How to Link Opportunities to a Reviewer Group

Once you have created a Reviewer Group, you need to link all of the opportunities the group is assigned to review. Keep in mind the Review Period start and end dates of those opportunities, as well as the criteria being evaluated. You may decide the configuration of the Reviewer Group is sufficient enough to cover all of the linked opportunities, or that a separate Reviewer Group is needed for a specific set of opportunities. For more information on how to create and configure Review Groups, please visit the FS4U Resource webpage for additional job aids.

To find your Reviewer Group, click on **"Opportunity"** at the top of the screen, followed by **"Evaluators"** and **"Reviewer Groups"**. Your group should be in the list on the page that follows.
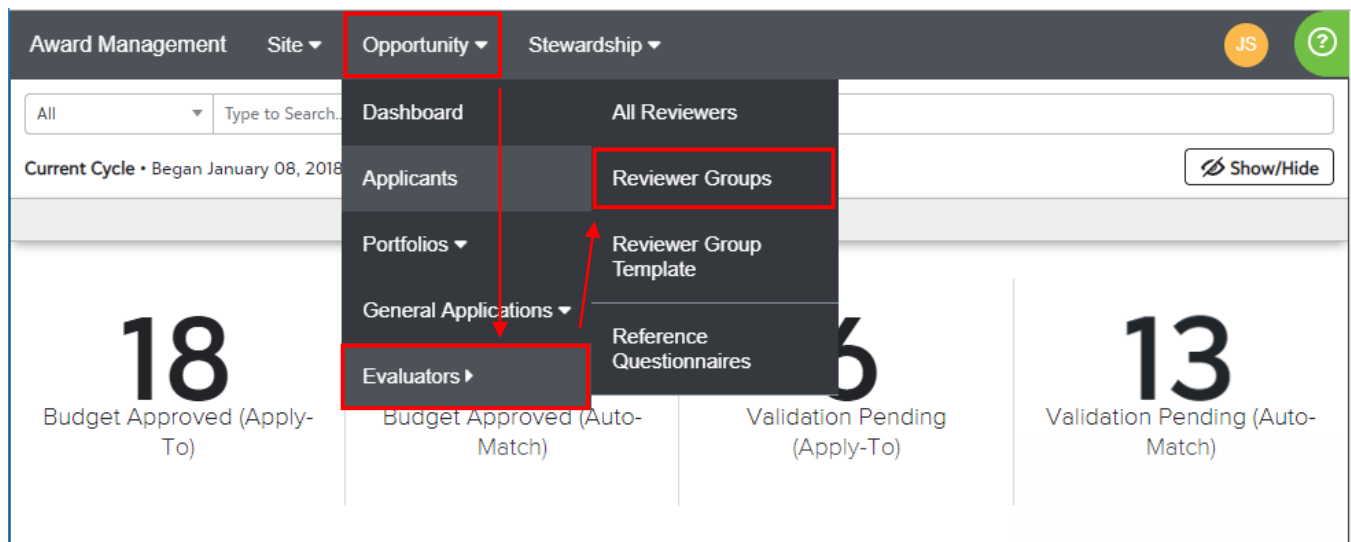
Locate the Reviewer Group from the list and click on **"Opportunities"**.

The Opportunities Tab

This tab allows you to determine which applications you would like this reviewer group to encounter on an opportunity-by-opportunity basis. This tab also displays a list of all current opportunities you are scoped to, as well as the Review Period, total number of applications received for the opportunity, and any additional assigned reviewer groups working on applications for that opportunity. (Hover over the number below Assigned Reviewer Groups to view this information.)
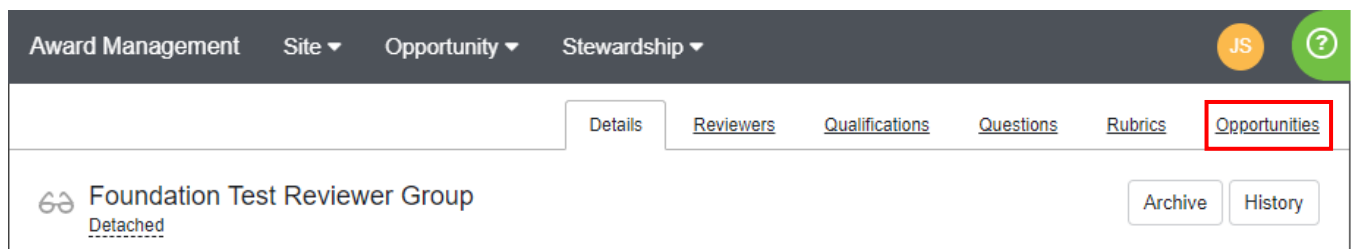
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To select one or more opportunities, check the box beside each opportunity's name. You must assign at least one opportunity (or the General Application or a Conditional Application) to begin matching applications to the Reviewer Group. If you do not select anything under the Opportunities tab, no applications will be directed toward the Reviewer Group, despite any configurations you have established. Click **"Update Assignments"** on the bottom-right once complete.