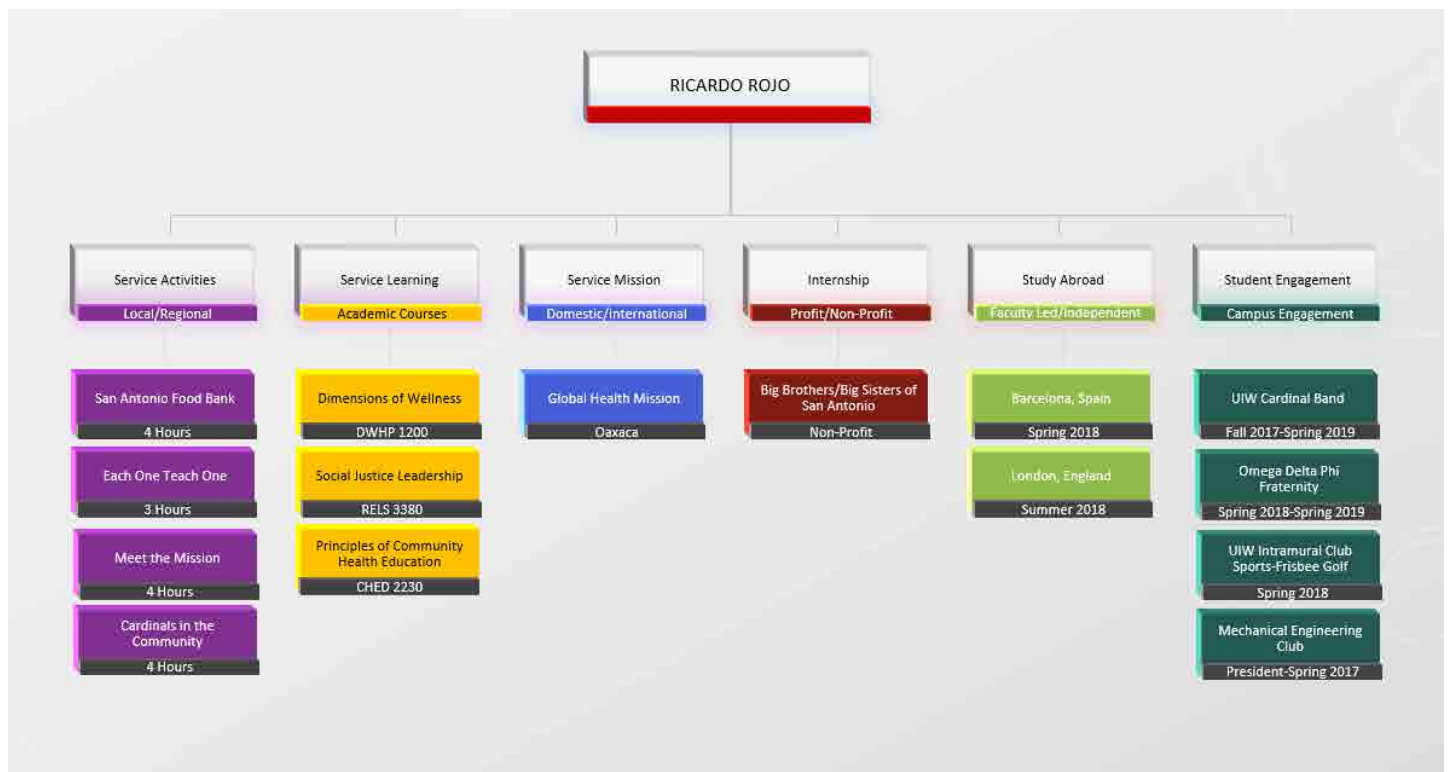
Now that you have created your profile, you are ready to begin using **UIW ENGAGE**! To help you become more familiar with **UIW ENGAGE** and the features that will be useful to you, the information provided below is based on how **UIW ENGAGE** may be used in different hypothetical situations. The various features of **UIW ENGAGE** will be described from the perspectives of community leaders/partners, teachers/researchers, and students/volunteers. The possibilities with **UIW ENGAGE** are truly unlimited; it is our hope that these examples simply highlight the system's possibilities and help you understand how **UIW ENGAGE** may be used most effectively in your own work .

## UIW ENGAGE-Get Engaged

As a UIW student, **UIW Engage** is a tool that will help you keep track of your efforts and provide opportunities to engage with faculty, community partners, and other students and volunteers like you!

