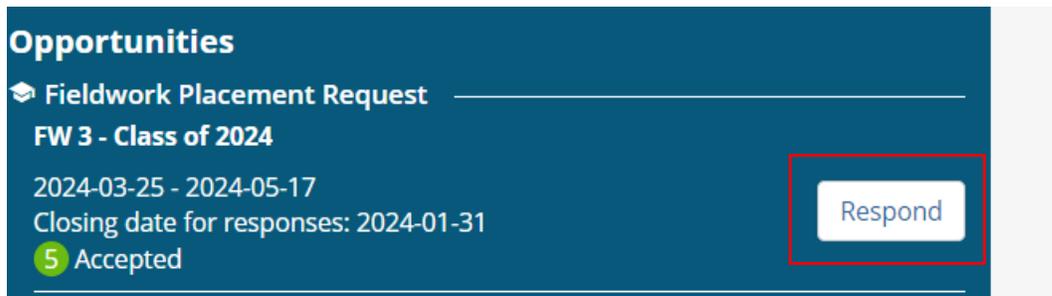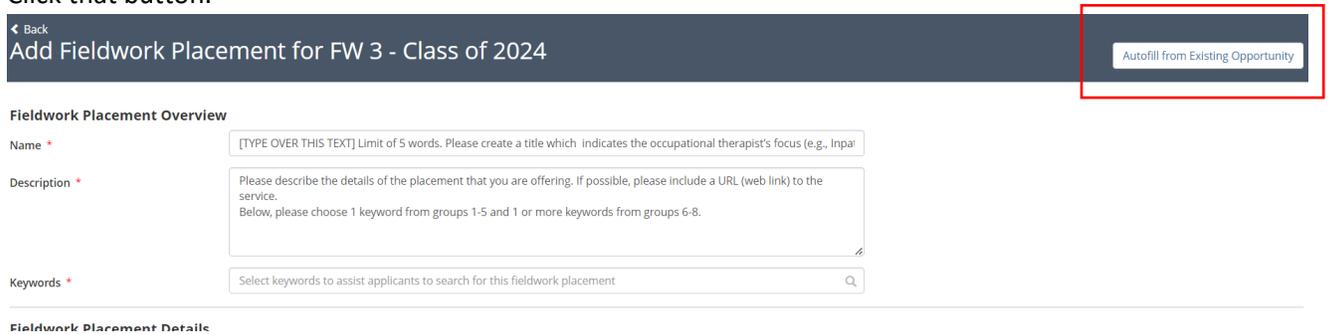# Copying or Re-using Previously submitted Opportunities in InPlace

InPlace has made a feature where you are now able to copy previous fieldwork offers that you submitted using Opportunities. *Opportunities is used to submit offers for Fieldwork 2, 3, and 4.
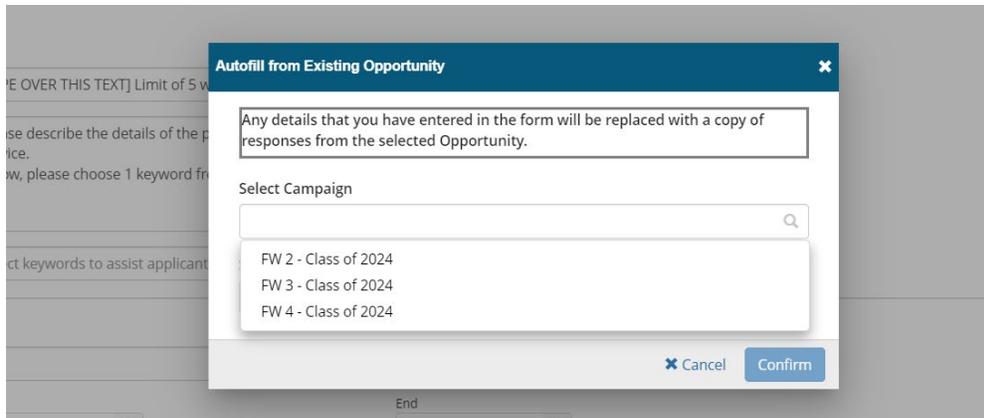
1. Login to InPlace and look for the fieldwork placement request that you wish to respond to. Click "Respond".


2. At the top right of the template, you will see a button called "Autofill from Existing Opportunity". Click that button.

