

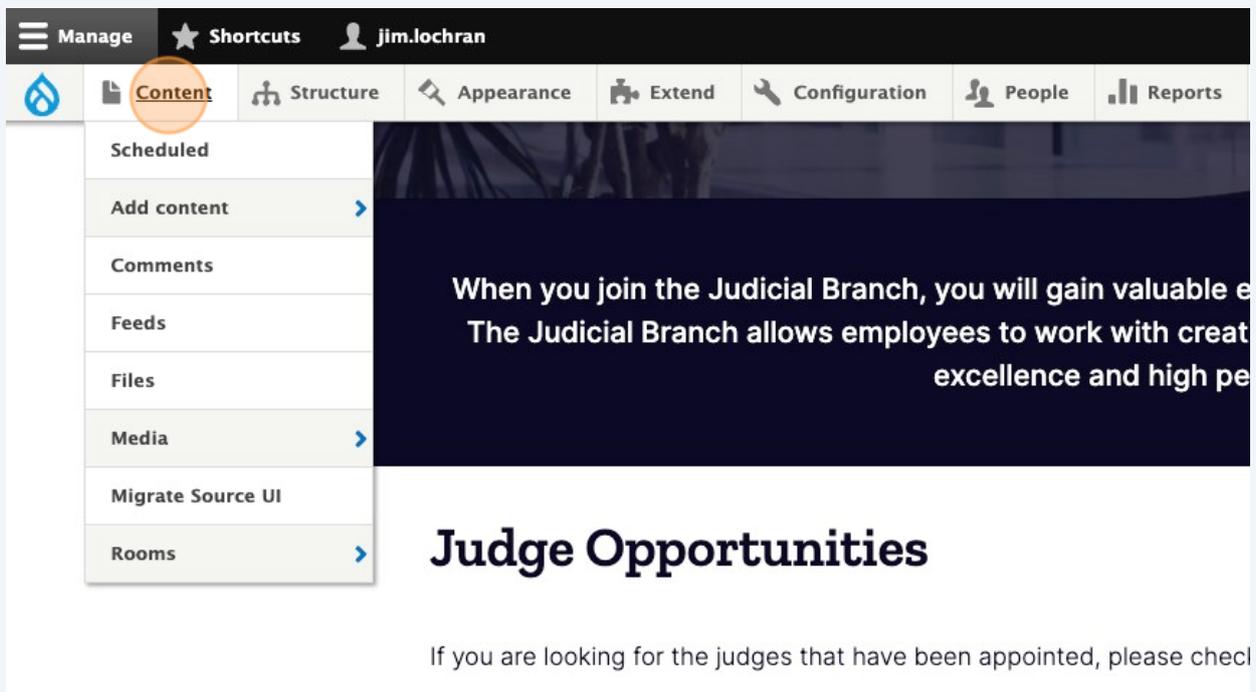
# How to Add / Edit a Judge Opportunity

1

Navigate to <https://test-colorado-judicial-branch.pantheonsite.io/careers/judge-opportunities>

2

To add a Judge opportunity - Click "Content"



### 3 Click "Add content"

Home > Administration > Content

## Content

**Content**

Blocks

Comments

Feeds

Contacts

Files

Room

**Overview**

Moderated content

**+ Add content**

Title

Content type

- Any -



Published status

- Any -



Auth

Language

- Any -



Filter

### 4 Click "Judge Opportunity"

> **Chief Justice Directive**

> **Contact**

> **Court Resource**

> **FAQ Item**

> **Job Description**

> **Judge Opportunity**

> **Jury**

> **Jury Reporting Schedule**



**Location**

Locations such as a courthouse.

