**To post a job opening:**

1. Log in to the BTA InfoHub [**here**](https://members.bta.org/MIC/Login).
2. Click on "VETech Careers" in the left sidebar.
3. Click on the green "Add" button in the top right corner.
4. Configure the following:
   * **Contact**: The name of the member creating the job posting will be automatically populated. If applicable, the organization may be selected from the drop-down list.
   * **Content Status**: The status of the content will be displayed as **Draft**. Once the job posting is saved, the status will change to **Pending Approval**. Once staff has approved the content, this will be automatically updated to approved.
   * **Title**: Enter the job title. This will be displayed in the job postings search results.
   * **Tags**: Enter desired tags. Tags are searchable words that may be used when someone searches your job postings.
   * **Description**: Enter the job description and other information as needed to describe the job. **Be sure to include how/who to contact to apply in this section.**
   * **Publish Start**: Enter the first day this job posting will be published.
   * **Publish End**: Enter the last day this job posting will be published. **Note**: the **Web Content Pre Expiration Notice** automated email will be sent to the contact three days prior to the Publish End. Within the email will be a link, that will take them to the Info Hub where they could update the job posting publication end date.
   * **Categories**: (Optional) Select the desired category for this job posting. Categories provide a way to report, search and filter job postings.
5. **Search Description**: Enter the description you wish to display on the job postings listing pages.
   * **Custom Fields**: If you have included custom fields, enter or choose the appropriate information.
6. (Optional) Click the **Search Result Image** to upload an image to be displayed on the job listings page. **NOTE:** Additional images may be uploaded once the job posting has been saved.
7. Click **Done**.