3. A window will display which will allow you to select the fieldwork campaign from the dropdown menu that you would like to copy an offer from:

4. Select the fieldwork campaign, for example, FW 2 – Class of 2024. When you select the fieldwork campaign, a dropdown menu appears under **Select Opportunity**, which displays all of the past offers you have submitted for that fieldwork campaign (example FW 2 – Class of 2024). Select the offer that you would like to copy and click "Confirm":
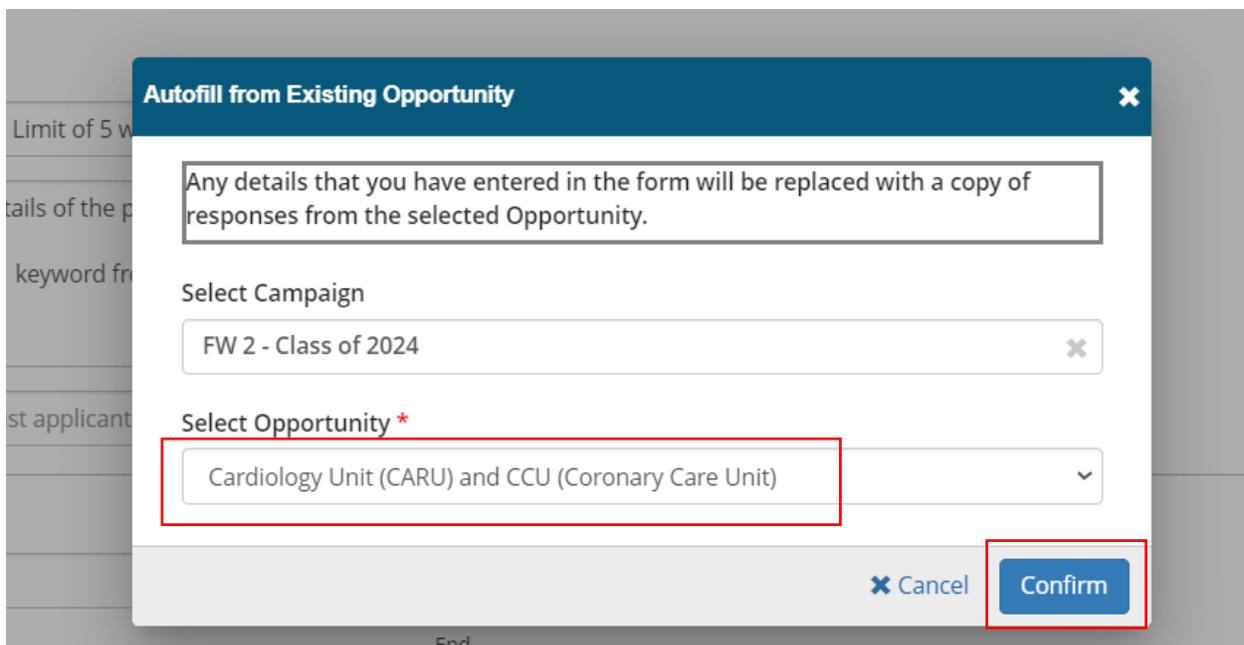
5. The previous offer that you submitted (example FW 2 – Class of 2024) will be displayed. You can edit the details of the offer and keywords, as you usually would when working from the blank Opportunities template.

6. Once all information is completed you can **Save** or **Save as Draft** to return later. Click **Submit** when you are finished.
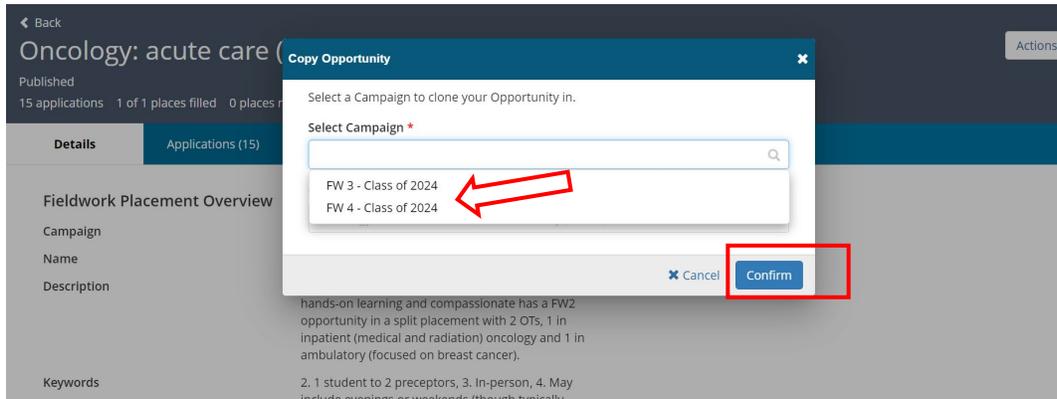
*If you need assistance with this process, contact the fieldwork administrative team: rss.otclined@utoronto.ca.