

Education Foundation: Community Opportunities

Instructions for creating a community opportunity

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Instructions

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

Community Opportunities SAMPLE Program Partner: 

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

- 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)

Home
Adopt-A-Classroom
Fund-A-Project
Community Opportunities
Plus +
Education Packages
Contact Us

login A A A

User Login

Sign In

* Username

* Password

- [I have forgotten my password, and want to reset it](#)

Or Register

* First Name

* Last Name

* Email Address

* Confirm Email Address

* Password

* Confirm Password

- Once signed in to your account you will see three tabs.

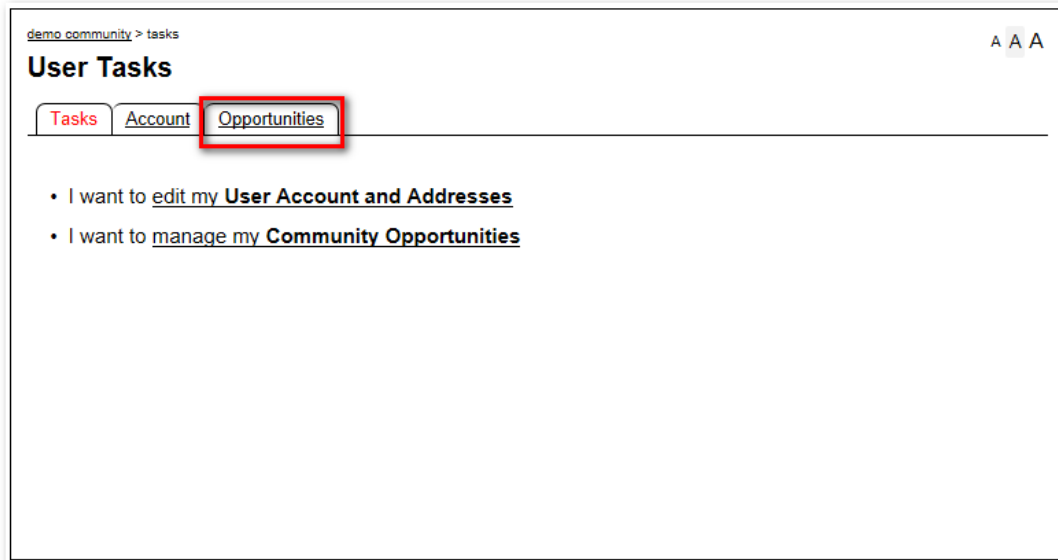
demo community > tasks A A A

User Tasks

- I want to [edit my User Account and Addresses](#)
- I want to [manage my Community Opportunities](#)

How to create a Community Opportunity

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



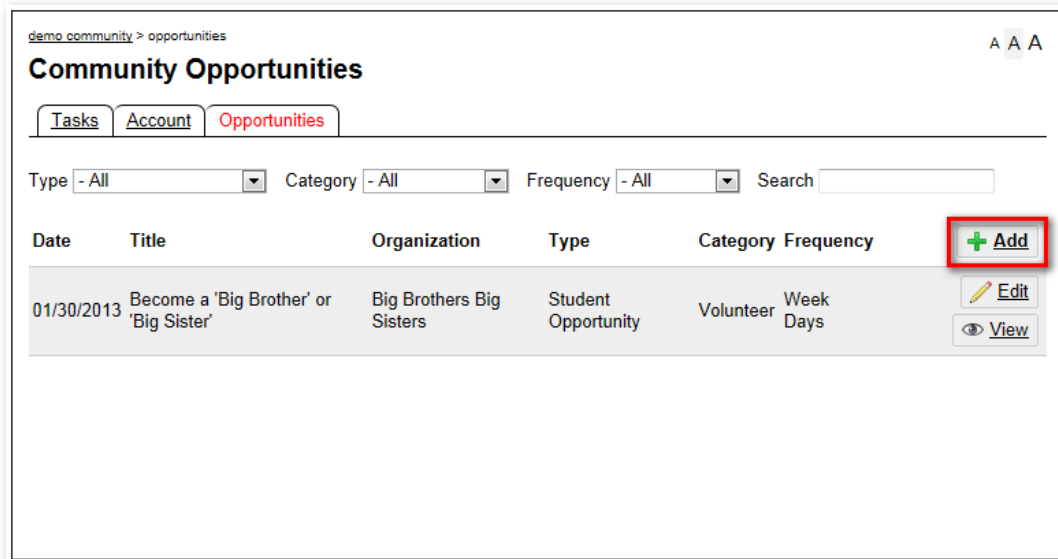
demo community > tasks A A A

User Tasks

[Tasks](#) [Account](#) [Opportunities](#)

- I want to edit my **User Account and Addresses**
- I want to manage my **Community Opportunities**

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



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Community Opportunities

[Tasks](#) [Account](#) [Opportunities](#)

Type Category Frequency Search

Date	Title	Organization	Type	Category	Frequency	+ Add
01/30/2013	Become a 'Big Brother' or 'Big Sister'	Big Brothers Big Sisters	Student Opportunity	Volunteer	Week Days	Edit View

- **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)

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Create Community Opportunity

Tasks Account **Opportunities**

[« Return to the Community Opportunities List](#)

Properties

* Title ?

* Type ?

* Category ?

* Frequency ?

* Organization ?

Expires ?

Details

* Summary ?

* Description ?

* Requirements ?

* Contact Instructions ?

Display Options

* Visible To Public Teachers and Principals Only ?

* Posting Status Complete Draft ?

[« Submit and Return to List](#) [Submit and View Detail »](#)

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