



HOW TO POST A PROJECT

1. Login to the [Maroon and Gold Network](#). If it's your first time, creating an account is quick and easy.
2. Click on the "Projects" tab.
3. Click on the "Post a Project" button.
4. Choose a template or create your own.
5. Fill in the project information.
6. Click "Preview and Submit".
7. Click "Review Terms and Submit".
8. Review the agreement and type your signature to acknowledge these terms.
9. Wait for approval from a platform administrator.
10. View "My Projects" to see your posting. Click on the human icon to review your applicants.
11. Review applicants. You will receive an email when a new applicant has applied for your Project. The attachments you requested will be in the email.
12. You can review the applicants by following the link in the email or from the human icon on your post on the Maroon and Gold Network.
13. You can take several actions from the applicants' link.
 - o Click on the applicant's name to see their Maroon and Gold Network profile
 - o View the date applied
 - o View their user type
 - o View their documents
 - o Change the status of the applicant. Your options are pending, reviewed, declined, hired. The status is visible to the applicant.
 - o Click the email icon under action to email them directly. Your message will go to their Maroon and Gold Network inbox and they will also receive notification sent to their email.
14. Once you have chosen Hire from the drop-down menu, you will receive a message to confirm your hire. This will trigger an email notification to the project seeker that they have been hired.
15. You can hire multiple applicants for the same role if you wish, however your inbox on the Maroon and Gold Network will only allow for conversation threads with each individual, not the entire group as one.
16. Follow up with the person you hired by clicking the message button. This message will go to their email as well as their Maroon and Gold Network inbox.
17. You can change the Project status at the top of your conversation in your Maroon and Gold Network inbox as you progress.
18. Be sure to change the status to Completed once you have received the final project.

Questions? Contact the Alumni Association at 612-624-2323 or umalumni@umn.edu.



UNIVERSITY OF MINNESOTA
ALUMNI ASSOCIATION