



Instructions for Joining MDC's Changemaker Hub

<https://Changemakerhub.mdc.edu>

Congratulations! You are invited to add your organization's profile to Miami Dade College's [Changemaker Hub](#). The Hub is a platform developed by [GivePulse](#) that enables students and faculty/staff at MDC to find service opportunities on-campus and in the community. Below are the basic steps to maximize your reach at MDC, with links to guides developed by GivePulse.

1) Complete the Registration Form

Please visit <https://mdc.givepulse.com/join/> to register your organization in the GivePulse network. You'll be prompted to include your contact information, details for the organization, and a logo. It is recommended that you create your organization's account using a generic agency email such as volunteers@yourorganization.org so that multiple people from your agency can access your account to add events and verify impacts.

2) **Affiliate with MDC's [Changemaker Hub](#).** This will allow your organization's events to show up on MDC's Changemaker homepage.

3) Add MDC's Institute for Civic Engagement and Democracy (iCED) as an admin to your page

We ask that all our community partners list iCED's administrative account (iced@mdc.edu) as an admin for their group to facilitate the verification of service hours or make quick updates to your page's information and events. Having iCED as an admin on your organization's account does not take away any of your privileges, but it can allow us to be more supportive. *This is optional.*

- **Here are the steps to add the iCED account as admin:**

- Login to your account on givepulse.com.
- On your organization's page, click on the blue **Manage** button on the top left of the screen
- Click **Manage Users** from the drop-down
- On the column for "users" find the user called "Institute for Civic Engagement & Democracy"
- Scroll all the way to the right of the page to the column for **Actions** and click **Make Admin** from the drop-down list
- Notify your [iCED contact](#) that iCED is listed as an administrator

4) [Update Your Organization's Profile](#)

On your profile go to **Edit Group**, and please add:

- A cover image and logo
- Organization's address and phone number (this will be public)
- Create a robust description to support students in knowing how to engage with you.
 - The description should include your organization's mission, work, volunteer opportunities, and clear information on how to sign up.



- Include a **sign-up sentence in bold font** as the last sentence of the description to serve as a call to action.
 - Example – **To sign up to volunteer, please email volunteers@yourorganization.org with your schedule and interests. -OR- To register for volunteer opportunities, visit our website _____ or call _____.**
- Related **causes** your organization supports (be liberal in which causes you select, this is how your organization is filtered when students use the search function.)
- Related **SDGS**, United Nations Sustainable Development Goals ([SDG's](#))
- Your social media accounts
- Additional contacts within your organization

5) Add Events (volunteer opportunities)

Now that you have a robust profile, you will need to promote the opportunities you offer for students. The GivePulse system uses “[Events](#)” as a catch-all term for any opportunity to engage with your organization. Community Partners can [create](#) three types of **Events**:

- **Volunteer:** single date, multiple dates, or ongoing
- **Event:** not service related, but is something to “attend,” this could be a town hall, lecture, discussion, 5k walk, festival, campaign, outdoor hike, etc. (if a student is *volunteering* for this event, they could then count that impact as service/volunteer hours)
- **Projects:** ideal for targeted engagements with a student club or class

When developing these events, you will have a lot of opportunities to customize how students register and participate. It can be as simple or complex as you’d like! If you are unsure of where to start, **we recommend** creating an **ongoing volunteer opportunity** that directs students to your pre-existing volunteer intake system.

6) Await and confirm MDC Student Impacts!

Now that you have a profile and opportunities listed, students will now be able to discover your organization’s work and sign up! As they complete volunteer hours/ impacts with your organization, they will “[add impacts](#)” Through the Changemaker Hub. You will receive an email from notification@givepulse.com asking you to approve your volunteers’ hours. Please [verify and approve](#) them as often as possible as students rely on this for their grades at times!

Note: please check your Spam/ Junk folder as your organization may be blocking Changemaker Hub Verification request emails (notification@givepulse.com).

If you have any questions or concerns regarding the Changemaker Hub, please contact:

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