

## **Creating a Service Opportunity Listing** in eGrants











## Login to eGrants



### Enter in **User Name** and Password

Then click Login to **eGrants** 





## **Login to Portal Home**

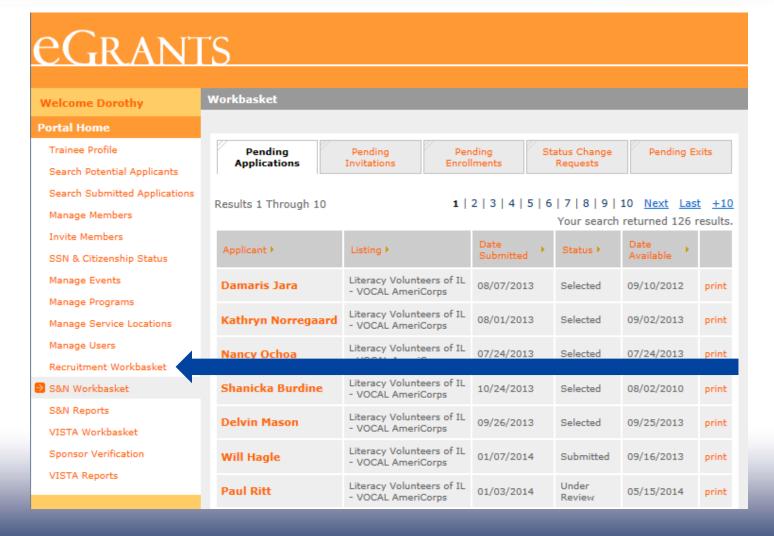


Click on the **Portal Home** link under View My AmeriCorps **Portal** 





# Navigate to Recruitment Workbasket



Click on the Recruitment Workbasket from Portal **Home** menu





## Navigate to Service Opportunities

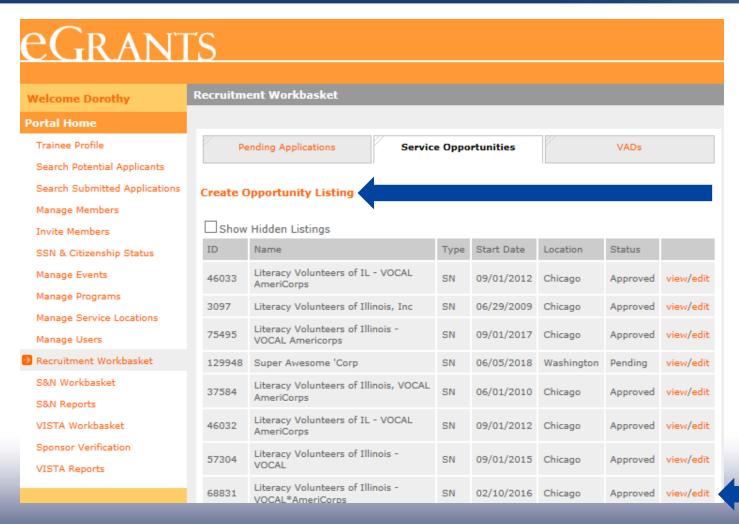
#### eGr ants Recruitment Workbasket Welcome Dorothy Portal Home Trainee Profile Pending Applications Service Opportunities Search Potential Applicants Search Submitted Applications Results 1 Through 10 1 2 3 4 5 6 7 8 9 10 Next Last +10 Your search returned 126 results. Manage Members Invite Members Date Applicant > Listing > Status > Available SSN & Citizenship Status Literacy Volunteers of IL Damaris Jara 08/07/2013 Selected 09/10/2012 print Manage Events - VOCAL AmeriCorps Manage Programs Literacy Volunteers of IL Kathryn Norregaard 08/01/2013 Selected 09/02/2013 print - VOCAL AmeriCorps Manage Service Locations Literacy Volunteers of IL Manage Users 07/24/2013 Selected 07/24/2013 Nancy Ochoa print - VOCAL AmeriCorps Recruitment Workbasket Literacy Volunteers of IL 10/24/2013 Shanicka Burdine Selected 08/02/2010 print - VOCAL AmeriCorps S&N Workbasket S&N Reports Literacy Volunteers of IL Delvin Mason 09/26/2013 Selected 09/25/2013 print - VOCAL AmeriCorps VISTA Workbasket Literacy Volunteers of IL Will Hagle 01/07/2014 Submitted 09/16/2013 print Sponsor Verification - VOCAL AmeriCorps VISTA Reports Literacy Volunteers of IL Under Paul Ritt 01/03/2014 05/15/2014 print - VOCAL AmeriCorps Review

