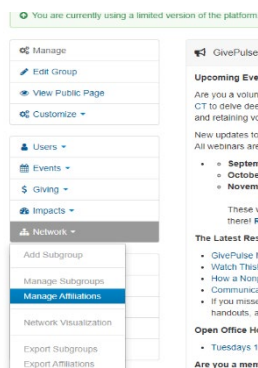


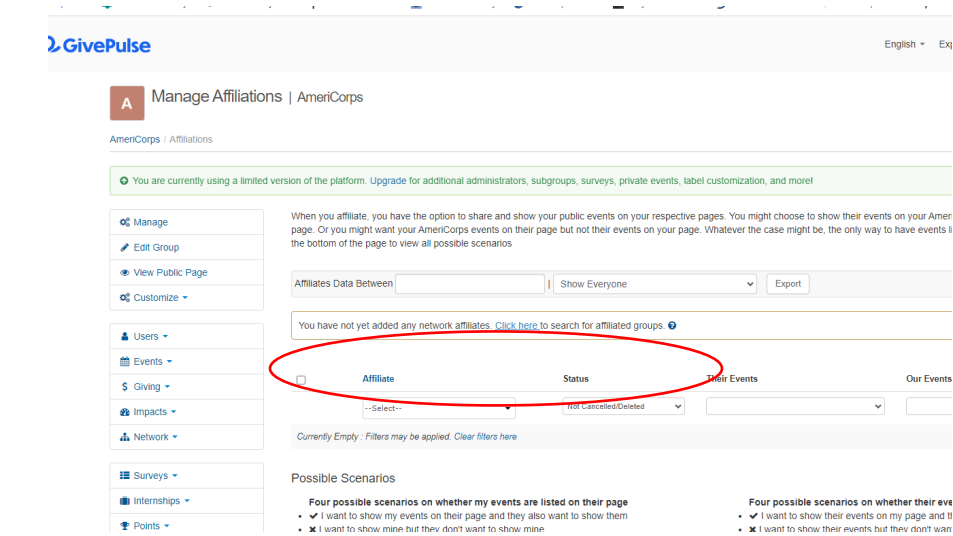


## Posting Days of Caring Project (s)

1. [Create a GivePulse account](#), if you haven't created one yet; if you have created an account, please log in. Log into your [GivePulse](#) account.
  - a. You will first enter the coordinator or point of contact's information (first name, last name, zip code, email and create a password)
  - b. Once the point of contact's information has been entered you will be prompted to create the organization.
    - It will ask you to input the following (you can always go back and edit some of this later)
      - Organization Name and Address
      - Organization Type
      - Brief Description of the Organization
    - It will then provide you with some membership options... please scroll to the bottom of the page and select "continue with the basic plan".
    - Once you select continue with basic plan it will take you to your main organization page where you can create events, edit the page, etc.
2. Affiliate your organization with Trident United Way
  - a. On the left hand side of the task bar select the Network drop down box → Manage Affiliations

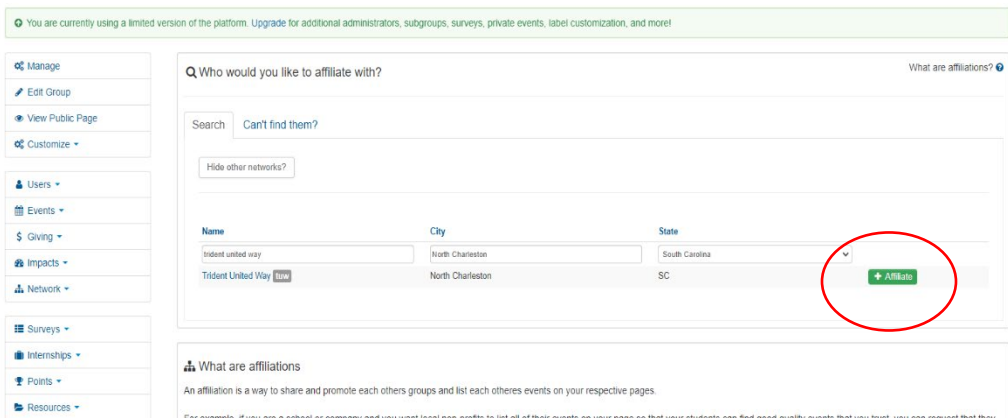


b. When you arrive on the Manage Affiliations page you will search for affiliated groups



c. In the search box, type in Trident United Way

d. Select the green +Affiliate button



e. Once you select Affiliate it will ask you if you want to affiliate with Trident United Way and to select some options (screenshot below with the defaults).

