Opportunity Creator QuickStart Guide

Duplicate a Non-Course Opportunity

This guide explains how to:

A. Duplicate an Opportunity that is a type other than course (such as an event)
B. Update the Title and Settings in a Duplicated Opportunity

NOTES
- The Duplicate function creates a new copy of an Opportunity, and populates it only with Section 1: Details of the source Opportunity.
- The Opportunity Logistics, Eligibility, and Cohorts sections of the Opportunity are not included in the duplication process. This information will need to be manually entered before the new Opportunity can be published.

A. Duplicate an Opportunity

1. Locate the Opportunity to be duplicated

From the My Opportunities section of the portal, navigate to the Opportunity Group that contains the Opportunity to be duplicated. If the Opportunity took place in the past, click View Past Opportunities to display it.

2. Select the Duplicate function

When you have located the Opportunity to be duplicated, open the function menu by clicking the three vertical dots adjacent to the Opportunity title, then select Duplicate.
B. Enter New Information for the Duplicated Opportunity

1. Update the Title and Photo

   ![Opportunity Details]
   
   When the duplicate is created, it will automatically open the Opportunity Builder Section 1-Details. In this section, **select the part of the title to be revised, and type over the selected text.** If you would like to add or modify the Opportunity image, click Upload Photo.

2. Enter additional Opportunity information

   ![Opportunity Logistics]
   
   Because the Duplicate function only copies the Details section, you will need to manually enter the Logistics, Eligibility, and Cohort information for the duplicated Opportunity. Complete this information, then click Save.