

How-To: Create an Opportunity

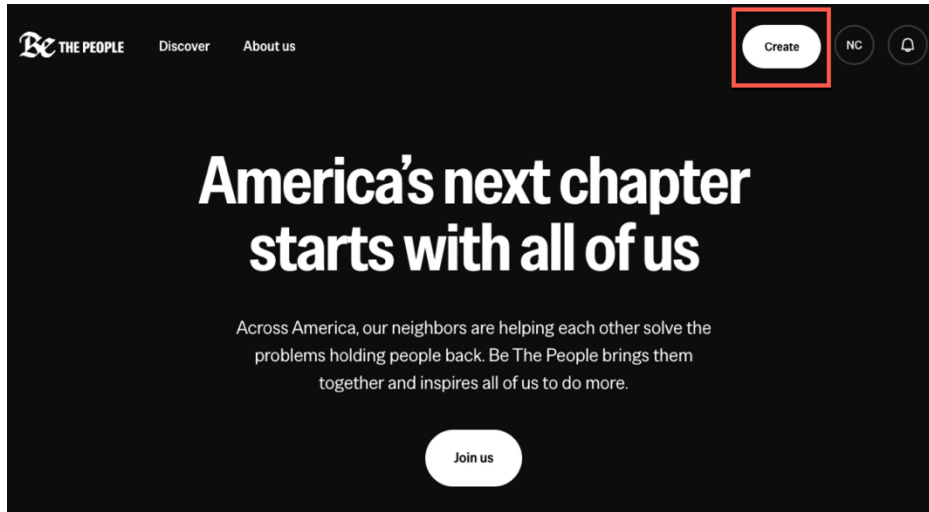
A specific time-bound “way to help” that someone can sign up for (ex: volunteer, attend, contribute).

Follow the steps below to create a new opportunity on the platform. Click [here](#) to watch a short tutorial for a step-by-step overview.

1

Navigate to Create

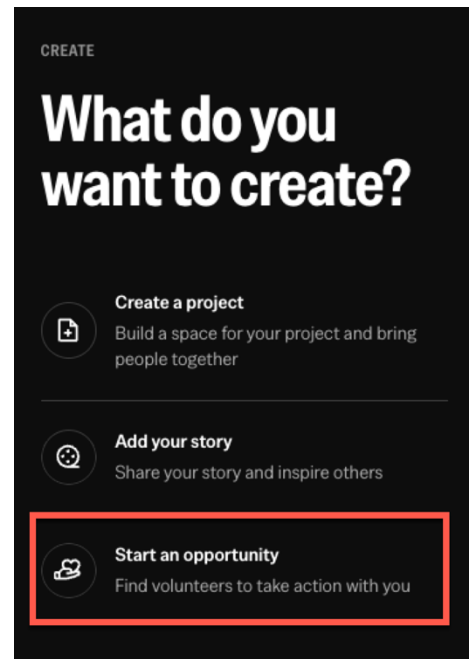
In the top right-hand corner of the home page, click the “Create” button.



2

Select ‘Start an opportunity’

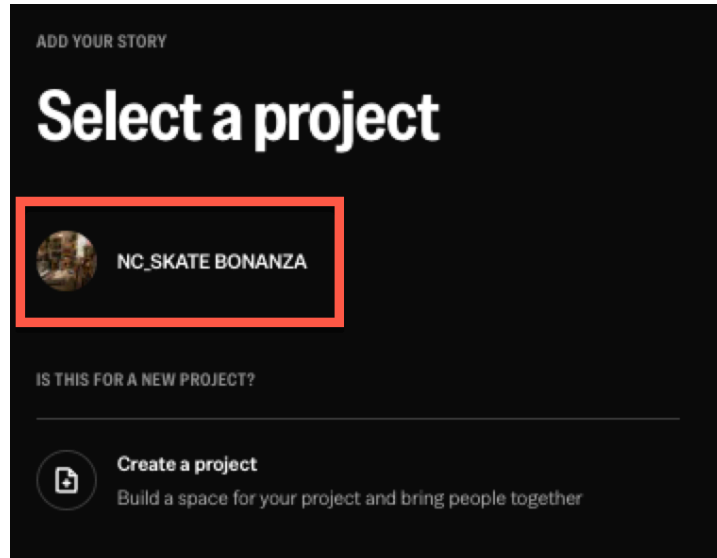
Choose this option from the menu.



3

Select a project

You must have a project set up under your profile before creating an opportunity. Select the project you want to link this opportunity to.