One great way to describe **UIW Engage** is like a social media platform. You will find yourself interacting within the UIW network - this includes participating in student organizations, service activities, service learning and other campus/local **Events** that are hosted by the university or our community partners. You can use **UIW Engage** to browse and search for groups and events you are interested in and register for these events. **UIW Engage** allows you to log your volunteer hours and experiences to document all the **impacts** you've made, which is a great feature that will help you and your partners know the footprints you leave behind as an individual and as part of a group. You can even use the messaging system within a group by writing on the group wall or message privately on your personal account to other members of **UIW Engage** (this way, it is much easier to communicate with other students, volunteers, community leaders and/or partners and keep track of everything in one place).

We hope the table below helps visualize the purpose of the UIW Engage program to sort, track, maintain, and help in telling the co-curricular and impact "story" of each student at the University of the Incarnate Word.



## Joining a Group-Become a Member

Becoming a member of a student organization is a good way to be a part of a movement or cause that you care about. Before you ever made your account, you may have had an idea in mind about joining a group you were interested in. Joining a group is useful for both volunteers and students who want to engage with the community to apply knowledge in real-world applications and gain professional or volunteer experience. Joining a group means having access to the group's updates on events, partners, classes, impacts, documents, and much more! In this part of the tutorial, we will discuss how to search for a group, how to join one, and how to use the group page to your benefit.

To join a group, locate the menu at the top of screen and click "Get Involved." This will bring you to a search engine where you can browse through the list of on campus and off groups that are within your area of interest. If you know the name of the group you want to join, you can type it in the search bar at the top of the page. For this tutorial, we are interested in joining the **4H Group** so we will search for it here under the "Groups and Organizations" tab.

The image shows a navigation bar with a red background. The menu items are: Dashboard (with a globe icon), Get Involved (circled in yellow), List for Free (with a list icon), Hi Example (with a profile icon and a dropdown arrow), and an envelope icon for messages. A blue arrow points down from the 'Get Involved' button to a search interface.

The search interface has a white background with a search bar containing '4H Example Group'. To the right of the search bar are input fields for '50014' and '20 mi', and a blue 'Search' button. Below the search bar are two tabs: 'Events and Opportunities' and 'Groups and Organizations' (circled in yellow). The search results are sorted by 'Name | Distance'. The first result is the '4H Example Group' in Ames, IA, located 3.2 miles away. The group's logo is a green four-leaf clover with 'H' on each leaf. Below the logo, the group's vision and mission are listed, along with statistics: 2 People, 1 Upcoming Event, and 6 Hours Served.

Once you find the group you want, click on the name. You will then be redirected to the Group page and should look similar to this:

**4H Example Group**

♡ Become Member

Home People Events Impacts Contact

**About**

**Classification** Community

**Description**  
 Vision: Preparing Iowa's youth to be successful, contributing members of society.  
 Mission: 4-H empowers youth to reach their full potential through youth-adult partnerships and research-based experiences.

**Causes** Children & Youth Community

To become a member of this group, simply click “Become Member” below the group name. When becoming a member, *depending on the membership requirements set*, you may join immediately or be prompted to fill out an application that would require you to wait for approval by the administrator or organizer of the group.

Once you have been verified, you are officially a member of the group! This means that you have access to special events that would otherwise be blocked or invisible to the general population. Being a member also makes it much easier to follow updates from your group, as a shortcut to the group page will now appear on your personal dashboard under “My Memberships”

Here, you can access a list of members who are also a part of this group under the tab “People”. If you want to view a list of all the events related to or created by this group, you will find them under the “Events” tab. The “Impacts” tab shows you a list of all the impacts entered by members of the group.

Now that you have become a member and received access to this group’s events, it’s time to register for one! The next section will walk you through searching and registering for events.

## Events – Opportunities for community engagement

Searching for events to participate in is easy, as there are multiple ways to search for them! If you are a member of a group, you will have access to that group's events on their Group dashboard. All the events hosted by your group will be visible under the section labeled "Events":

The screenshot shows the UIW Honors Program Events page. At the top, there is a navigation bar with 'Home', 'People', 'Events' (circled in red), and 'Contact'. Below the navigation bar, there is a search bar with 'Filters', 'Search', and 'Clear' buttons. The main content area displays two event listings:

- EDGE: International Impact**: Dr. Segun Oyedele will bring students who attended a spring break trip to Mexico. They will discuss the impact of international business and...  
Wed, Mar 27, 2019  
6:00pm - 7:00pm  
20 Remaining
- Honors Symposium**: The annual Honors Symposium features student project presentations of work they have recently completed. The work may be an original th...  
Sat, Mar 30, 2019  
8:30am - 12:00pm  
0 Remaining

Here, we see that the UIW Honors Program is hosting a few events: EDGE International Impact and the Honors Symposium.

