

# How to create an opportunity

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## Before you get started

1. Ask your supervisor if it's okay to post an opportunity—you need their approval.
2. Read our [10 tips for creating an opportunity](#).
3. Create a profile if you don't already have one—you must have a profile to create and post an opportunity.

## Create your opportunity

1. Sign into Open Opportunities and click **+ Create opportunity**.
2. Select the target audience for the opportunity and click **Continue**—the default option is Federal Employees.
3. Select a **community** if you want to post to a specific community. **Skip this step if you're not posting to a community**. A community is a group of Open Opportunity users who may belong to different agencies, but share a common goal or interest.
4. Fill out as much information as you can – the more info you give, the better chance you'll get the right people.
5. Click **Preview** to review the opportunity—make sure it has enough detail and there are no spelling or grammatical errors.
6. 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. You can find your drafts under your **Created opportunities** on your home page.
7. 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.

## 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 if you want more information 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.

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

## Contact Participants

1. Email assigned participants to get them started on their tasks.
2. We'll email the applicants you didn't select.
3. Keep in touch with participants to track status.

## Wrapping up

Is your opportunity done?

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

Once your opportunity is complete, we'll update your profile with your achievement. Don't forget to thank your participants for a job well done

### Need more time?

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

### Need to cancel?

You can cancel your opportunity at any time