**Core Concept: How to review your opportunity on the applicant portal**

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| Script  |
| Welcome to the AmpliFund Core Concept training video focused on viewing your opportunity on the applicant portal.  |
| After you create an opportunity, it is a best practice to review how the opportunity appears on the applicant portal prior to publishing it.  You’ll be learning much more about the applicant portal in future Core Concept trainings, however, now that you’ve created an opportunity record, you can look at it on the applicant portal.  |
| After logging into AmpliFund, click on Award Management then Fund Opportunities to navigate back to your opportunity.  |
| This will take you to a list of opportunities you’ve created in AmpliFund.  Click on the name for the relevant opportunity you’d like to check.  |
| After clicking on the name, you land on the opportunity details page.  If you scroll down to the bottom of the first section, you will notice a Public Link.  You’ll use this public link to provide to your applicants once published.  To view your application on the applicant portal, click on this link.  |
| After clicking on the link you’ll land on the applicant portal where you can review your opportunity details.  This is the view a potential applicant would see on the portal.  We recommend reviewing each field you’ve populated on your opportunity from this screen to ensure the information is appearing as you’d hoped.  If you’d like to download a copy of the opportunity details or print, there are options at the top of the opportunity.  |
| Through this Core Concept video, you’ve learned how to view your opportunity details on the applicant portal.  Should you have additional questions, please visit our support site.  Thank you!  |