If you are looking for events to register for that are not hosted by any group you are a member of, one way you can search for them is by clicking **Get Involved** on the menu bar and searching through the events and opportunities tab:

	Keyword Search	50014	20 mi	<b>Search</b>
<b>Events and Opportunities</b>		Groups and Organizations		

To register for an event, click on the event name where you will be brought to the Event page. The event page will look like this:

The screenshot shows the GivePulse event page for 'County Fair'. At the top left is the event logo, a green four-leaf clover with 'H' symbols. To its right, the event title 'County Fair' is displayed with a calendar icon and the date 'Tuesday, July 23rd, 2019 from 11:00am to 1:00pm'. Below the title, it says '4H Example Group Events | County Fair'. A navigation bar includes 'Home', 'People', 'Impacts', 'Contact', and 'Register'. The main content area has an 'About' section with 'Positions: 20 Remaining', 'Description: \*MOCK EVENT\*', and 'GivePulse: 0 Positions Filled | 1 Impact | 2 Hours'. On the right, there is a 'Register' button, an 'Add Impact' button, a profile picture of 'Bethany McCurdy' (Administrator) with a 'Contact' button, and a 'Get the word out' section with a shareable link 'https://givepul.se/y44ed' and 'Invite' and 'Promote' buttons.

On this page, you can access a list of people involved, the impacts created within this event (which we will cover at the end of this section), contact information, a link to share the event, and an

option to register. Click on the  button to begin the registration process.

Depending on the settings put in place by the administrator, registering can differ in how it looks between groups. For example, the County Fair has a minimal amount of restrictions- all you need to register is your account (non-members of GivePulse cannot register for this event) and an agreement to the Platform Liability Release Form:

The form is titled 'UNIVERSITY OF THE INCARNATE WORD RELEASE AND INDEMNIFICATION AGREEMENT'. It includes a logo of the university. The form asks for the following information:
 

- Participant Name
- Address (Street, City, State, Zip)
- Parent/Guardian Name (and address if different)
- Date(s) of Activity
- Activity/Event

 Below the form fields, there is a paragraph of text:
 

Participant: Participant wishes to attend the University of the Incarnate Word Event or sponsored activity. Participation is voluntary and will not affect Admission to University of the Incarnate Word (UW). Participant agrees to abide by all university, city, and state policies, regulations, and laws and understands that non-compliance with university staff directives, and/or policies, regulations and laws will result in immediate dismissal from the program and/or criminal prosecution. Participant MAY NOT LEAVE the Overnight Program at any time without prior notification to the appointed Admissions representative. Failure to comply with this rule will result in dismissal of Participant from the Overnight Program. I understand that Participant will be released only to the parent/guardian, unless prior arrangement has been made with the appointed Admissions representative.

**RELEASE AND INDEMNIFICATION:** We acknowledge that there may be inherent risks, arising from failure to follow instructions, communicable illness, and independent acts of third parties not under the control of UW. We acknowledge that all risks cannot be prevented. In consideration of Participant being permitted to participate in the Activity, we accept all risks to Participant's health and of higher injury or death that may result from such participation and we release UW, its Trustees, officers, employees, and representatives from any and all liability to parent/guardian and Participant for all claims for loss of personal property, illness or injury to Participant, including death, in any way connected with the Activity, including injuries caused by any other participant to the activity whether caused by negligence of the UW or otherwise. We further agree to indemnify and hold harmless UW, its Board of Trustees, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from Participant's negligent or intentional act or omission while participating in the Activity.

We have carefully read this agreement and understand it to be a release of all claims and causes of action for injury, death or damage to Participant that occurs while participating in the activity and it obligates us to indemnify UW for any liability for injury or death of any person and damage to property caused by participant's negligent or intentional act or omission.

Participant and Parent/Guardian shall execute this document: \_\_\_\_\_

Participant Name (please print) Participant's \_\_\_\_\_

Participant's Signature and Date \_\_\_\_\_


Some events have more information you need to fill out when registering or certain restrictions. For example, if we wished to register for an event coming up that has tighter restrictions, we will find that it is locked and requires a special registration code to sign up:

