**Preparation**

**Brainstorm**
- Review: [10 Tips for Creating the Perfect Task](#)

**Add Tasks to Open Opps**
- Go to the Open Opps website
- Click “+ Opportunity” in the upper right hand corner of the screen.
- Complete the prompts.

**Task is reviewed by Open Opps staff.**

**You will receive an email when your task is approved and goes live. (You will also be emailed if edits are needed.)**

**Getting Participants**

**Remove Extra Participants**
- Remove any extra participants from the task. Go to “Edit Opportunity” and click the x on a participant’s photo.

**An automatic email notification will be sent to removed participants, letting them know someone else has been selected.**

**Review Participants**
- Task Creators need to respond to interested participants within **48 hours.**
- You don’t need to assign the task that quickly, but some acknowledgement should occur within that timeframe.

**You will receive an automatic email notification when participants indicate that they want to do your task.**

**Market Your Task**
- Advertise to relevant communities of practice using our [marketing template](#).
- Use the “share” button on the right of the task page to send a form email.

**Wrapping Up**

**Assign Task**
- When you are ready to select participants, change the opportunity state to “assigned.” (Box is on the right side of the task page when you are logged in).
- **Automatic email sent to participants, signifying their selection. You will be CC’d. Be sure you removed extra participants or they will also receive the “you’ve been assigned” email!**

**Task Editing**
- Make edits if the task changes after posting.
- If you are going to be out of the office, choose a colleague to be a replacement task creator (you can switch task creators anytime) or put your open task back into “draft” via the opportunity state box.

**Task Archiving**
- If your task is not picked up within a needed timeframe, change the opportunity state to “archived.”
- For example, if your task needs to be done by Mar. 3rd, and nobody selects it, change the status to “archived” on Mar. 4th.

**Closing Tasks**
- If your task has been completed, change the opportunity state to “completed.”
- **Thank you for being a task creator!!**