

## BEFORE YOU GET STARTED



**ASK YOUR SUPERVISOR** if it's okay to post an opportunity—you need their approval.



Read our [10 tips for creating an opportunity](#).

## 1. CREATE YOUR OPPORTUNITY

- 1 Sign into Open Opportunities and click **Create opportunity**
- 2 Fill out as much information as you can—the more info you give, the better chance you'll get the right people.
- 3 Click **Preview** to review the opportunity—make sure it has enough detail and there are no spelling or grammatical errors.
- 4 Click **Submit** when you're ready to post the opportunity. Or, click **Save for later** if you're not ready to post—we'll save it as a draft in your profile.
- 5 The administrators will review your opportunity after you click Submit. They'll send you an email when it's approved and goes live. Or, email you if you need to make changes.

## 2. GET PARTICIPANTS

- 1 **Advertise your opportunity**  
Use our email template and the **Share** link to let people know about your opportunity.
- 2 **Review applicants**
  - You'll get an email every time someone applies to your opportunity.
  - Click on an applicant's name to review their profile.
  - Call or email the applicant to learn more about their skill set, interests or to get a better idea if they're the right person for the work.
- 3 **Assign participants**
  - Are they a fit? Click **+** to assign participant(s)—once done, click **Next Step**.
  - We'll send an automatic email to participants telling them they're selected.
  - Call or email the applicant to learn more about their skill set, interests or to get a better idea if they're the right person for the work.

Your opportunity is now In Progress! Turn the [applicant toggle back on](#) if you want more applicants.

## 3. CONTACT PARTICIPANTS



Email assigned participants to get them started on their tasks. We'll email the applicants you didn't select.



Keep in touch with participants to track status.

## 4. WRAPPING UP

### Is your opportunity done?

- 1 If your participants have completed their tasks, click **Task complete**
- 2 When your opportunity is complete, click **Complete opportunity** when all of the work is done—this will close out your opportunity and you'll get credit for the work.

### ⌚ Need more time?

Edit your opportunity to change due dates, tasks and more.

### ✖ Need to cancel?

You can cancel your opportunity at any time by clicking [Cancel this opportunity](#)

*Don't forget to thank your participants for a job well done!*