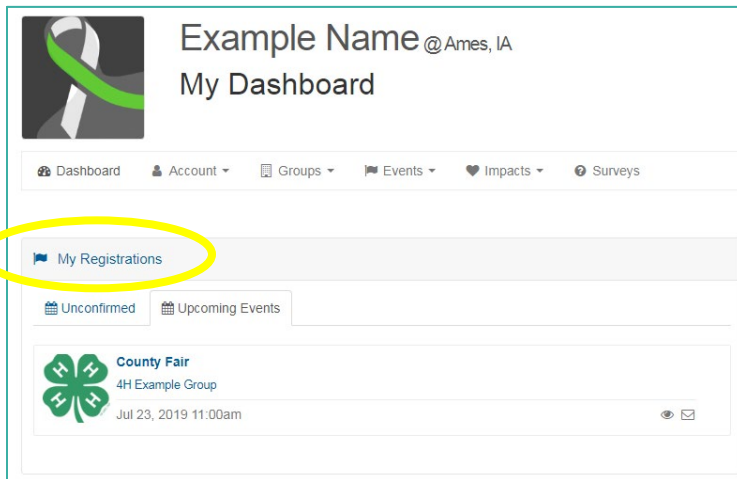
If we look at a different event, we'll find this one is set up in a way where you select the dates you want to volunteer, followed by a request to fill out questions and waivers that are set up by the creator of the event:



If you run into any issues with registering for an event, be sure to contact the event organizer, who can help you with the registration process.

To view all of the events you have registered for, you will find them by clicking the icon and scrolling down to “My Registrations”

 Dashboard



Example Name @Ames, IA  
My Dashboard

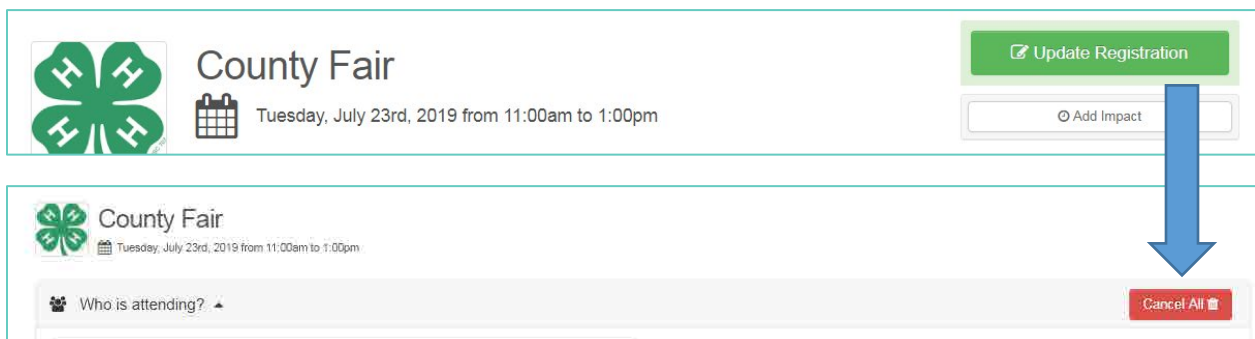
Dashboard Account Groups Events Impacts Surveys

My Registrations

Unconfirmed Upcoming Events

County Fair  
4H Example Group  
Jul 23, 2019 11:00am

If for any reason you need to cancel your registration, click the “Update Registration” button on the Event page and then select “Cancel All”



County Fair  
Tuesday, July 23rd, 2019 from 11:00am to 1:00pm

Update Registration

Add Impact

County Fair  
Tuesday, July 23rd, 2019 from 11:00am to 1:00pm

Who is attending? ↓

Cancel All

Don't forget to cancel your registration to the event if you cannot make it - this will help the event organizer know who is available and how many people will arrive. If there are limited spaces for an event, your cancellation will open a slot for a volunteer who can attend.



## IMPACTS


In order for you to receive credit for your service activity, you must complete the impact portion of the process. The following instructions will assist you with this process. If you need help or assistance, please do not hesitate to contact the Etting Center for Civic Leadership & Sustainability at (210) 283-6423, [eccls@uiwtx.edu](mailto:eccls@uiwtx.edu), or visit the office which is located in room 158 of the Administration Building on the Broadway campus.

Every time you volunteer, serve, or donate to an event, you are making an **impact!** Impacts reflect individual and group efforts, to express quality of an experience via user report, and to better understand the reach of work happening in the university and in the community. Impacts can range from any direct interaction between you and organizations, you and events, or can be individual or smaller group achievements, like doing research, setting up office hours, having a meeting, training yourself or others, handing out marketing materials, etc. Impacts are a great way to log all the activities that happen individually or within a group. Different groups may report different types of impacts. One example of an impact that *students* log, for instance, may be research hours, such as logging progress on writing papers, doing literature reviews, interviews, and general meetings with collaborative partners in research projects. For *volunteers*, impacts may reflect activities accomplished at events, such as setting up tables, handing out flyers, and providing services.

