

Virtual Service for Nonprofit Community Partners

How to List a Virtual Service Opportunity

- Log into [GivePulse](#)
- Select **Manage** in the upper right corner of the page and choose the name of your group
- In the menu on the left side of the group management page, choose **Events > Add Event**
- Give your opportunity a name, such as “Making Toys for Shelter Animals” or “Writing Letters of Support to Seniors”
- In the type of service opportunity, change “Single Day” to “Open Opportunity”
- Add a description, then choose **Save and Continue** to continue to customize the event listing
- Check box for “Virtual/Remote”
- In the menu on the left side of the event management page, choose **Advanced** and select the **Skills** tab to add skills required for a remote opportunity, such as “Social Media” or “Website Design”
- In the menu on the left side of the event management page, choose **Settings** and add the keywords “virtual,” “online,” and “remote” (as well as any other keywords that apply to your opportunity) in the **Keywords** field
- When you are finished updating your event information, click the **Publish** button in the lower right corner of the page

Questions? Contact Dr. Lesley Graybeal at lgraybeal@uca.edu for help walking through the event creation process in GivePulse!