- Display options:
  - Please select either: List their events on my page and my events on their page or (if you do not want TUW events on your page) list my events

- Allow Affiliate Privileges
- Please select the one that you prefer

f. Select Send Request

### 3. Create your Days of Caring Event(s)!

a. On the left hand side task bar, select the Events drop down and select Add Event

b. Once you select Add Event You will be taken to the event creation page where you will enter:

- Project Title- PLEASE INCLUDE DAYS OF CARING at the beginning of your project title; Ex. Days of Caring Painting Project, Days of Caring Letters to Seniors, etc.

- Project Description
  - Please include a summary of what the project entails
- Image
  - If you have an image you would like to include such as a logo or you can select from a variety of stock images.
- Administrator
  - Here you will see the point of contacts information along with a box where you can choose how you want that information to be displayed.
- Event Type
  - For Days of Caring please select Volunteer
- Frequency (descriptions below)
  - Single: If you have one single shift or start and end time on one day for a single activity
    - Ex. Days of Caring Room Cleanup on November 15 from 9am-1pm.
  - Multiple: If you have multiple shifts or days that the same activity is offered
    - Ex. Days of Caring Room Cleanup on November 15 from 9am-1pm AND 1pm-3pm
  - Ongoing: If there is no time limit to your volunteer opportunity
    - Ex. Senior Care Kits, Diaper Drive, etc.

c. Select Save & Continue

d. Enter your project details

- # of Participants
- Where- virtual (drives) or in person
- Address- Please put the address the project will take place
- Address notes- if there are any notes about parking, landmarks to help volunteers find their way, etc.

e. Save & Continue

f. Enter your registration details

- Registration Open/Close Date
- Cancellation Deadlines (if any)
- Registrant Setting Recommendations:
  - Enable Waitlisting (just in case someone cancels)
  - Allow Minors (if you allow minors to volunteer with your organization)
- Waivers & Document Agreements
  - All volunteers must complete the 2023 Days of Caring Volunteer Waiver forms.
- Notifications
  - Select how often you would like GivePulse to remind volunteers about their project. We recommend at least 24 hours prior but it might be nice to remind volunteers a week out as well.

g. Save & Continue OR Publish

- You can publish at any time and come back later to modify

h. Registration Form

- If there are other questions or pieces of information you

would like to obtain from your volunteers you can create here.

- Example, if you are wanting/needing volunteers to bring their own supplies you can create a dropdown with some of the supplies needed and ask volunteers registering which items they would be willing/able to bring.

- Event Settings- Here you can include any age limits, volunteer requirements, keywords (days of caring), etc.
- Causes- Here you can select any causes this event supports, ex. literacy, STEM, etc.
  - This just helps if volunteers are looking for a particular cause to support
- SDG's- Similar to causes, you can select what Sustainable Development Goals your project/organization is targeting or working toward. Ex. Quality Education
- Skills- If volunteers need to have certain skills to volunteer here is the place to include them.

#### 4. PUBLISH!

## Project Registration Support:

If you have any questions about publishing your project or any of the steps, you can contact us at:

General email for DOC- [daysofcaring@tuw.org](mailto:daysofcaring@tuw.org)

Anwar Young, Sr - [ayoung@tuw.org](mailto:ayoung@tuw.org)

Katherine Torbush- [ktorbush@tuw.org](mailto:ktorbush@tuw.org)

You can also find a video tutorial at [www.tuw.org/daysofcaring](http://www.tuw.org/daysofcaring)

As an affiliate of Trident United Way you also have access to direct GivePulse support through:

- The Beat which includes support office hours and past webinar recordings- [The Beat | GivePulse](#)
- Resource Library which contains many helpful articles- [GivePulse](#)

**Thank you for being a part of the 2023 Days of Caring!!**