

Share or Add an Impact in ServeUTK

If you registered for and attended an event in ServeUTK, you do not need to add the Impact as it will be automatically created once you have attended the event. If your Impact needs to be shared with any campus organizations or classes, follow the **Share an Impact** steps below.

If you participated in service independently and did not register for the service event through ServeUTK, follow the **Add an Impact** steps below.

Share an Impact

1. Log into ServeUTK at: utk.givepulse.com.
2. Select **My Activity** in the top navigation bar, then select **Impacts**.
3. Next, click on the blue link next to the Impact to view full Impact details.
4. From the Impact screen, click **Options** in the top right, then click **Edit**.
5. Scroll down to the bottom of the page to **Sharing and Privacy Settings**.
6. Search for the campus group(s) and select those you wish to add.
7. Verify that your impacts are being shared with the University of Tennessee, Knoxville, in addition to any groups or classes.
8. When you have finished, click **Update Impact**.

Automatic Impact Sharing

When you join a Group in ServeUTK, you can also set your Impacts to be automatically shared with your campus group(s) or scholarship organizations such as UT Promise.

1. To check your groups, click **Activity** at the top of the screen, then select **Groups**. You will be able to see all of your current groups.
2. To the right of each group, click the **More Options** button, then click **Impact Sharing**.
3. Change your settings to always share your impacts with this group. This will not change past Impacts, but it will share any new Impacts with this group.
4. If you do not see your group, navigate to the top of the page and click **Explore**, then **Groups**. Search for your group. From the group's dashboard, click **Join**.
5. **Note:** We recommend always sharing impacts with any groups that will track your service hours, such as UT Promise or your fraternity or sorority, but you should not automatically share impacts with community partners/non-profits.

Add an Impact

Before adding an Impact in ServeUTK, we recommend reviewing the [JCLS Service Guidelines](#) to be sure that your service adheres to our guidelines.

Please Note: The JCLS is unable to verify service with any for-profit businesses or organizations.

1. Log into ServeUTK at utk.givepulse.com. In the top-right corner, click the circular Profile icon, then click **Log In**.
2. Choose **Log in via UTK SSO**, then log in using your UTK NetID.
3. From the home page, scroll below the ServeUTK banner image and click the blue **Add Impact** button.
4. Next, you will enter the details of your Impact. Answering these questions correctly will help the

JCLS verify that your service meets the JCLS Service Guidelines. Please read all of the information below to ensure that your Impact is added correctly and will not be disputed by the JCLS.

- **Where did you create the following Impact?**
 - Search for the non-profit organization with which you served.
 - **Important:** *This should be the non-profit organization with which you served, not your student organization.*
 - If you don't see the non-profit listed, please try alternative spellings or check their logo on their website to see if they may go by an acronym or other spelling.
 - **Example:** Knox Area Rescue Ministries is often referred to as KARM, but their ServeUTK profile is under Knox Area Rescue Ministries.
 - If you still cannot find the non-profit organization, click the **Can't find it?** button. Type in the name of the organization as it is listed on their website and/or logo.
 - **Tip:** Only enter the name of the organization. You will enter details about your volunteer experience later, and that information does not need to be shared here.
- **Verifier**
 - If you selected a non-profit organization with a ServeUTK profile, the verifier will be pre-filled.
 - If you entered a non-profit organization that was not in ServeUTK, enter the name of the person with the non-profit who can verify your service.
 - **Important:** The Jones Center must be able to connect the verifier with the non-profit organization through a Google search or with an organization-associated email address.
 - Impacts with verifier email accounts that end with *@vols.utk.edu* or *@utk.edu* will likely be disputed unless it is clearly stated how that verifier is connected to the non-profit organization.
- **Date, Time & Impact Type**
 - **Important:** Use the [JCLS Service Guidelines](#), select the correct impact type. Indirect service opportunities will only be verified for **up to 2 hours**.
- **About Your Experience**
 - Share an overview and reflection of your service.
 - **Example:** *At [non-profit], I volunteered by doing [task(s)].*
- **Sharing and Privacy Settings**
 - Always share your Impact with the University of Tennessee, Knoxville so it can be seen and verified by the JCLS.
 - You can add other groups you are a member of here (i.e., UT Promise, your fraternity/sorority, etc.) as long as you are on their roster.
 - You must be a member of that organization for the group to be visible. If you are not a member of the group in ServeUTK, you will need to go to the group's page and click **Join**.
- Once your fields are complete, click **Submit**.

Next Steps

- The verifier from the non-profit will receive an email to verify your Impact within 31 days.
- Once verified by the non-profit, the Jones Center will review your Impact to verify that it was set up correctly and meets the JCLS Service Guidelines.
- Your hours are visible on your profile under **Activity** then **Impacts**.

Questions? The JCLS is here to help! Contact us at leadserve@utk.edu.