BEARPULSE

# How to Customize Your SubGroup Page

1. On your profile dashboard, locate your subgroup page under the My Memberships section.

2. Click on the Actions dropdown menu and select Manage.

3. Use the menu options in the left navigation to customize your organization page.

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| Edit Group | Use this option to manage group admins, logos, cover images, causes, and social media links. |
| Customize | ***Look & Feel*** – Control your page layout, wall post policy, messages, and labels.<br>***Users*** – Manage group membership like requirements to join, fees, information requests, etc.<br>***Impacts*** – Control how your group measures and displays its impact on the community or on campus<br>***Events*** – Manage settings for your organizations events, including how they are displayed in BearPulse and what kind of information you collect from attendees |
| Users | Use this feature to see rosters, add members, and send group messages. |
| Events | Use this feature to create events (something as small as a meeting to something large like a speaker, performance, or service activity), control RSVPs and registrations, and manage shifts and scheduling. |
| Impacts | "Impact" is used as an umbrella term to describe all potential forms of campus or community engagement. An impact can be described as funds donated, funds raised, goods donated, hours trained, and, most often, volunteer hours served.<br>Use this feature to log impacts from your group, view collective impact, and export your group's impacts for reporting or marketing purposes. |
| Network | Use this feature to manage subgroups and affiliate (or officially link) to other groups (student organizations, community partners, etc.). Subgroups might be helpful for managing the hierarchy of departments, cohort programs, or initiatives.<br>Affiliations are how your subgroup connects with Mercer offices, student orgs, or community partners. Affiliations are links between groups. You can request to affiliate with another group (like SGA), and other groups can request to affiliate with you. |

**Surveys** — Use this feature to create surveys and evaluations. You can distribute surveys to your group or to event attendees.

**Internships** — Although it's designed for internship applications, this feature can actually be used to manage any applications-based position. For example, if your group has application-based membership, you could manage the application process using the internship feature.

**Points** — Use this feature to assign point values for different activities. If you want to create a competition among members to encourage participation in various group activities, this is a great way to keep track and motivate others.

**Resources**

**Custom Fields –** Ask your users for additional information when they register for events, record impacts, or join your group. For example, you might need to know if they need transportation, if they need lunch or are bringing guests. Add these custom fields as either optional or required fields to be filled in by the user.

**Tags -** Tagging allows you to create a set of tags for users, events, impacts or documents within the BearPulse system. It is not necessary, but it can be helpful for data management. For details, visit https://support.givepulse.com/hc/en-us/articles/229495787-Tagging.

**Documents –** You can upload and store PDFs, TXT and Microsoft Word Documents here. These can be sent or shared with your members and or used as a custom liability form when people register for your events or join your group.

**Widgets –** Create customized widgets to display upcoming events and events on your own website.

**Spotlight –** Spotlighting is a way to highlight another group, an event, a cause or an outside project. When you spotlight something you can choose the image, title and the text to display.

**Lists** - Lists give you control over how you manage your members. You can add users to different lists to make it easier to message specific people (like a committee or interest group) or view the impacts and hours for a specific list.

**Wall Posts –** Quickly view wall posts and associated comments, approve or deny posting permissions, and export wall posts into a document for easy reading.

**Insights –** See a graphical snapshot of how your organization is doing in members, impacts, event registrations, etc.

**Audit Log –** See the history of edits to your group page.