User Guide

Student: InPlace Opportunities
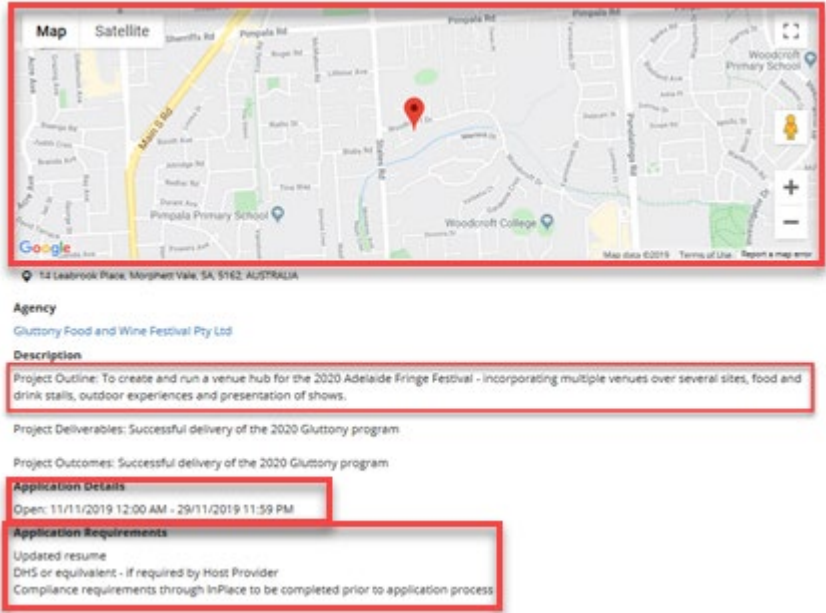
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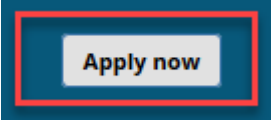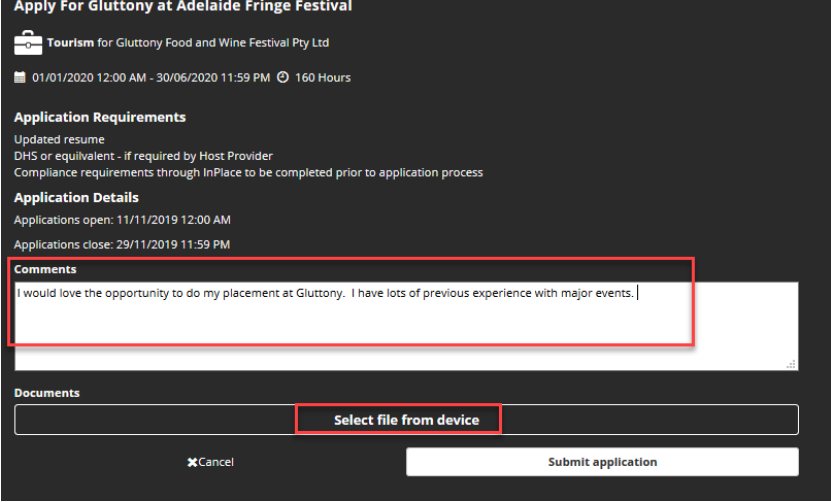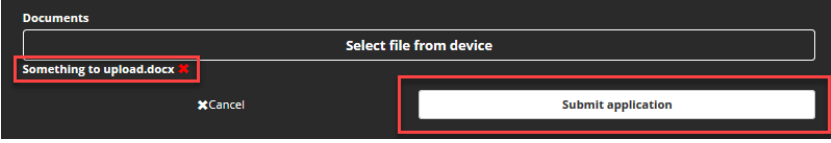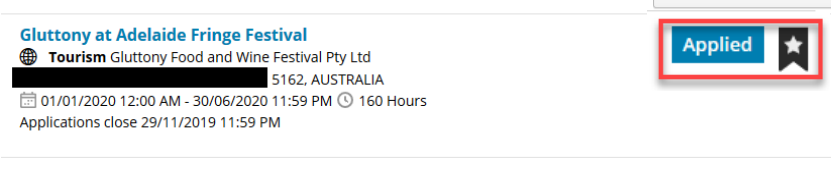
Step 1: Viewing Placement Opportunites
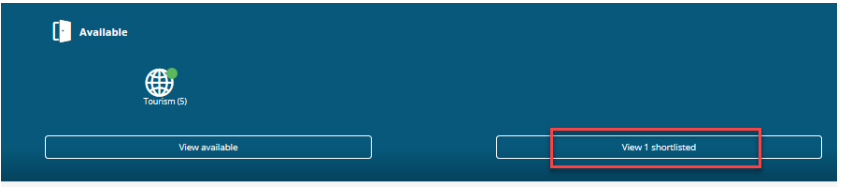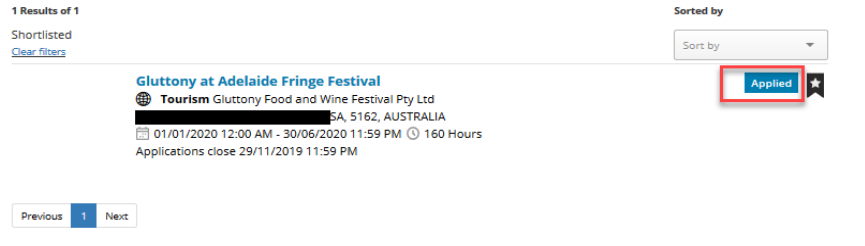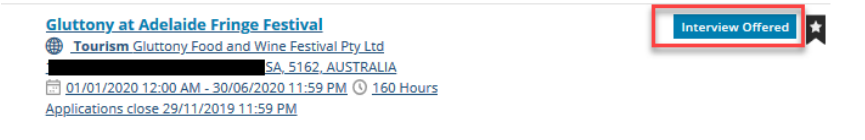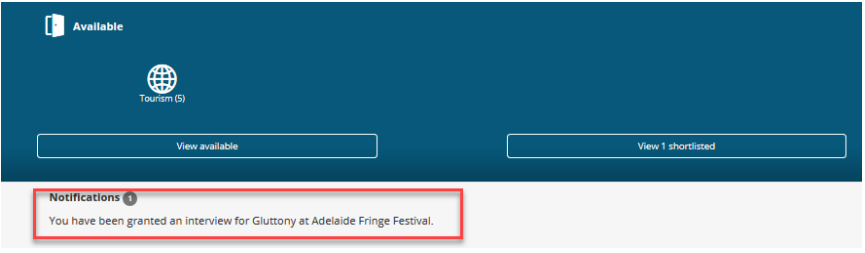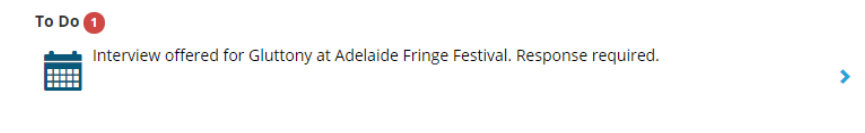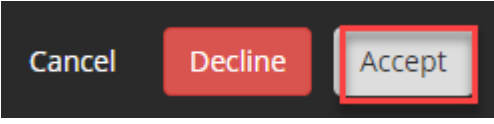
Action	Details
When **Opportunities** are available an icon will display in the **Available** section of the home page. The number on the icon indicates how many opportunities are available. To view them click either: - the **icon** to view opportunities of that particular type OR - **View available** to view all available opportunities	
A list of available opportunities will display. The icons on the right of an opportunity display if you have already viewed an opportunity or if a new opportunity is available. Click the star icon to shortlist an opportunity. The icon turns black.	
Click on the link of the opportunity you would like to view the details of.	

