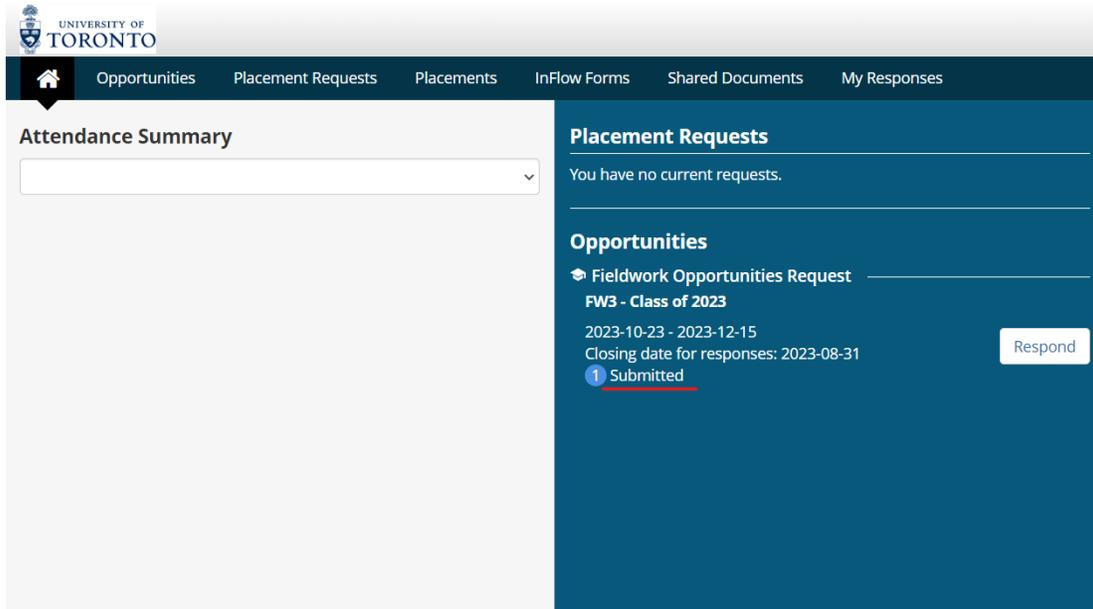


Updating Submitted Opportunities as a Site

1. If you want to edit any of the details of an opportunity you have submitted, log in to your InPlace account and you will see the open campaign(s) and which one you have submitted an offer for.



2. Click the word “Submitted” (or Published if UofT has already accepted the offer) and you will see all the opportunities you site has submitted.

Opportunities

FILTER

Opportunity Name

Agency Name

Status

Opportunity Campaign Name

Opportunity Type

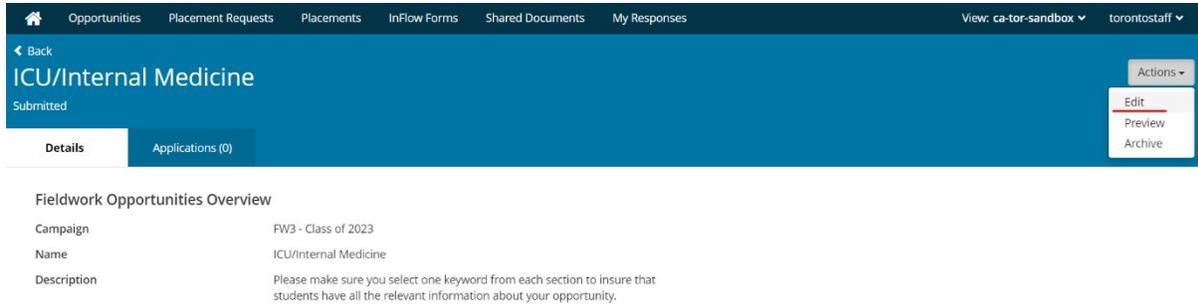
Discipline

Start Date

Include range Exclude range

<input type="checkbox"/>	Opportunity Name	Opportunity Campaign Name	Agency Name	Type	Start Date ↓
<input type="checkbox"/>	ICU/Internal Medicine	FW3 - Class of 2023	Neurochangers	Fieldwork Opportunities	2023-10-23 12:00 AM

3. Click on the opportunity you wish to make changes to, select “Actions” in the top right corner and “Edit”.



The screenshot shows the InPlace web application interface. At the top, there is a navigation bar with links for Opportunities, Placement Requests, Placements, InFlow Forms, Shared Documents, and My Responses. The user is logged in as 'torontostaff'. The main content area is titled 'ICU/Internal Medicine' and shows a 'Submitted' status. There are tabs for 'Details' and 'Applications (0)'. An 'Actions' menu is visible in the top right corner, with options for 'Edit', 'Preview', and 'Archive'. Below the tabs, there is a 'Fieldwork Opportunities Overview' section with a table of details.

Campaign	FW3 - Class of 2023
Name	ICU/Internal Medicine
Description	Please make sure you select one keyword from each section to insure that students have all the relevant information about your opportunity.

4. Make the changes to the description, keywords, etc., scroll to the bottom of the page and click “Submit”.

If you have any questions, please contact the fieldwork administrative team: rss.otclined@utoronto.ca.