**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.