



## Creating a Service Opportunity Listing in eGrants



Creating a Service Opportunity Listing in eGrants

# Login to eGrants

6/1/2018, 9:38 AM, EDT

**Enter in User Name and Password**

**Then click Login to eGrants**

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Enter in User Name and Password in the eGrants portal. Then click Login to eGrants.

# Login to Portal Home

The screenshot shows the eGRANTS portal interface. At the top, there is a navigation bar with 'home', 'my account', 'help', and 'logout' links. The main content area is divided into several sections:

- Header:** '6/1/2018, 9:35 AM, EDT' and 'eGRANTS' logo.
- Messages:** 'eGRANTS MESSAGES' and 'Welcome'.
- Grants/Applications:** 'VIEW MY GRANTS/APPLICATIONS' with a list:
  - View All
  - 4 Awarded
  - 20 Closed
  - 2 Subapplication rejected by prime
  - 2 Under CNCS review
- Account Statements:** 'VIEW MY ACCOUNT STATEMENTS' with 'Current Statement'.
- AmeriCorps Portal:** 'VIEW MY AMERICORPS PORTAL' with 'Portal Home' (highlighted with a blue arrow).
- Footer:** 'Creating an Application', 'Managing My Account', and 'Reporting to CNCS' sections.

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

Login to Portal Home by clicking on the **Portal Home** link located under **View My AmeriCorps Portal** heading.

# Navigate to Recruitment Workbasket

**eGRANTS**

Welcome Dorothy

Workbasket

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
- SSN Workbasket
- SSN Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

Pending Applications | Pending Invitations | Pending Enrollments | Status Change Requests | Pending Exits

Results 1 Through 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next | Last | ±10

Your search returned 126 results.

| Applicant *        | Listing *                                    | Date Submitted * | Status †     | Date Available * |       |
|--------------------|--|------------------|--------------|------------------|-------|
| Damaris Jara       | Literacy Volunteers of IL - VOCAL AmeriCorps | 08/07/2013       | Selected     | 09/10/2012       | print |
| Kathryn Norregaard | Literacy Volunteers of IL - VOCAL AmeriCorps | 08/01/2013       | Selected     | 09/02/2013       | print |
| Nancy Ochoa        | Literacy Volunteers of IL - VOCAL AmeriCorps | 07/24/2013       | Selected     | 07/24/2013       | print |
| Shanicka Burdine   | Literacy Volunteers of IL - VOCAL AmeriCorps | 10/24/2013       | Selected     | 08/02/2010       | print |
| Delvin Mason       | Literacy Volunteers of IL - VOCAL AmeriCorps | 09/26/2013       | Selected     | 09/25/2013       | print |
| Will Hagle         | Literacy Volunteers of IL - VOCAL AmeriCorps | 01/07/2014       | Submitted    | 09/16/2013       | print |
| Paul Ritt          | Literacy Volunteers of IL - VOCAL AmeriCorps | 01/03/2014       | Under Review | 05/15/2014       | print |

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

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Navigate to Recruitment Workbasket by clicking on the **Recruitment Workbasket** title from **Portal Home** menu.

# Navigate to Service Opportunities

eGRANTS

Welcome Dorothy

Recruitment Workbasket

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
- SSN Workbasket
- SSN Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

Pending Applications

Service Opportunities

Results 1 Through 10

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next | Last | ±10

Your search returned 126 results.

| Applicant          | Listing                                      | Date Submitted | Status       | Date Available |       |
|--------------------|--|----------------|--------------|----------------|-------|
| Damaris Jara       | Literacy Volunteers of IL - VOCAL AmeriCorps | 08/07/2013     | Selected     | 09/10/2013     | print |
| Kathryn Norregaard | Literacy Volunteers of IL - VOCAL AmeriCorps | 08/01/2013     | Selected     | 09/02/2013     | print |
| Nancy Ochoa        | Literacy Volunteers of IL - VOCAL AmeriCorps | 07/24/2013     | Selected     | 07/24/2013     | print |
| Shanicka Burdine   | Literacy Volunteers of IL - VOCAL AmeriCorps | 10/24/2013     | Selected     | 06/02/2010     | print |
| Delvin Mason       | Literacy Volunteers of IL - VOCAL AmeriCorps | 09/26/2013     | Selected     | 09/25/2013     | print |
| Will Hagle         | Literacy Volunteers of IL - VOCAL AmeriCorps | 01/07/2014     | Submitted    | 09/16/2013     | print |
| Paul Ritt          | Literacy Volunteers of IL - VOCAL AmeriCorps | 01/03/2014     | Under Review | 03/13/2014     | print |

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

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Navigate to Service Opportunities by clicking on **Service Opportunities** tab from the top menu tab selections.