The Opportunity detail page will display. **Placement dates**, **duration** and the **number of positions available** will display at the top of the page.	**Gluttony at Adelaide Fringe Festival** **Tourism** for Gluttony Food and Wine Festival Pty Ltd 📅 01/01/2020 - 30/06/2020 🕐 160 Hours 1 Positions available
A map displays the location of the placement. **Description**: contains information about the specific opportunity **Application Details**: displays timeframe applications are open for the opportunity **Application Requirements**: details what is required to successfully apply for the opportunity	 14 Leabrook Place, Morphett Vale, SA, 5162, AUSTRALIA Agency Gluttony Food and Wine Festival Pty Ltd Description Project Outline: To create and run a venue hub for the 2020 Adelaide Fringe Festival - incorporating multiple venues over several sites, food and drink stalls, outdoor experiences and presentation of shows. Project Deliverables: Successful delivery of the 2020 Gluttony program Project Outcomes: Successful delivery of the 2020 Gluttony program Application Details Open: 11/11/2019 12:00 AM - 29/11/2019 11:59 PM Application Requirements Updated resume DHS or equivalent - if required by Host Provider Compliance requirements through InPlace to be completed prior to application process

Step 2: Applying For An Opportunity

Action	Details
Click the **Apply now** button on the opportunity detail page that you wish to apply for.	
Enter text in the **Comments** box to support your application for the opportunity. Supporting documents (such as your Resume) can be attached to the application. Click **Select file from device** and navigate to the file you wish to upload.	
The uploaded file name will display. Click **Submit application**.	
You will be taken back to the available opportunity list. The opportunity you applied for will now be added to your shortlist and an **Applied** icon will display.	