4

Fill in Opportunity Details

Enter the following:


- Opportunity Title
- Brief Description
- Hero Image
- Location

A screenshot of a web form titled "START AN OPPORTUNITY" with navigation links "Overview", "Tags", "Signups", and "Preview". The form is divided into several sections, each highlighted with a red border. The first section is titled "What's your opportunity called?" and contains a text input field with the placeholder "Enter opportunity title" and a character count "0/50". The second section is titled "Write a short description" and contains a text area with the placeholder "Describe your opportunity in a few sentences. This description appears on cards across the site, so keep it concise—avoid repeating your opportunity's title." and a character count "0/200". The third section is titled "Where is your opportunity based?" and contains a toggle switch for "Nationwide (U.S.)" and a text input field for "Location" with a right-pointing arrow. To the right of these sections is a large area for "Upload image" with a central upload icon and a list of instructions: "Size should be a minimum 1200 x 1200 px", "JPG, PNG, or WebP—max size 5 MB", "Avoid uploading a logo or avatar", and "Select a photo that gets people excited about your opportunity".

- Attendance type (onsite, hybrid or remote)
- Date (ongoing or a specific date)

Dates ✕

Specify the dates for this opportunity.
Changes are applied when you save.

Opportunity dates
May 26, 2026 

Times

Add opportunity times
3:33pm PST |

10 / 80

START AN OPPORTUNITY Overview Tags Signups Preview

How will participants attend?

On-site Hybrid Remote

When is your opportunity?


Ongoing (no specific dates or times)

Dates >

What's other information for this opportunity?

Requirements (Optional) >

Further Details (Optional) >


Upload image

- Size should be a minimum 1200 x 1200 px
- JPG, PNG, or WebP—max size 5 MB
- Avoid uploading a logo or avatar
- Select a photo that gets people excited about your opportunity

Cancel **Continue**

- Other Information
 - Requirements (optional)
 - Further Details (optional)

NOTE: Use the *Other Info* section to fill out specifics about the Participant Requirements

Participant Requirements

Add requirements to join this opportunity.
Changes are applied when you save

- Age Requirements
- Background Check
- Attend Orientation
- Driver's License
- Waiver

Further Details



Include any additional details that you would like participants to know about your opportunity. Changes are applied when you save.

Opportunity details

0 / 1000

5

Apply tags

Add optional tags to help people discover your opportunity. You can select up to 5, then select Continue.

OPTIONAL

Apply tags

Applied (based on your project) 1

Civic engagement X

Tags are only visible to you and help people discover your opportunity. Select up to 5:

- Arts and Culture
- Arts, Entertainment & Sports
- Business, Innovation, & Technology
- Civic Engagement, Faith, & Service 1
- Education & Mentorship
- Environment, Food & Shelter
- Health, Family, & Employment

6

Add Volunteer Link (if applicable)

If you're already managing signups somewhere else (like Eventbrite or a Google Form), check the “connect to an existing opportunity instead” box, and paste your link. Otherwise, keep the box unchecked. Select Continue.

Manage signups for your opportunity directly on Be the People

You'll get notified on Be the People whenever someone signs up, and easily have access to all participants in one place. Preferences can be changed any time.

Connect to an existing opportunity instead (e.g. Idealist, Eventbrite, Discord)

Add an external link for participants to be directed to for signups

7

Preview and Submit

Select Continue to preview the opportunity.

