

# Change Opportunity Owner

1. Open the opportunity and navigate to the Owner field.

The screenshot shows the 'Volunteer Opportunity' page for 'Memorial Cleanup'. The page includes a navigation bar with 'Volunteer Opportunities' selected. Below the navigation bar, there are tabs for 'Draft', 'Recruitment Scheduled', 'Recruitment Active' (selected), 'Post-Recruitment', 'Canceled', and 'Closed'. The main content area shows the opportunity details, including the 'Owner' field, which is highlighted with a red box. The owner is listed as 'Laura CookeNPS' from the 'National Park Service' agency.

2. Click the gray person icon to the right of the opportunity owner name.

This close-up screenshot shows the 'Owner' field with the name 'Laura CookeNPS'. A red box highlights the gray person icon to the right of the name, which is used to initiate the change owner process.

3. Type in the name of the person you want to assign as the owner of the opportunity and select.

The 'Change Owner' dialog box is shown with a search bar containing 'Michael H'. The search results list 'Michael HesterNPS' as the selected user, highlighted with a red box. The dialog also includes a search icon and a magnifying glass icon.

4. Click the "Change Owner" button to apply that individual as the owner of the opportunity.

This screenshot shows the 'Change Owner' dialog box with the 'Michael HesterNPS' user selected in the search bar. Below the search bar, there is a checkbox labeled 'Send notification email' which is checked. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Change Owner', with the 'Change Owner' button highlighted by a red box.