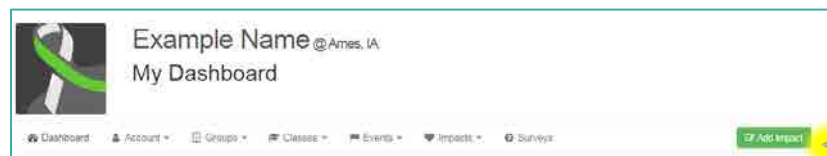
In this part of the tutorial, we will first walk through what entering an impact for an event related to a group looks like for a volunteer, followed by entering an impact for an event related to a class for a student.

## STUDENT REFLECTION

In this scenario, you have just wrapped up volunteering at the County Fair, where you operated the sign-up table for people who want to learn more about the **4-H Foundation**. You want to report back to the group to let them know how many hours you worked, what your experience was like, as well as upload a scan of the filled sign-up sheet.

Click on the  **Dashboard** icon at the top menu, where you will be directed to your dashboard and

find a green  **Add Impact** button on the right side of the page:



Where did you create an impact? Can't find it?

Search  My Groups

Select where you made an impact by "clicking" on its name:

Name	City	State
<input type="text" value="Search by name"/>	<input type="text" value="Ames"/>	<input type="text" value="Iowa"/>
4H Example Group	Ames	IA
Abbie Sawyer Elementary School	Ames	IA
ACACIA	Ames	IA
Adelante	Ames	IA
Alpha Chi Omega	Ames	IA
Alpha Chi Omega Homecoming Pairing	Ames	IA
Alpha Delta Pi	Ames	IA
Alpha Gamma Delta	Ames	IA
Alpha Gamma Rho	Ames	IA
Alpha Kappa Alpha	Ames	IA

<< First 1 2 3 4 5 6 7 8 9 10 Last >>

### ♥ What are impacts?

*Every time you volunteer, serve or donate to a social impact initiative, you are making an impact!*


*Impacts help provide data for reporting purposes, to get feedback on the quality of the experience, and to better understand the impact of the work and how we are moving the needle.*

*Let these initiatives, groups and causes know you care by tracking your impact with them!*

Here, you will type in the name of the group where you performed the impact.

Click on the group name and on the next page add information about the event such as where the impact took place, as well as what activity you are considering to be your impact. For this example, we are going to enter information about “working the sign-in table” as our impact.

Where did you make an impact? Move

 **4H Example Group**  
*Vision: Preparing Iowa's youth to be successful, contributing members of society. Mission: 4-H empowers youth to reach their full potential through youth-adult partnerships and research-based experiences.*

Did you attend a listed event or volunteer opportunity?  
 07/23/2019 - County Fair

Impact Date + Time + Date

Start Date \*  
 07/23/2019

Impact Type & Measurement

Time 2.00 Hours \*

Above, we stated the Event where we performed the impact, as well as the date and impact type - in this case, a total working time of 2 hours. Impact types range from hours worked to money raised (or whatever you would consider an impact!) If your impact type is not listed in the drop-down menu, select “other” and give a description of your efforts.

About Your Experience

Rate your experience  
 ☆☆☆☆☆

Review, Reflection and Feedback

Today, I worked at the sign-in table. This volunteer opportunity helped me to develop interpersonal skills as I invited passersby to join our collaborative team efforts in 4-H

Personal Notes

Personal notes are private and only viewable by you

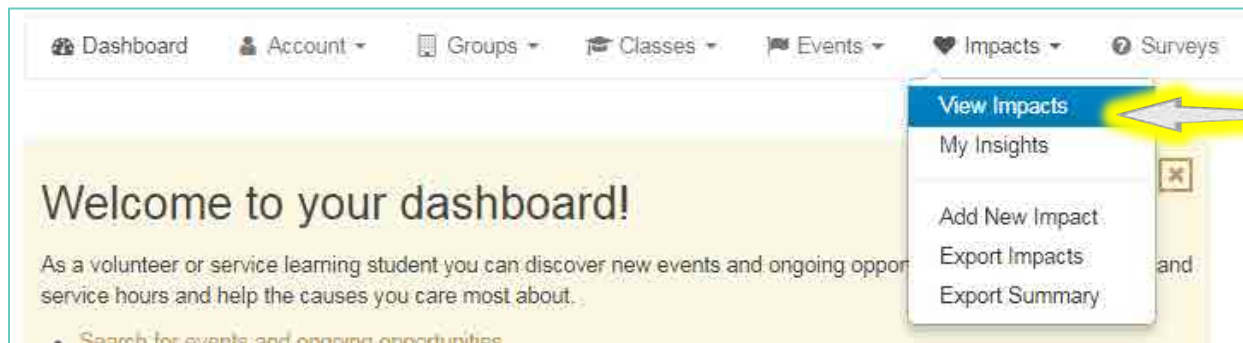
Attachments  
 (File types: .doc, .docx, .xls, .xlsx, .ppt, .odt, .xls, .xlsx, .csv, .rtf, .pdf, .txt, .doc, .docx, .zip)

+ Add Attachment

In this area, we describe our experience and give a reflection or feedback about the impact. This is useful for volunteers to detail your experience and to leave comments or personal notes.