5 Complete the required fields.

Home > Node > Add Content > Create Judge Opportunity

## Create Judge Opportunity ☆

**Title\***

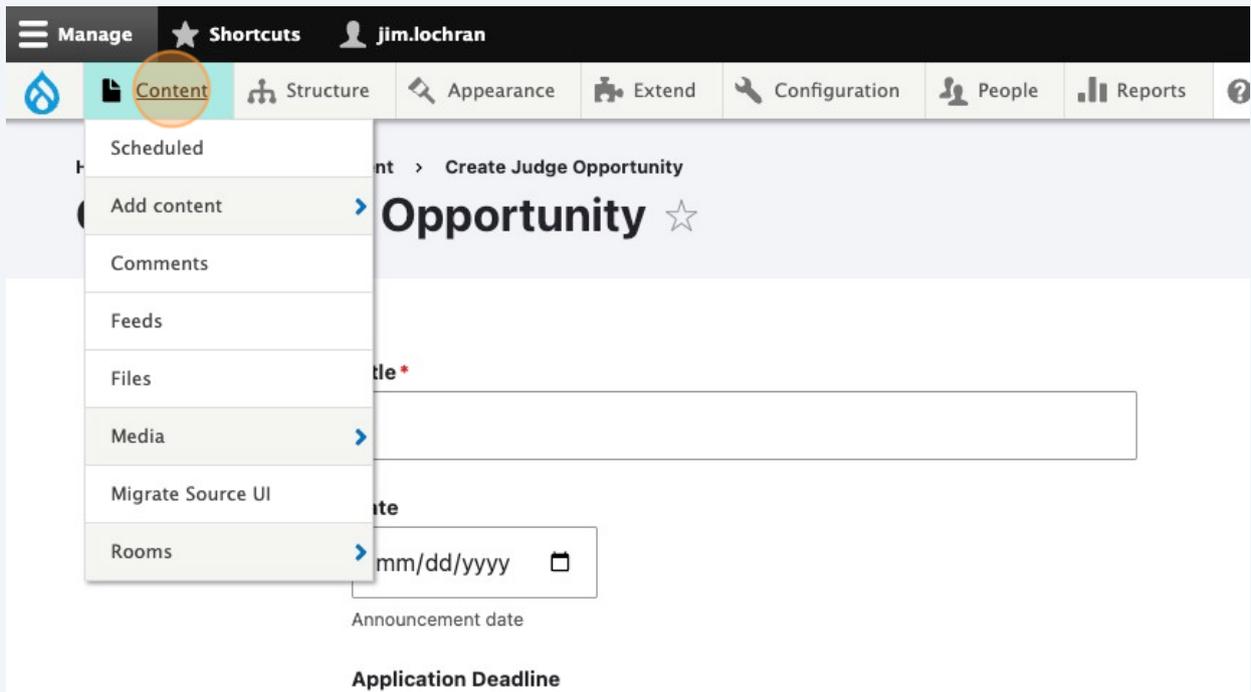
**Date**

Announcement date

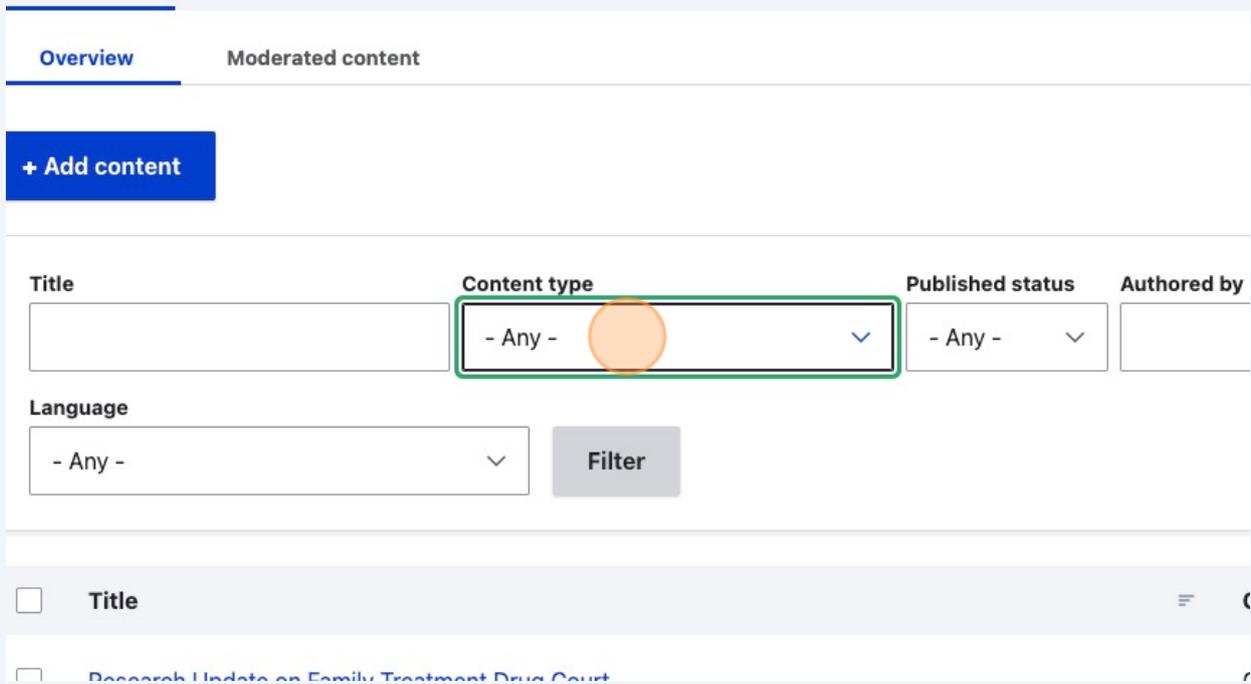
**Application Deadline**

6 Workflow - Judge Opportunities have a build in workflow. When the opportunity is created on the Title, Date, Deadline and Judge Opportunity file are completed. When published the opportunity will be displayed on this page. <https://test-colorado-judicial-branch.pantheonsite.io/careers/judge-opportunities>. Over time as the opportunity deadline passes then the additional media fields will be completed for the Nominees and the announcement. Once these are completed the opportunity will be removed from the judge-opportunity page and automatically displayed on the Judge appointments page <https://test-colorado-judicial-branch.pantheonsite.io/media/judge-appointments?topic=76&wrapped=true>

7 To edit a Judge Opportunity - Click "Content"



8 Click this dropdown and select judge opportunity



9 Find the appropriate opportunity and Click "Edit"

type	Author	Status	Updated	Operations
opportunity	<a href="#">dawn.handeland</a>	Published	09/25/2023 - 15:22	<span>Edit</span> <span>▼</span>
opportunity	<a href="#">dawn.handeland</a>	Published	09/14/2023 - 10:28	<span>Edit</span> <span>▼</span>
opportunity	<a href="#">dawn.handeland</a>	Published	09/14/2023 - 10:26	<span>Edit</span> <span>▼</span>
opportunity	<a href="#">dawn.handeland</a>	Published	09/14/2023 - 10:25	<span>Edit</span> <span>▼</span>

10 Click the "Title" field to edit the title field

District announces District Court vacancy > Fourth Judicial District announces District Court vacancy