# Navigate to Create Opportunity Listing

The screenshot displays the eGRANTS Recruitment Workbasket interface. The top navigation bar includes 'Welcome Dorothy' and 'Recruitment Workbasket'. A sidebar on the left lists various menu items such as 'Trainee Profile', 'Search Potential Applicants', and 'Manage Members'. The main content area features three tabs: 'Pending Applications', 'Service Opportunities', and 'VADs'. A blue arrow points to the 'Create Opportunity Listing' link located above the 'Service Opportunities' tab. Below this link is a table of service opportunities with columns for ID, Name, Type, Start Date, Location, Status, and actions (view/edit). A second blue arrow points to the 'edit' link for the listing with ID 68831.

| ID     | Name   | Type | Start Date | Location   | Status   | view/edit |
|--------|--|------|------------|------------|----------|-----------|
| 46033  | Literacy Volunteers of IL - VOCAL AmeriCorps       | SN   | 09/01/2012 | Chicago    | Approved | view/edit |
| 3097   | Literacy Volunteers of Illinois, Inc               | SN   | 06/29/2009 | Chicago    | Approved | view/edit |
| 75495  | Literacy Volunteers of Illinois - VOCAL AmeriCorps | SN   | 09/01/2017 | Chicago    | Approved | view/edit |
| 129948 | Super Awesome Corp                                 | SN   | 06/05/2018 | Washington | Pending  | view/edit |
| 37584  | Literacy Volunteers of Illinois, VOCAL AmeriCorps  | SN   | 06/01/2010 | Chicago    | Approved | view/edit |
| 46032  | Literacy Volunteers of IL - VOCAL AmeriCorps       | SN   | 09/01/2012 | Chicago    | Approved | view/edit |
| 57304  | Literacy Volunteers of Illinois - VOCAL            | SN   | 09/01/2015 | Chicago    | Approved | view/edit |
| 68831  | Literacy Volunteers of Illinois - VOCAL AmeriCorps | SN   | 02/10/2016 | Chicago    | Approved | view/edit |

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

Navigate to Create Opportunity Listing. To create a new Service Opportunity Listing, click on **Create Opportunity Listings** at the top of the page, located under Pending Applications. To modify an existing Service Opportunity Listing, click **Edit** next to 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

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Begin inputting Service Opportunity Listing information.

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 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

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

The screenshot shows the 'View Listing' page for a service opportunity titled 'Super Awesome 'Corp'. The page is divided into several sections:

- 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:** Full Time
- Education level:** Some college
- Age Requirement:** Minimum: 18 Maximum: 99
- Program Locations:** DISTRICT OF COLUMBIA, Washington/Baltimore
- Languages:** English
- Accepting Applications:** From 06/05/2018 To 09/05/2018
- Contact:** Dorothy McSmileson, 250 E St SW, 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

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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

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Welcome Dorothy

Recruitment Workbasket

Portal Home

Trainer 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**

SSN Workbasket

SSN Reports

VISTA Workbasket

Sponsor Verification

VISTA Reports

Pending Applications | **Service Opportunities** | VADs

Create Opportunity Listing

Show Hidden Listings

| ID     | Name  | Type | Start Date | Location   | Status   |           |
|--------|---|------|------------|------------|----------|-----------|
| 46033  | Literacy Volunteers of IL - VOCAL AmeriCorps        | SN   | 09/01/2012 | Chicago    | Approved | view/edit |
| 3097   | Literacy Volunteers of Illinois, Inc                | SN   | 06/23/2009 | Chicago    | Approved | view/edit |
| 75495  | Literacy Volunteers of Illinois - VOCAL AmeriCorps  | SN   | 09/01/2017 | Chicago    | Approved | view/edit |
| 37584  | Literacy Volunteers of Illinois, VOCAL AmeriCorps   | SN   | 06/01/2010 | Chicago    | Denied   | view/edit |
| 46032  | Literacy Volunteers of IL - VOCAL AmeriCorps        | SN   | 09/01/2012 | Chicago    | Approved | view/edit |
| 57304  | Literacy Volunteers of Illinois - VOCAL             | SN   | 09/01/2015 | Chicago    | Approved | view/edit |
| 68831  | Literacy Volunteers of Illinois - VOCAL* AmeriCorps | SN   | 02/10/2016 | Chicago    | Approved | view/edit |
| 129948 | Super Awesome 'Corp                                 | SN   | 06/05/2018 | Washington | Pending  | view/edit |

**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

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### 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

**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**.

## Resources

Resources for drafting compliant Service Opportunity Listings are available at:

<https://www.nationalservice.gov/resources/americorps/member-assignment-listings>

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