**VandalSync Create-An-Opportunity Template**

**Organizational Name:** Begin with the title of your event. Be sure to make it as specific as possible, but remember you have room later to add more details and information.

**Opportunity Description:** How would this opportunity impact your organization and/or the population you serve? Include details about what UI students will be doing and what to expect while they are participating. Describe any possible risks to the student, such as physical risks while working with large animals or emotional risk while working with vulnerable populations. If you need students to contact you to sign up as well, make that very clear here!

**Days/Times:** List specific days/times that are available for UI students to participate, this could be the organization’s hours of operation, or specific shifts where students are needed. If not a one-time event, be sure to set up the “Repeating” option. If a repeating event happens on alternative days, or at different times depending on the day – just set up a new event to accommodate for that.

**Event image:** Here you can upload an image that will appear in the preview of your event.

**Location/Address:** Where do the students need to be? Are there special instructions beyond the address listed below in the “Location/Address” field? Are there specific places to park, or a particular entrance they should use? This is a good place to insert additional Google Map links that can’t be placed in the mapping feature utilized by OrgSync.

**Participants:** Do you only have space for a limited number of students each day? Do students need to sign up through OrgSync to be able to participate?

**Service Opportunities List:** You **MUST** check this box in order for students to be able to see your events on the public calendar.

**Advanced Options:** Usually not necessary for simple events.
**How to Check on RVSP's:** You will not be notified when students sign up for your event! To check whether or not you have students registered for a form, just click on the title of it and it will bring you to a list of members.

Alternatively, click on the title of an event, and then on the Participation tab to see the member list.