Creating Service Opportunities in OrgSync

1. Log in at www.orgsync.com and click My Memberships to find and open your portal.

2. Click the Events tab.

3. Click the green Create an Opportunity button.
4. Complete the *Create an Opportunity* form.

Use a short, descriptive and interesting **Opportunity Name**

- **One-time events** are for service opportunities when students will participate one time only.
- **Repeating events** happen regularly (i.e., weekly) and **ongoing events** are always available (i.e., drop-in service hours)

Including a picture makes your event more eye-catching

The **description** should give students a good picture of what specifically they will be doing, how they should prepare, who to contact on the day of the event and any other information they need to be prepared for service.

If you have a volunteer limit, click the **Limited Number** circle and enter the number of volunteers you can host. OrgSync will automatically stop sign-ups when that number is reached.

If you would like everyone in the ECU community to see your event be sure to click the **Share on Service Opportunities list** box. If you only want members of your portal to see the event, leave this box unchecked.

Click **Create Opportunity** to submit your event
5. Submit your event to the VSLC for approval. You will then see a message similar to this one:

![Sample Organization](image)

You will also receive an email from OrgSync notifying you that your submission has been received.

Please note that the following types of events or activities **will not** be approved as service:

- Religious education or proselytizing
- Persuasive political activities
- Meeting attendance
- Fundraiser announcements (*assisting* with a fundraising event can be approved)

![Sample Organization](image)

After your event is approved you will receive an email notification and the event will appear in your organization’s portal in the **Upcoming Events** module.