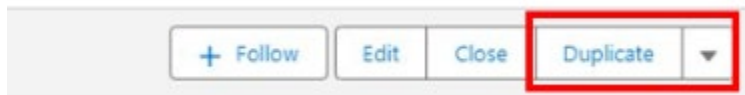


Duplicate an Opportunity

1. To duplicate an opportunity with volunteer applications, you must make sure the application(s) for any volunteers you wish to be added to the new opportunity are in the following statuses before renewing:
 - Tentatively Accepted
 - Waitlisted
 - Ready to Volunteer
 - Service Complete
2. On the opportunity screen, from the drop down list in the top right hand corner, click "Duplicate" to duplicate the opportunity.



3. Select the "Start Date" and "End Date".
 - You cannot set an end date for the opportunity more than 12 months from the start date. Continuing opportunities are meant to be renewed each year so that the information and volunteer agreements are kept current and to increase accuracy for reporting.

Duplicate

Note: The duplicated opportunity will appear in "Draft" status after duplication. The Opportunity Owner or Team Member will need to update the opportunity status in order to make it available for volunteers to apply.

Select the "Start Date" and "End Date" for the duplicated volunteer opportunity:

* Start Date

Complete this field with format Dec 31, 2024.

* End Date

Select what you would like to copy over to the duplicated opportunity:

Application(s) ⓘ

Onboarding task(s)

[Next](#)

4. Select the applicable checkboxes, either "Application(s)" or "Onboarding Tasks" to make sure they are in the duplicated opportunity.
 - When the "Application(s)" checkbox is selected, the name of the volunteer(s) appear below to select.
 - Selecting the applications sends an email to the volunteer that they have an application submitted to the duplicated opportunity.
 - If the associated applications are not selected then the volunteers would need to complete a new application to the duplicated opportunity.
 - Selecting "Onboarding task(s)" copies the onboarding tasks to the renewed opportunity.
5. Select any volunteers you would like to move from the first opportunity to the duplicated opportunity.
6. This duplicated opportunity is placed into "Draft" status upon renewal.

- Using the drop-down options, update the duplicated opportunity to the desired recruitment status and proceed to manage the opportunity to recruit volunteers.

* Status ⓘ

Recruitment End Date/Time ⓘ

* # of Volunteers Needed ⓘ

Special Groups ⓘ

Draft
--None--
✓ Draft
Recruitment Scheduled
Recruitment Active
Post-Recruitment
Canceled
Closed