Keep track of service hours and charitable donations

1. Go to www.GiveGab.com and sign up
   - If preferred, unsubscribe from email notifications under “Settings”
2. Search for The University of Southern Mississippi and “Join” our page
3. Find volunteer opportunities on the USM page or under “Discover”
4. Keep track of service hours and money raised
5. Create a group for your organization:
   - Create “Group” on left hand side of USM page
   - Decide if your group is open (anyone can join) or closed (members only)

How-To for Most Common Activities

To log hours for yourself:
Click “You” on top of screen, then choose “Log Hours,” then enter which non-profit organization or event you volunteered for (create an non-profit if it is not in there). You can report these hours to any GiveGab group of which you are a member.

To print your service record:
To print a record of your service hours, go to your Profile > Impact > Under Volunteering, click “view more”, and choose “export”.

To log service hours for your members:
You can log hours for your members as long as they have a GiveGab profile. Go to your organization’s “Admin Dashboard.” Under the “Volunteering” tab, click “Log Hours for Members” at right. Just start typing their name and select the correct person.

To create an event/volunteer opportunity:
From your organization’s profile, click “create opportunity.” Or... go to your organization’s “Admin Dashboard” and under “Volunteering” tab, click “Add an Opportunity.”