If you took photos at an event or scanned a sign-in sheet, you can upload that file here under “Attachments.”

If you want to view all your impacts, return to your dashboard and click “Impacts” from the menu bar below your name and photo. Note that administrators will need to verify all impacts you submit.



## Extended Glossary

**Affiliates** - An affiliation is when one group displays all of their events on another group's page. For example, if you are a school and you want local non-profits to list all of their events on your page so that your students can find verified service/volunteer opportunities, you can request that they be affiliates of your school. This is a great way to build a community between your organization and other local organizations.

Affiliates are partnerships including nonprofits (501c(3)), businesses, and groups of all types that have programs and initiatives to address social issues impacting any given community. Affiliates can be any organization outside yours that you partner with to create a positive impact in the community (for example, the local thrift store where donations are collected).

One quick way of adding a group as an affiliate is to navigate to their Group page, locating the box on the right-hand side of the page titled "Get the Word Out", and clicking the "Affiliate" button.



Additionally, you can add or create an affiliation with a group you manage by navigating to the group management page and clicking on "Network" -> Manage Affiliations -> Actions -> Create Affiliation.

When you affiliate, you have the option to share and show your public events on your respective pages. You might choose to share your events on the DUC Service-Learning Program page, but not show your events on their page. Or you might want your DUC Service-Learning Program page but not their events on your page. Whatever the case might be, the only way to have events listed is if both sides agree to share events on both pages. Click on the bottom of the page to view all possible scenarios

1 - 30 of 34 Affiliations

<input type="checkbox"/>	Affiliate	Group	Status	Their Events	Our Events	Tags	Actions
<input type="checkbox"/>	Downtown Streets Team	Service-Learning Program	Approved	Hidden	Displayed		
<input type="checkbox"/>	Whistlestop	Service-Learning Program	Approved	Displayed	Hidden		
<input type="checkbox"/>	Catholic Charities Canal Family Support Kids Club	Service-Learning Program	Approved	Hidden	Hidden		
<input type="checkbox"/>	Ritter Center	Service-Learning Program	Approved	Hidden	Hidden		
<input type="checkbox"/>	AVID at San Rafael High School	Service-Learning Program	Approved	Hidden	Hidden		
<input type="checkbox"/>	Lift-Levántate	Service-Learning Program	Approved	Hidden	Hidden		

When you go into "Create" affiliate, you will find there are a few options. You can search for the group, hide groups that currently are outside of your network and location, or you can "add" your own.

To add your own, you'll need to click on "Can't find them?" and you will be directed to the following screen: (press the Create button)

Q Who would you like to affiliate with? What are affiliations? ?

Search Can't find them?

Hide other networks?

Name	City	State	
(M.E.Y.O.) Multi-Level Educational Youth Outreach	San Antonio	Texas	+ Affiliate
A Leal Jr Middle School	San Antonio	TX	+ Affiliate
A Woman's Haven Pregnancy Crisis Center	San Antonio	TX	+ Affiliate

You'll then be routed to another page, where you'll be asked to complete the process to input the details of the group you want to affiliate with.

