Community Partner Database: Instructions to Update your Information

Thank you for providing accurate and current information for our students as they seek information about our general volunteer opportunities (your profile), specific service activities (your events), or items to collect and donate (your donation requests.)

LOGIN
You will login using your account email address (may or may not be your personal email, it is the one that was used when the database account was set up and is not able to be changed- email jshurle@clemson.edu to identify). Enter your password (can be reset for you if needed- email jshurle@clemson.edu to reset).

MANAGE MY PROFILE
There are four different sections on the Manage My Profile page.

Manage Profiles
Your profile is the piece that is always live on our database on our webpage. Here you can edit your profile description, such as new contact information or descriptions, in our database. Please be specific and compelling in your writing- what you enter is what students will view when searching for an opportunity. This is your chance to recruit them! Keep the profile general- specific dated events and activities go in the Manage Events section below. To see your current profile, search for your organization name here:
http://www.clemson.edu/campus-life/civic-engagement/service-db.html?subm=search

Manage Events
When you have one time volunteer needs or special events, you can post them here. These are pulled into our weekly email listserv message, This Week in Civic Engagement, which is created on Friday mornings. The live events calendar is found here:
http://www.clemson.edu/campus-life/civic-engagement/service-db-Upcoming.html

Manage Donation Requests
Here you can list items that your organization routinely collects or needs and identify the need for the item by time of year. The donations database is found here:
http://www.clemson.edu/campus-life/civic-engagement/donate-db.html

Pending Entries
All submissions must be approved by the civic engagement office before they go live on our webpage. Anything you submit will be listed here until it is approved.

Questions?
Contact Jennifer Shurley, jshurle@clemson.edu, 864-656-0243