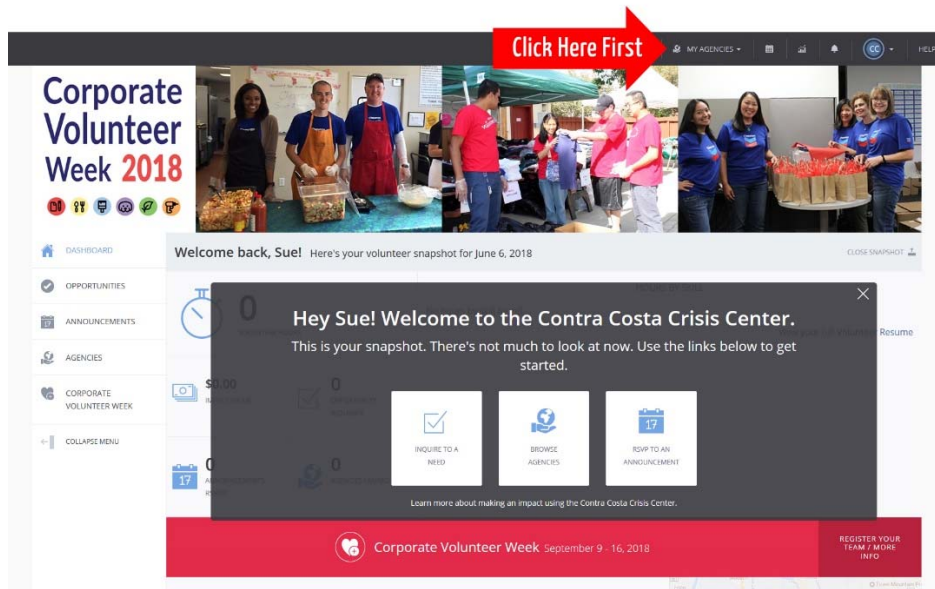# Corporate Volunteer Week
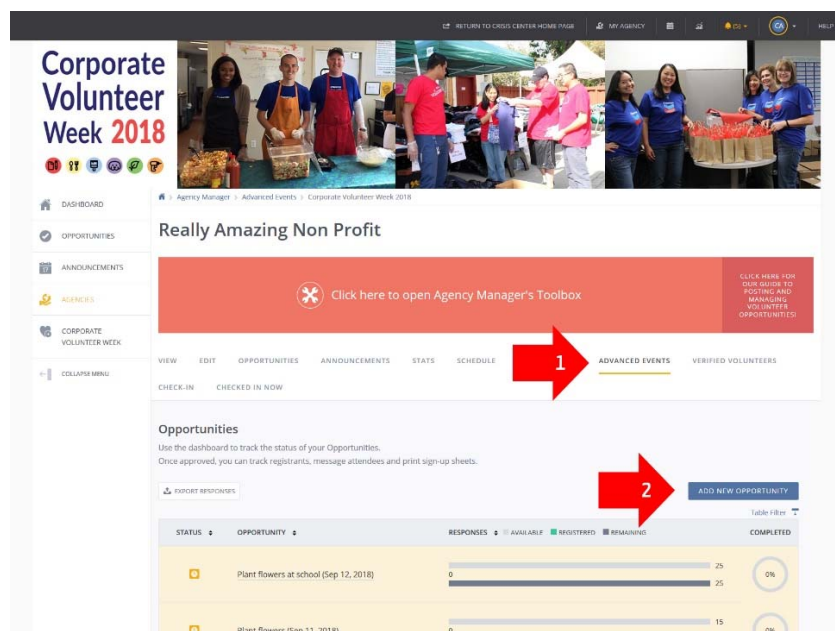## Creating Your Project(s)

Login to the Portal

After you login, you will see the welcome screen. Click on "**MY AGENCIES**" at the top of the screen. This will take you to the Agency Manager page.

Create a Project

Click on "ADVANCED EVENTS" in menu under Agency Manager's Toolbox (1).

Click on blue "Add New Opportunity" button (2).

Complete the information, starting with the left column, then the right column. Fields with a red "*" are required. The project **Title** is the first field (3). At the bottom of the page you will be able to enter a full project **Description** (4). Please describe the project as best you can in concise language.