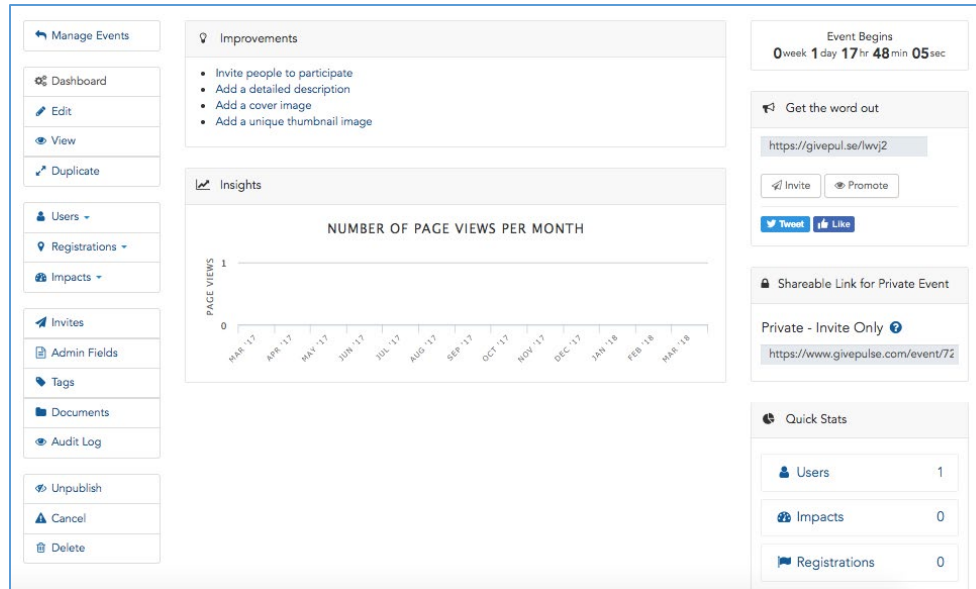
Q Who would you like to affiliate with? What are affiliations? ?

Search Can't find them?

Is the group you're trying to affiliate with not listed? Create it now!

+ Create Affiliate Group

**Dashboard** – There are three types of dashboards: your personal dashboard, Group Dashboard, and Event Dashboard. Your *personal dashboard* is accessible via the toolbox at the top of the page by clicking the Dashboard button. The *group dashboard* allows you access to all the navigation tools to manage your group. Here you can access your users, events, and impacts. You can also access other tools here, such as managing subgroups, affiliations, surveys, custom fields and more. If you are looking for a single place for event managers or even for you to see the status or details of the event, there is a specific *Event Dashboard* to provide you a one-stop shop. Depending on the type of Event, you will have a dashboard giving you a summary of the event, along with some key details and information related to the event (e.g., date, time, location). To access this dashboard, you can navigate to it via the "Manage Events" of your group, or if you are a specific event manager tasked to just oversee this one event, you can quickly navigate to the events you oversee by clicking "hi yourname", hovering over "My GivePulse" and selecting "Events I Manage." Below is an example of an event dashboard:



**Documents** - Documents enable administrators to upload and store PDFs, TXT, and images for storage and retrieval or for private and/or public consumption.

Documents may be saved and shared at a group level (i.e., members have access to this), or it can be tied directly to a user record (i.e., benefiting the administrator by centralizing all the data associated with a particular member). One example of such document may be a sign-up sheet for your organization that includes names, phone numbers, and email addresses.

When a document is stored per individual record (e.g., if you scanned some files for a volunteer and you wanted to keep track of it, you may go to the specific person's record, and upload the file).

- All files are private and tied to the user record
- Files are only visible to admins

**Events**- As a UIW student, you will likely use **UIW ENGAGE** to search for events that are looking for volunteers or to assist you in completing your service requirement for graduation. Events can be any activity that is happening within your organization or between your organization and the community, such as hosting a service event or setting up a blood drive, or tutoring at a local school to help fifth grade students in math.

**Impacts** - Every time you volunteer, serve, or donate to an event, you are making an **impact!** Impacts help provide data for reporting purposes, to get feedback on the quality of an experience via user report, and to better understand the impact of work happening in the community. Impacts can range from any direct interaction between organizations/students/volunteers and events or can be individual or smaller group achievements. Impacts are a way to log all the activities that happen within a group.

Different groups may report different types of impacts. One example of an impact that *students* log, for instance, may be tutoring hours. For *volunteers*, impacts may reflect activities accomplished at events, such as setting up tables, handing out flyers, goods donated, funds donated or raised, all the while recording how many hours you've served or trained. There is an option to log the amount of time spent with each impact, which can help users track the amount of effort tied to each impact. Impacts will be verified and you can be denied "completion of the service event or activity" if you did not complete an attached survey, reflection, or other required component. Impacts can be added under a certain group (e.g., Cardinal Community Leaders Program) or can be added under an event (e.g., Helotes Elementary Tutoring Saturdays).

