Creating a Service-Learning Project in OrgSync

In order to post Service-Learning projects, you must be approved as a Community Partner. Contact Anna Bailey, 208-426-5722, if you have not already submitted created your OrgSync account.

1. Thoroughly complete the project description template found in the Resource Toolkit.

2. Begin on your organization’s portal home page and select “Events” from the top toolbar.

3. Click the green button on the right to “Create an Opportunity”

4. A new window will open where you will enter the information for the project.

   a. **Opportunity Name** – agency name & a title for the project (short, descriptive, action oriented).

   b. **Type of Project** – Select “Ongoing” (denotes semester long SL project)

   c. **Start** – Enter the semester start and end dates.

      For example: For Fall 2015, August 25, 2015 - December 12, 2015.

   d. **Location** – Enter the address where project will be taking place.

   e. **Description** – Copy and paste the completed description template/project details into the box.

5. If desired, add a picture that illustrates the opportunity for students.

6. Under “**Participants**”, designate the number of students this project can accommodate, if limited.

   Click “Limited Number” and enter the number of students that can register for the project.

7. **Who should see sign ups?** Be sure that “Everyone” is selected.

8. **“Service Opportunities List”: You must check this box for the opportunity to be shared.**

9. Under **Advanced Options** Click the gray arrows and you will see additional options.

   Select the Pre-Registration Form. From the drop down list, select the corresponding semester form.

   *“Auto-approve all form submissions” should be checked. Contact SL if interested in other forms.

10. **Click the green button at the bottom, “Create Opportunity”**

11. **You are done!** The project is now sent to SL staff for review. It will be approved and posted if there are no questions. SL staff may contact you for clarifications before posting. After approval, the project will be matched with a specific class or will be on the open list. You will receive notifications when students register for the project when the semester begins.

    * If you edit the project at any time, it will also be sent back to staff for review and approval.