Click on Service **Opportunities** from the top tab selection





# Navigate to Create Opportunity Listing



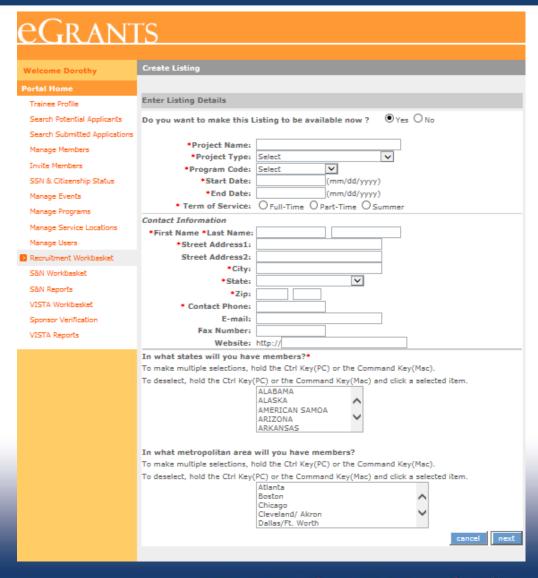
To create a new Service Opportunity Listing, click on Create **Opportunity Listings** at the top of the page

To modify an existing Service Opportunity Listing, click **Edit** on the desired listing





## Input Information – Page 1



Input the following required information, as indicated by a red asterisk\* or by CNCS policy:

- **Project Name**
- Project Type
- Program Code
- Start and End Dates
- Term of Service
- **Contact Information**
- State(s) or Territories of service

### Optional information:

- Listing availability (default "Yes")
- Metropolitan areas

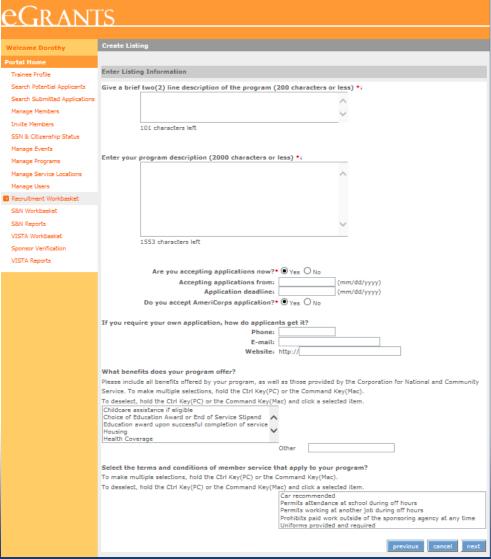
### Click Next

**Note:** Information cannot be saved until final submission





## Input Information – Page 2



Input the following required information, as indicated by a red asterisk\* or by CNCS policy:

- Two line description headline
- Program description
- Accepting applications (Yes/No)
- **Application deadlines**
- Alternate applications (Yes/No)
- Member benefits

### Optional information:

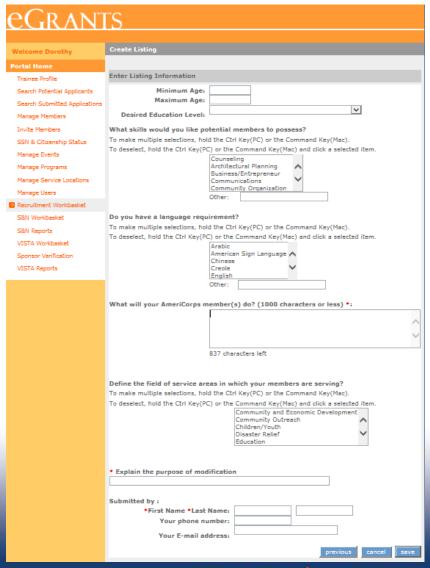
- Alternate application information
- Terms and conditions