## portunity Fourth Judicial District announces District Court

Delete Revisions

Fourth Judicial District announces District Court vacancy |

06/2023

icement date

ation Deadline

29/2023

11 Click the "Date" field to edit the date

View **Edit** Delete Revisions

**Title \***

Fourth Judicial District announces District Court vacancy

**Date**

09/06/2023 

Announcement date

**Application Deadline**

09/29/2023 

**Judge Opportunity**

12 Click the "Application Deadline" field to edit the deadline date.

View **Edit** Delete Revisions

**Title \***

Fourth Judicial District announces District Court vacancy

**Date**

09/06/2023 

Announcement date

**Application Deadline**

09/29/2023 

**Judge Opportunity**

13 Click here.

Fourth Judicial District announces District Court vacancy

**Date**  
09/06/2023 📅  
Announcement date

**Application Deadline**  
09/29/2023 📅

**Judge Opportunity**



14 Click here to add the opportunity media. If only this field is completed then the opportunity will be displayed on the Judge Opportunity page.

**Judge Opportunity**

  
04 - Kane vacancy F...

maximum number of media items have been selected.

**Notes**

media items are selected.

**15** Once there are nominees - then add the list file here.

JD04 - Kane vacancy F...

he maximum number of media items have been selected.

ominees

o media items are selected.

**Add media**

ne media item remaining.

ppointed

o media items are selected.

**16** Add the announcement here.

s

a items are selected.

**media**

lia item remaining.

d

a items are selected.

**media**

17 Click this button.

No media items are selected.

Add media

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Published

Save Preview  Delete

