A Quick Guide to Getting Started with BGSUserves
For Community Partners

Access your Personal Account

1. Website: BGSU.edu/BGSUsesrves
2. Click "**Sign-up**" if have not already logged into BGSUserves
   a. or if you have an account on GivePulse.com (the platform that BGSUserves is housed on)
   b. If you already have an account, click "Log In", sign in and continue to the next section
3. Creating an account **without** a BGSU.edu email address:
   a. Click the arrow next to "**Click for more options**" {DO NOT click the "Sign-in with BGSU" button}
   b. Choose if you would like to sign-in using your Facebook or Google credentials or complete the contact information on this screen
   c. NOTE: If you have a BGSU.edu email address, click the orange button and use your BGSU credentials to sign on the same as you do for other university resources.
4. You should receive a message at the top of the screen that your account was successfully created
5. You can modify your profile at this time or you can update your profile information later
   a. Click the "Hi {Your Name}" link at the top right corner of the browser window

Create Your Group (Organization)

1. Visit the "Create New Group" Page (https://bgsu.givepulse.com/group/create)
2. You will need the following information to build your organization's profile
   a. Organization's Name
   b. A short description about your organization
   c. Address (**NOTE**: this is public. If you do not wish your organization's address made public, please enter alternative text in this required field.
   d. Phone Number (not a required field)
   e. Logo: Small logo (330px by 330px). This is similar to a social media avatar.
   f. Cover Image: Rectangular banner image (1170px by 200 px). Again, like social media banner images.
   g. The causes your organization supports
      i. Each event can have specific causes associated with it.
   h. The Sustainable Development Goals (SDGs) your organization supports
   i. How to reach your organization on the internet
   j. **Click the "SAVE GROUP" button**
3. Affiliate with BGSU
   a. After saving your group you will be asked to affiliate with BGSU. This means your events will be automatically shared with BGSU's 15,000+ community of students, faculty, and staff, increasing the reach of your event marketing and volunteer pool
   b. "Display Options": Click "list my events"
      i. This ensures your groups events are listed on your page. It also hides the BGSU events from displaying on your organization's page
         1. Your events will display on the BGSU page
   c. "Affiliate Privileges": Chose "Administrator Privileges" to grant yourself administrator access to your organization's page.
   d. Complete the form
   e. Click the **"SAVE GROUP"** button