### Click Next





## Input Information – Page 3



Input the following **required information**, as indicated by a **red asterisk\*** or by CNCS policy:

- Minimum Age
- Maximum Age
- Member activities
- Modification comment if editing a listing
- Submitter name

### Optional information:

- Desired education level
- Member skills
- Language requirement
- Service areas
- Submitter contact information

Click Save to submit to CNCS





## View Service Opportunity Listing

#### Welcome Dorothy

#### Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

SSN & Citizenship Status

Manage Events

Manage Programs

Manage Service Locations

Manage Users

#### Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

Sponsor Verification

VISTA Reports

### View Listing

#### Super Awesome 'Corp

Member Duties: Members will provide the following: Provide outreach and recruit community members, pair community members to partnering art organizations, and report enrollment.

Program Benefits: Stipend, Education award upon successful completion of service. Childcare assistance if eligible, Health Coverage.

Terms: None

Service Areas : Education .

Skills: Communications, Community Organization, Fine Arts/Crafts, Education.

Service Description: The Super Awesome 'Corp program was founded in May 2018 to help the Washington, DC community learn to find their inner awesomeness and smiling ability. The Super Awesome 'Corp serves youth and adults through connecting them with free and fun art and culture education activities throughout DC proper where the smiling is free, but the memories are priceless. Note: Members do not participate in any prohibited activities as outlined by AmeriCorps.

### SUMMARY

Program Type:

AmeriCorps State / National

Program

Super Awesome 'Corp

Program Start/End Date

06/05/2018 - 06/05/2019

Work

Schedule

Education level

Some college

Age Requirement

Minimum: 18 Maximum: 99

**Program Locations** 

DISTRICT OF COLUMBIA

Washington/Baltimore

Languages

English

Full Time

**Accepting Applications** 

From 06/05/2018 To

09/05/2018

Contact

McSmileson 250 E St SW

Dorothy

Washington DC 20024

555-555-5555

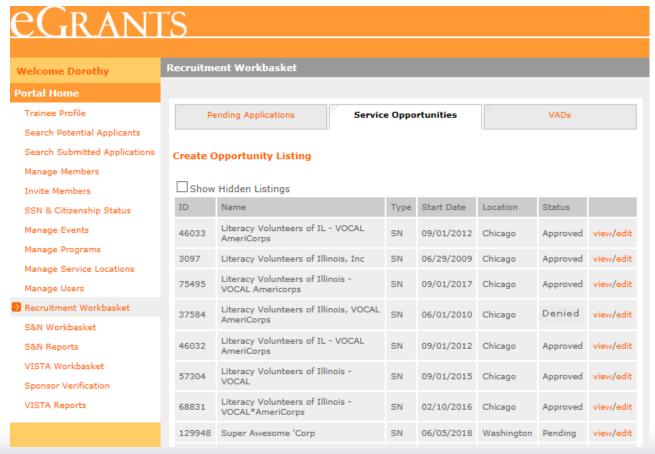
After clicking **Save**, the screen will display your newly submitted Service **Opportunity Listing** 

Review the Service **Opportunity Listing** and if changes are required, navigate back to the **Service Opportunities** in the **Recruitment** Workbasket to edit





### View Submission Status



**Note:** Every time a listing is **edited**, it is resubmitted with a new timestamp and listings are reviewed chronologically by CNCS. If you do not wish to edit and adjust the timestamp, select view.

Service Opportunity Listings **Status**:

- **Pending** awaiting to be viewed by CNCS
- **Approved** viewed by CNCS and approved submission. Listing is now viewable, if indicated by submitter
- **Denied** viewed by CNCS and disapproved submission. Listing needs to be edited and resubmitted





### Resources

Resources for drafting compliant Service Opportunity Listings are available at:

https://www.nationalservice.gov/resources/americorps/mem ber-assignment-listings

