

Whether visitors come wanting to learn more about building or remodeling, or they come looking for an expert to help with their next project, the West Tennessee Home Builders Association's website is the hub where experts in the building industry and consumers meet. Did you know that, as a member of the WTNHBA, you can post news releases, deals and discounts, and job openings directly on the website? Follow these simple steps to learn how!

First, make sure you are on our website westtnhba.com.



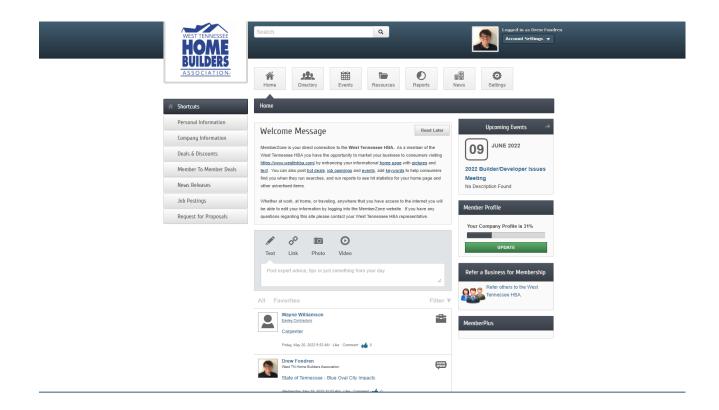
Look for Member Login under Membership.



Login with your WTNHBA login credentials. Don't remember them? Call us at the office and we will be glad to help!

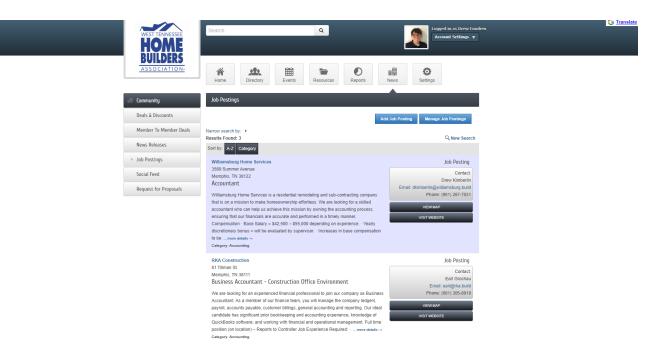
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Sign In	6				
Business Directory / News Releases / Events Calendar / Deals & Discounts / Member To Member Deals / Marketspace / Job Postings / Contact Us / Weather / Join Now					
Constitutions					

You are now logged into the Membership Information Center (aka the MIC). Not only is this where you post your news releases, deals and discounts, and job openings, but also where you can respond to request for proposals, register for WTNHBA events, and contact your fellow WTNHBA members. You can also download the MIC as an app for your phone in the <u>App Store</u> or on <u>Google Play</u>.

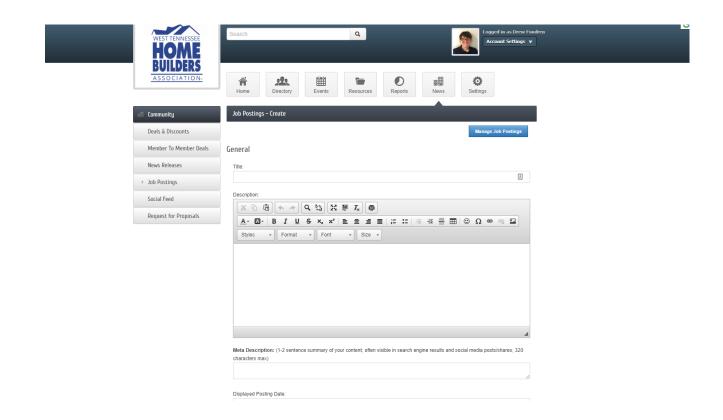


On the left side of the page, click the button that relates to what you want to post. Got a deal you want to share with the general public? Click on Deals & Discounts. Got a deal you want to be exclusive to other WTNHBA members? Click on Member to Member Deals. Got news you want to share? Click on News Releases. Hiring? Click on Job Postings.

For now, we will look at Job Postings. These are job openings that are currently running. To add yours, click on Add Job Posting.



Fill out the information you want included in the job opening, including a title, the job description, a meta description for search engines, contact information, and how many weeks you want the job posting to be displayed. Click on Submit at the bottom of the page when you are finished.

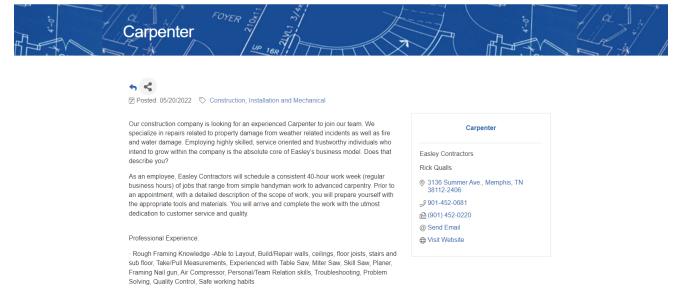


You're done! Your job will appear on the <u>Job Board</u> page under Industry Info. News Releases and Deals are also under Industry Info.

ABOUT US ✔ MEMBERSHIP ✔ FIND AN EXPERT ✔



EVENTS INDUSTRY INFO VESTA HOME SHOW V



 $\cdot$  Finish Carpentry Knowledge -Able to Layout, Take/Pull Measurements, Experienced with Table

If you still need help, or have any other questions, please contact Drew Fondren at drew@westtnhba.com or (901) 756-4500 ext. 2.