Education Foundation: Community Opportunities

Instructions for creating a community opportunity
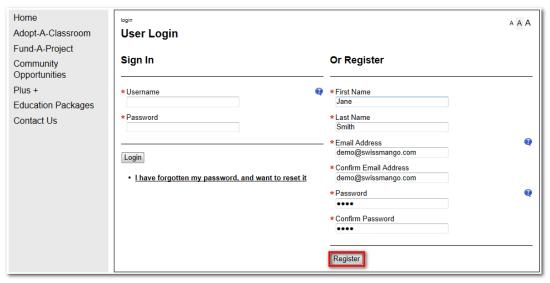
Instructions

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INSTRUCTIONS

1. **Register for an account** Using your company or organization email address. Fill in all required fields. (If you are a teacher or principal, use the email address assigned to you by the school system)
2. Sign in to your account using your email address and password.
3. Once you are in your account **you will see a tab for 'Opportunities'**.
4. To add a project, **click on the Opportunities tab**
5. Once there, click the button with the **bright green '+' sign** labeled **'Add'** to the right of the page.
6. **Fill in the required fields.**
7. You will need to mark the Opportunity as **'Complete'** once it has been finished and decide if it will be viewable publicly or only to teachers and principals before submitting.
8. Once your project has been **approved by a Foundation administrator**, it will be visible on the site.

How to create an account

- To create an account, click '**Community Login**'.

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Community Opportunities

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Community Opportunities SAMPLE   Program Partner: FPL

If you would like to post an opportunity, please follow these instructions.

Education is not just the schools' job. We're all partners in the task of making certain that each child is successful.

Strengthening parent and community involvement and providing a framework to engage individuals, organizations and businesses with our schools will ensure our students and educators have every opportunity for success. The quality of education directly affects our community's quality of life.

Filter

Type   - All

- Fill in the required fields when registering (If you are a teacher you must use your district-provided email address so that you are able to post Fund-A-Projects)
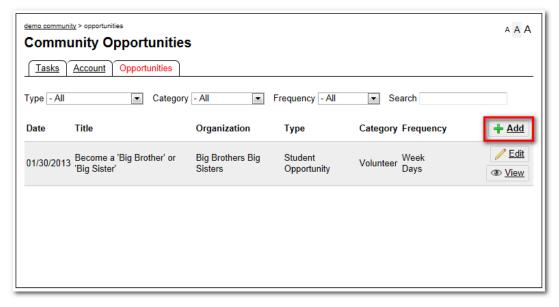

- Once signed in to your account you will see three tabs.
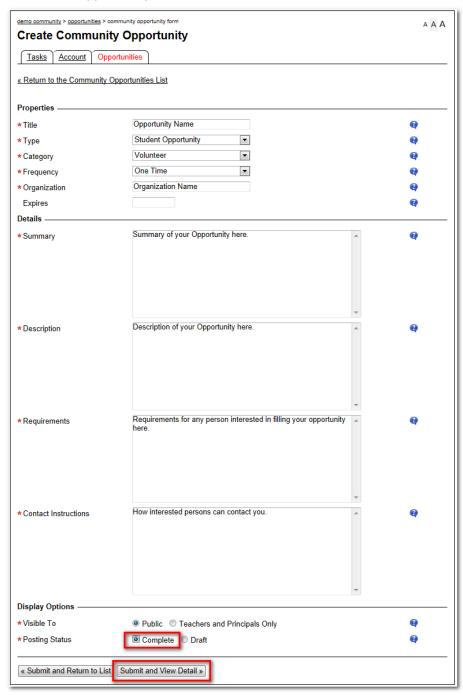
How to create a Community Opportunity

- To add a project, click on the **Opportunities** tab

- Once there, click the button with the **bright green '+' sign** labeled '**Add**' to the right of the page.

- **Fill in the required fields**.
- You will need to mark the Opportunity as 'Complete' once it has been finished and decide if it will be viewable publicly or only to teachers and principals before submitting. (If you have not finished the Opportunity, mark it as 'Draft' and submit)

Once your project has been approved by a Foundation administrator, it will be visible on the site.