How to Gain Access to opti
opti is a public system. On the login screen, input the required information and click on the Register button. Once your account has been successfully created, you may enter your email and password in the “Existing Users” box and click Login.

How to Navigate opti
Once logged into opti, information and tools are accessible via the navigation bar. Click on the icons to display different modules in your screen. Modules provided are:

- **Home** – displays Announcements, Events, and Recently Added Projects
- **New (+)** – click here to add a new project
- **Map** – displays a map of the projects
- **List** – displays a list of the projects
- **Partners** – displays a list of Community Members and Organizations
- **Reports** – provides access to predefined reports and a custom search tool

How to View Announcements and Events
Announcements and Events are posted in the Home page.

- Click on an Announcement or Event hyperlink to view the details and download attachments.
- Click on the “+” icon in the dashboard banner to add a new Announcement or Event to the site.

How to Become a Community Member
To add and submit projects to opti, you must first become a Community Member.

- Click on the Account icon to open your profile information.
- Fill out all the required fields and click the Become a Community Member button at the bottom of the window. You will receive an email when your request has been authorized.

How to Add a New Project
To add a project to opti:

- Click on the Map icon in the navigation bar to view a map of projects.
- Then, click on the New icon in the navigation bar. If you are a Community Member, the project entry screens will open.
- Fill out the project information and click the Save button.
- You may continue to update project information prior to and after submitting the project to the administrator.

How to Share a Project
The Share Tool allows a select group of users to be able to view and edit your project prior to submission.

- Click on the Map or List icon to access the projects.
- Click on the Share icon in the navigation bar to open the Share Tool.

How to View Project Details
To view project details and update your project:

- Click on the Map or List icon in the navigation bar.
  - In the Map view, mouse over your project on the map and click on the project title when it appears.
  - In the List view, filter the list to show “My Projects” and select your project.
- A new window will open with the project details.
- Click on the Details tab on the left hand panel to view and edit project information.

NOTE: your project will not be visible to the public until you have submitted it to the administrator and it has been accepted for publication.