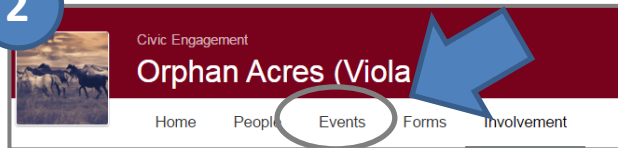


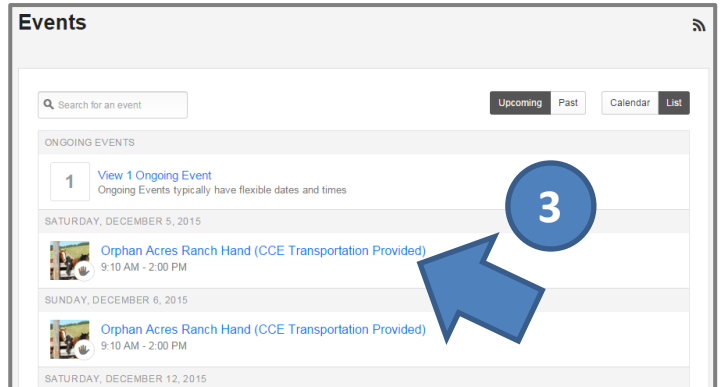
Step 5: Duplicating Opportunities

For multiple opportunities that are similar or repeat every semester, community partners can duplicate opportunities for convenience and consistency in their postings. Duplicating opportunities allows the CCE and your organization to easily track student involvement hours over the years.

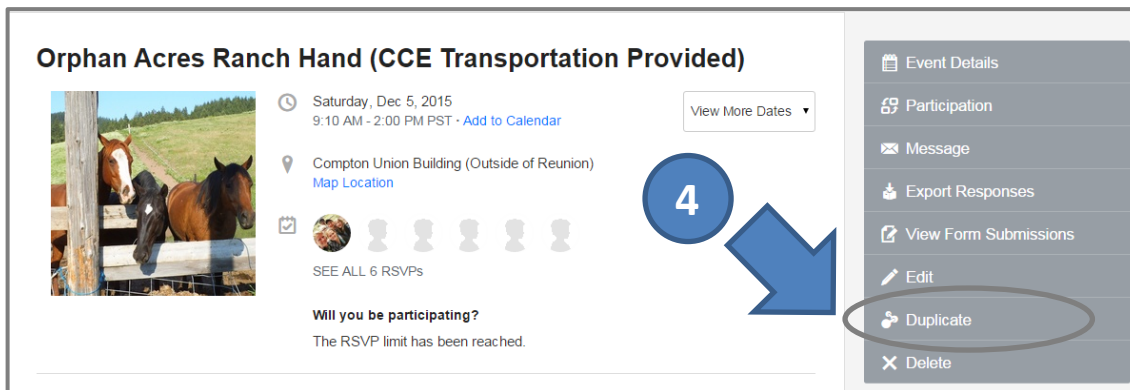
- 1) After signing in as a Community Partner, you will **click on “My Memberships”** located at the top right of the screen. From the drop-down menu, click on your organization’s name to access your organization’s portal.



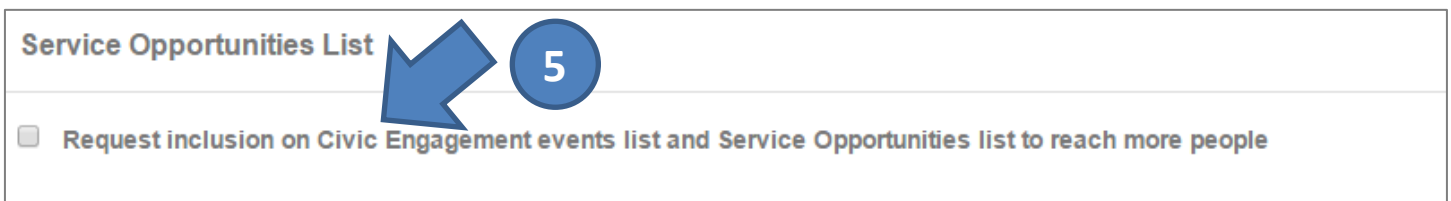
- 2) Click **“Events”** on the top navigation bar, to see a list of past, current, and upcoming events.
- 3) Click on the name of the event that you want to duplicate to view the event details.



- 4) Click **“Duplicate”** from the grey menu on the right side of the screen to create a new opportunity. The information within the new opportunity can be altered and updated as needed.



- 5) Update the opportunity with current information, including new dates or additional shifts, new orientation dates/times, new or additional requirements, and any additional pertinent information (see the CougSync Standardization Guide [here](#) for tips). Make sure to click the box to include on the Civic Engagement events list and Service Opportunities list if you would like to promote this opportunity to students.



- 6) Click **“Create Event”** to submit for approval.

