

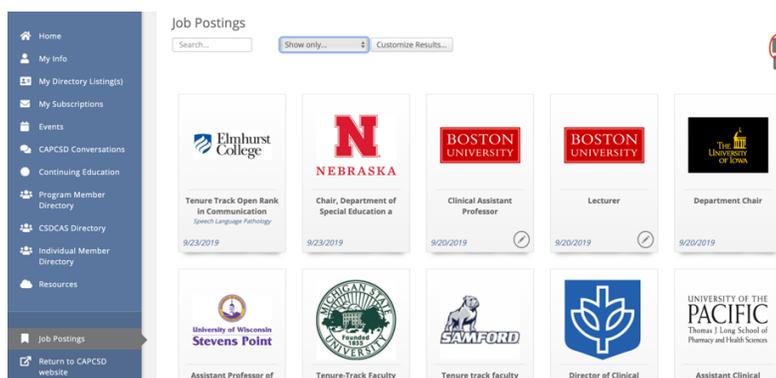
## How to Post a Job on the CAPCSD Website

Posting a job on the CAPCSD website is a benefit of membership and free for members.

**Only Program Directors** can post a job through the membership InfoHub. See instructions at the end of this document if you have not yet activated your membership on the new CAPCSD website.

If you need to change the Program Director, contact [Admin@capcsd.org](mailto:Admin@capcsd.org)

When you login to your CAPCSD membership, select the **Job Posting tab** on the right navigation bar and look for the **“Add”** button at the top right-hand corner. If you do not see the Job Posting tab, clear your browsing history/cache. Contact [Admin@capcsd.org](mailto:Admin@capcsd.org) if you need assistance.



### Tips for Completing the Job Posting Form

**Contact:** Use the name of the university, not an individual.

**Publish End date** is required. It can always be changed later if necessary.

**Description** (Type something): This area can be formatted with bold, bullets, hard returns, etc.

**Categories:** Multiple categories can be selected.

**Contact Name, Contact Address, Contact Email, Contact Phone, Instructions and Application Deadline:**  
Do not use hard returns, bullets, etc. in these areas; it will cause HTML coding will show up on the website posting. Use only periods and commas as separators. Alternatively, you can always place any of this information in “Description” section if formatting is preferred.

**How to Add Your Logo:** To add the university logo to the posting, click on the Images tab at the top of the page. You can add your logo to the Job Posting to show on the website using the top upload box. The second smaller box is where you upload the logo to appear inside the posting.

Be sure to hit the orange **“Done”** button on the bottom right hand corner to save the posting.

Job Postings can be changed at any time and you will receive an email notification when the posting is about to expire.

## Job Posting Screenshot

The screenshot shows a web-based form for creating a job posting. At the top, there are two tabs: 'General' (selected) and 'Images'. The form includes the following fields and controls:

- Contact:** A text input field.
- Content Status:** A dropdown menu currently set to 'Draft'.
- Title:** A text input field.
- Subtitle:** A text input field.
- Short Description / Teaser Text:** A text input field.
- Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and other text formatting options. Below the toolbar is a text area with the placeholder 'Type something'.
- Viewable Published Date:** A date picker.
- Publish Start:** A date picker.
- Publish End:** A date picker.
- Require Approval After Edit:** A checkbox.
- Categories:** A dropdown menu with 'None Selected' and a 'Featured' checkbox.
- Contact Name:** A text input field.
- Contact Address:** A text input field.
- Contact Email:** A text input field.
- Contact Phone:** A text input field.
- Instructions:** A text input field.
- Application Deadline:** A date picker.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Done'.

### How to Access the Membership Login on the New CAPCSD Website

Go to [www.capcsd.org](http://www.capcsd.org) and click on **Member Login** at the far right of the navigation bar.

**Please Note!** If this is the first time you are logging into the new website, you must **“Create an Account”** even if you had an account on the old website.

## Login to CAPCSD

**Username**

**Password**

Forgot your Username or Password?

**Remember Me**

Sign In

Create an Account

To create an account, provide your name, your **university email**, and submit. This will generate an activation email with next steps to activate you account.

If you do not receive an activation email, contact [Admin@capcsd.org](mailto:Admin@capcsd.org)

### CAPCSD Create Account

Create an Account

**First Name**

**Last Name**

**Email**

Submit

[Back to Login](#)