Some tips on what to enter:

Basic Information:

- Skills & Abilities – you may select multiple skills and abilities if needed
- Date – you will only be able to select dates during CVW
- Opportunity Date closed – please leave empty
- Hours – please enter in this format – 9am – 12pm

Volunteers:

- Allow Team Registration – Yes

Additional Information:

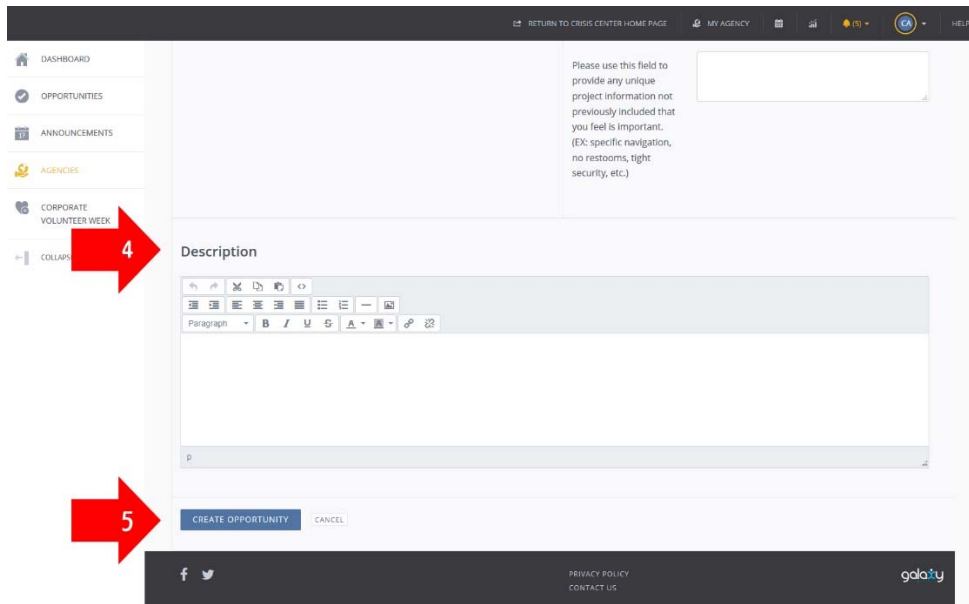If you select the following fields, you can add details:

Outdoors - Yes
Tools Required - Yes
Adequate Parking – No
Drinks Provided – Yes
Meals Provided – Yes (use this also for snacks, and designate in details)
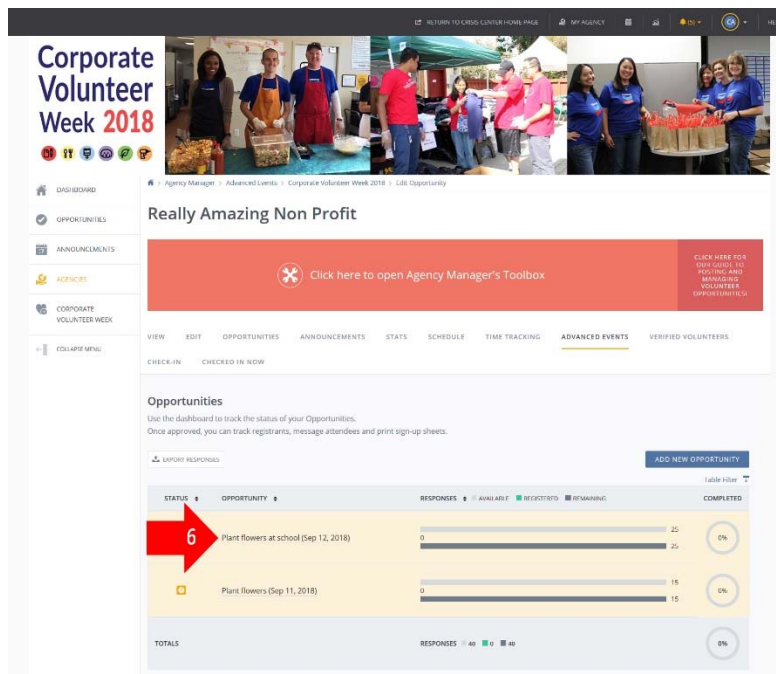
Click on the blue "Create Opportunity" button at the bottom (5).

Clone a Project

Once you have created your project, if you need to create a similar project, you can "Clone" or copy the first project.

Starting from the Advanced Events tab, select the project you want to copy by clicking on the Project Name (6).

Scroll to the bottom of the page and click the white "Clone Opportunity" button (7). Then make your changes to the new, cloned project. (Note: The fields under "Supplemental Questions" will need to be answered again.)

DASHBOARD

OPPORTUNITIES

ANNOUNCEMENTS

AGENCIES

CORPORATE
VOLUNTEER WEEK

COLLAPSE MENU

Please use this field to
provide any unique
project information not
previously included that
you feel is important.
(EX: specific navigation,
no restrooms, tight
security, etc.)

Description

Paragraph

this is the project description.

p

UPDATE OPPORTUNITY   CANCEL   **7**   CLONE OPPORTUNITY   DELETE OPPORTUNITY