Step 3: Applicant Approved For Interview

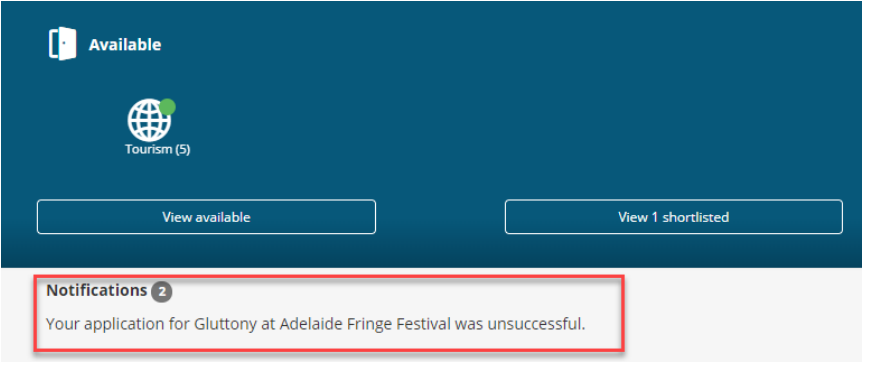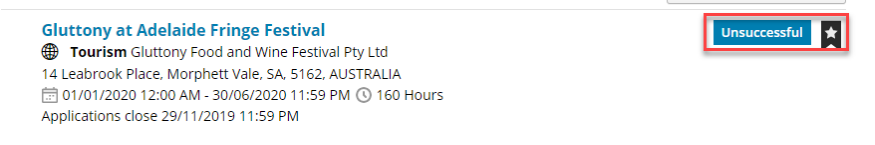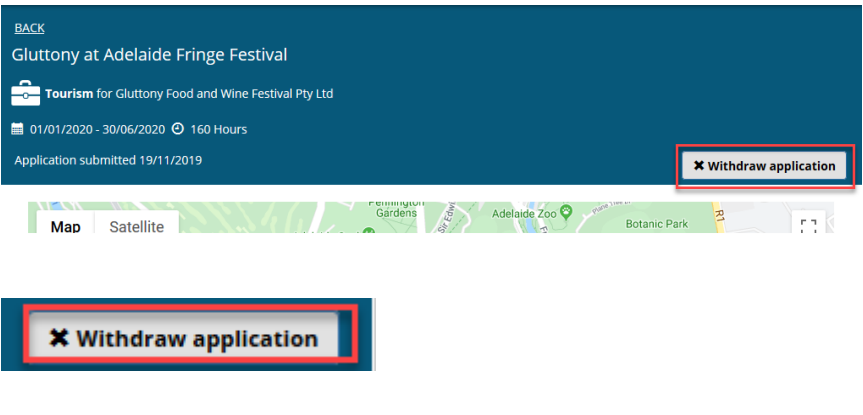| Action	Details
On the home page click **View shortlisted** to view the opportunities you have applied for or added to your shortlist.	
Your shortlisted opportunities will display. The opportunities you have applied for will display the **Applied** icon.	
If your application has been successful the icon will now display to **Interview Offered.**	
On the home page a message will also appear in the **Notifications** list that you have been granted an interview for a particular opportunity.	
An item will appear in your **To Do** list on the home page requiring action. Click on the message.	
Details regarding the interview will display.	
Click **Accept** to accept the interview.	

Step 4: Successful Application

Action	Details
If your application is deemed successful a confirmed placement will be created for you. A message will appear in the **Notifications** list on the home page.	**Notifications** ① Your application for Gluttony at Adelaide Fringe Festival was successful.
The confirmed placement details will be visible from the home page. Access the details of the placement either by clicking on **Confirmed** in the top menu bar or **View All Confirmed** button.	Home Confirmed 1 new Available 👍 **Confirmed** NEXT ATTENDING: 💼 **Gluttony Food and Wine Festival Pty Ltd** ❯ 01/01/2020 - 30/06/2020 View All Confirmed

Step 5: Unsuccessful Application

Action	Details
If your application is deemed unsuccessful a message will display in the **Notifications** list on the home page.	🚪 **Available** 🌐 Tourism (5) View available View 1 shortlisted **Notifications** ② Your application for Gluttony at Adelaide Fringe Festival was unsuccessful.
The status next to applicable opportunity will update to **Unsuccessful**.	**Gluttony at Adelaide Fringe Festival** Unsuccessful ⭐ 🌐 Tourism Gluttony Food and Wine Festival Pty Ltd 14 Leabrook Place, Morphett Vale, SA, 5162, AUSTRALIA 📅 01/01/2020 12:00 AM - 30/06/2020 11:59 PM ⏱ 160 Hours Applications close 29/11/2019 11:59 PM

Step 6: Withdrawing Your Application

Action	Details
If you wish to withdraw your application for a particular opportunity, open the detail page of the opportunity. Click **Withdraw application**.	BACK **Gluttony at Adelaide Fringe Festival** **Tourism** for Gluttony Food and Wine Festival Pty Ltd 01/01/2020 - 30/06/2020 160 Hours Application submitted 19/11/2019 ✖ Withdraw application Map Satellite ✖ **Withdraw application**