START AN OPPORTUNITY Overview Tags Signups Preview


OPPORTUNITY

Sample Opportunity

NC.SKATE BONANZA | National

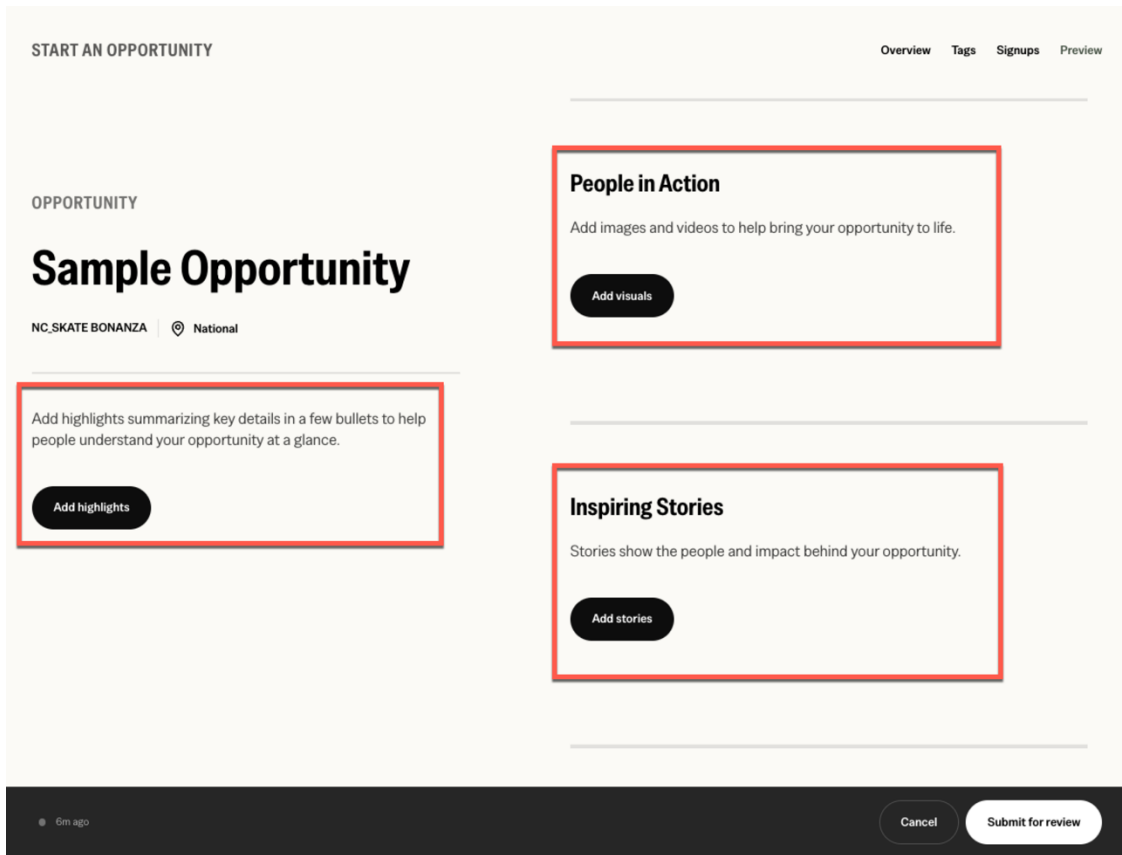
Add highlights summarizing key details in a few bullets to help people understand your opportunity at a glance.

[Add highlights](#)



This is my sample opportunity

Date	May 26, 2026
Time	Any day 3:33pm PST
Location type	On-site



On the preview page, you can optionally add the following:

- Highlights
- Visuals
- Stories

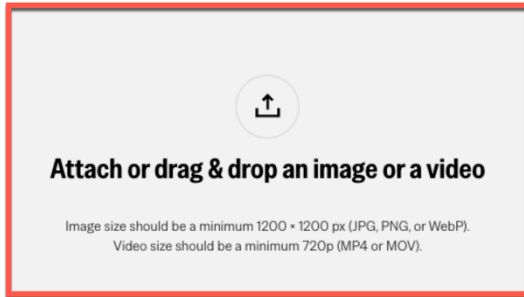
Opportunity highlights ✕

Offer up to three details that make this opportunity special. They can focus on populations served, community benefits, or any other goals.

✓ Highlight #1 (e.g. "Support local families in need")	0/50
✓ Highlight #2 (e.g. "Build relationships with your neighbors")	0/50
✓ Highlight #3 (e.g. "Understand how mutual aid works")	0/50

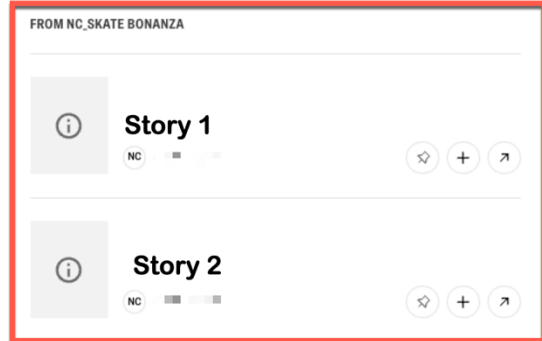
Add Visuals

Upload images and videos to help bring your opportunity to life.



Add Stories

Select stories to add or remove. Changes are applied when you save.



8

Submit the Opportunity for Review

When ready, submit the opportunity for review by the Be The People platform's admin team. You will receive an email with a status update shortly.



Your story has been submitted for review

Reviews may take up to 2-3 days. You can track your story's status in your dashboard.

[View in dashboard](#)