**Groups and Subgroups-** A group is a way to organize users (like volunteers and students), events, and impacts in one location. Subgrouping allows a network of groups to be organized under one roof. They also allow for member management, as individuals can be members of specific groups and have access to events that are posted privately to those subgroups. One example we will use throughout this document and training guide will be the "Cardinal Community Leaders Program (CCL)" group. The CCL program is a group linked to UIW Ettlting Center for Civic Leadership & Sustainability parent group, which is linked to the overall group – University of the Incarnate Word. Each group in the network has all of the core capabilities of posting events and managing memberships. As a student you can be a member of numerous groups, organizations, and clubs. This system will track and maintain records of all your involvement within in group. Additionally, it will be able to show individual and group impact for a particular activity or event. In short, we hope that as you continue to become involved and engaged on and off the university campus, this system will be able to help you in listing and providing a snapshot of the impact you have made while a student at UIW

**Messages** - GivePulse also allows users to segment and message all users in a way that streamlines communication.

To message all members or everyone in the group you can navigate to the "users" section and select "Message Members" or "Message Everyone." To message a subset of users, you can do so by "tagging" or "adding quicknotes" to these individuals via the "Manage User's" page.

If you would like to message a peer that you met or need to communicate with, you may find them in the members view of the group.

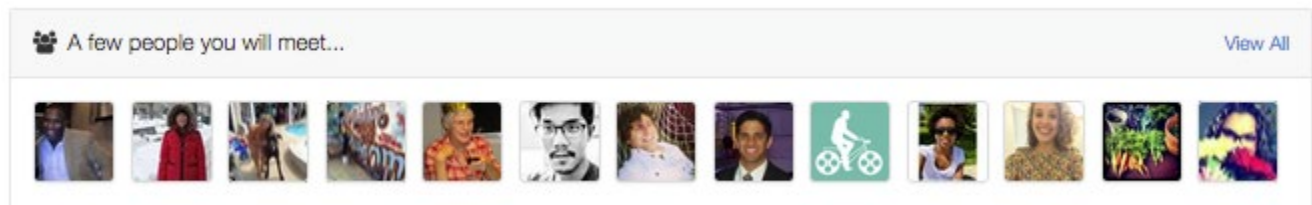
- The Members view in the group is located in the center of the group. This is a section with profile photos of all the members in the group.
- On the members view, there is a link "View All" which will direct you to a page displaying all the members.
- When clicking on the individuals profile image, you will be directed into their profile. On their profile there is a button to "message" the individual directly.



**Network** – The network consists of a main hub, followed by subgroups within the hub. In our case, the main hub is Iowa State University’s Community Engagement Center: Volunteer Portal. While administrator access rolls down in the network, data rolls up, allowing for tracking impacts across the state of Iowa through respective groups until it reaches a central figure. An example of how the network visualization works is as follows, where Community Engagement Center: Volunteer Portal is central and subgroups are branches of the central hub:

**People** - There are many users who become members, volunteers, registrants, etc. inside a group. As a member of a group, you are able to search and seek out your peers and message them. This will help cultivate relationships when helping the community

Below is an example of what you may see in the group page, a section displaying people you may connect with.



**Registrations** - When you are an event manager or administrator who wants to manually register someone to an event (i.e., enroll someone), you can do so via the Events Dashboard by choosing Registrations, then the Manual Register User option. With this option, you will have the ability to manually add new user details, select from existing users, or import a csv or excel file of users. Depending on how you set up the group (in the registration settings for the event), you might be required to fill in additional information specific to the event. For example, if you have an event where you require t-shirt size, cell phone, or other questions, since you are manually inputting this data in, you will have to fill this data out.

## ADDITIONAL RESOURCES: Video Tutorials

- ✚ **Introduction to GivePulse -**  
[https://www.youtube.com/watch?v=p\\_HmJnK18IE](https://www.youtube.com/watch?v=p_HmJnK18IE)
- ✚ **User Dashboard -** <https://www.youtube.com/watch?v=CDcqwSiIJ3Q>
- ✚ **Basics of GivePulse for Student Volunteers -**  
<https://www.youtube.com/watch?v=6jagyPWQ5FQ>
- ✚ **How to manage Events -**  
<https://www.youtube.com/watch?v=Szft6rs7bsg>
- ✚ **How to manage Impacts -**  
<https://www.youtube.com/watch?v=rfV1P-LAebo>

To see more tutorial videos, check out the GivePulse YouTube @  
[https://www.youtube.com/channel/UCXguG4M\\_qcUddDKdGaFmfVA](https://www.youtube.com/channel/UCXguG4M_qcUddDKdGaFmfVA)

To learn more about GivePulse, visit the About section at <https://www.givepulse.com/about>  
the F.A.Q. <https://www.givepulse.com/faq>  
or Support <http://support.givepulse.com>

If you need help or assistance, please do not hesitate to contact the Ettlign Center for Civic Leadership & Sustainability at (210) 283-6423, [eccls@uiwtx.edu](mailto:eccls@uiwtx.edu), or visit the office which is located in room 158 of the Administration Building on the Broadway campus.

**Thanks and Get Engaged!!**