

## Opportunity Owner vs. Staff Access

This guide provides a detailed description of the Opportunity Owner and Staff Access. The location of these features can be found within an opportunity.

Within the opportunity there are two titles to point out: Opportunity Owner and Staff Access.

- **Opportunity Owner:** The owner is automatically assigned as the creator of the volunteer opportunity; an owner can be reassigned after creation if desired.
  - The opportunity owner is the only person who has access to edit the opportunity until they designate staff access.
- **Staff Access:** Designated individuals granted read or write access to selected opportunity by the opportunity owner.
  - Only the opportunity owner is able to grant read or write access to a staff member.

When you first arrive within the opportunity, you will see the opportunity owner. The creator of the opportunity is automatically designated as the opportunity owner, if you wish to change the opportunity owner, please see the related articles above.

The screenshot shows the 'Opportunity' page for 'Baylee Bales'. The page includes a status bar at the top with 'Status: Closed', 'Site: Abraham Lincoln Birthplace National Historical Park', and application counts. Below this is a progress bar with stages: Draft, Recruitment Scheduled, Recruitment Active, Post-Recruitment, Canceled, and Closed. The main content area has a sub-tab menu with 'Opportunity' selected. The 'Opportunity' sub-tab displays a table of details:

Field	Value	Action
Volunteer Opportunity Name	Baylee Bales	✎
Site Contact	Smokey Forest Bear Sr	✎
Secondary Contact	Joe Buetter	✎
Site	Abraham Lincoln Birthplace National Historical Park	✎
Owner	Baylee Bales-Woods	✎
Agency	National Park Service	✎
Federal Employee Representative	Nicholas Solomon	✎
Total Number of Volunteers	14	✎

Under the sub tab in the opportunity, you will see "Staff Access." This is where the opportunity owner is able to grant individuals read or write access, if you wish to designate staff access, please see the related articles above.

The screenshot shows the same 'Opportunity' page for 'Baylee Bales', but with the 'Staff Access' sub-tab highlighted in red in the sub-tab menu. The main content area remains the same as in the previous screenshot, showing the details table for the opportunity.