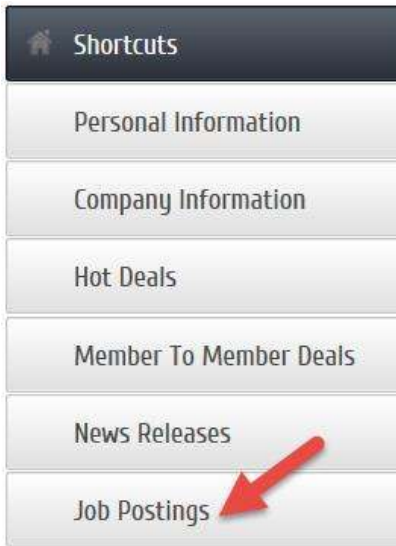


***Job postings can only be for jobs in N.C.

How to submit a Job Posting

1. Log into your account
2. Click on Job Postings on the left hand shortcuts list



3. Once on the **Job Posting** page you can see any current **Job Postings**, and **Add Job Posting**

A screenshot of a job posting page. At the top right, there are two buttons: 'Add Job Posting' (highlighted with a red box) and 'Manage Job Postings'. Below these, there is a search bar with 'arrow search by: >' and 'results Found: 1'. A 'New Search' button is also present. The main content area shows a job listing for 'Magnificent Mutts' with a profile picture, address (123 Main Dr, somewhere, MN 12345), and title 'Salon help needed'. The description reads: 'We are looking to expand our team. We are looking for a caring individual that loves to help pets look their best. ... more details >'. The category is 'Customer Services'. On the right side of the listing, there is a 'Job Posting' section with contact information: 'Contact: Email: Email@email.com Phone: (123) 456-7890'. Below the contact info are two buttons: 'VIEW MAP' and 'VISIT WEBSITE'.

4. Click the **Add Job Posting** button



- a. **Title** - Enter the Job Posting title

General

Title:

- b. **Description** - Enter the Job Description

Description:

A screenshot of a rich text editor. The toolbar includes icons for undo, redo, search, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent, link, unlink, table, and smiley. Below the toolbar are dropdown menus for Styles, Format, Font, and Size. The main text area is empty.

- c. **Category** - Choose the Category you would like the Job Posting to be found under.

Category:

- d. **Contact Information** - Review your organization information and update any information as needed.

Contact Information

Organization Name:	Contact Rep Name:	
<input type="text" value="Magnificent Mutts"/>	<input type="text"/>	
Street:	<input type="text" value="123 Main Dr"/>	
<input type="text"/>	<input type="text"/>	
City:	<input type="text" value="somewhere"/>	
State:	<input type="text" value="MN"/>	
Postal Code:	<input type="text" value="12345"/>	
Email:	Local Phone:	Fax:
<input type="text" value="Email@email.com"/>	<input type="text" value="(123) 456-7890"/>	<input type="text"/>
Website:	<input type="text" value="http://www.chambermaster.com"/>	
[Verify URL]		

- e. **Active Dates** - Set the dates you would like to have this Job Posting active on the website.

Active Dates

Select dates for this item to be run:

NOTE: All dates must be selected at this point, active dates cannot be changed once the Job Posting has been submitted. Job Postings are run on a week by week basis, beginning on Sunday of each week.

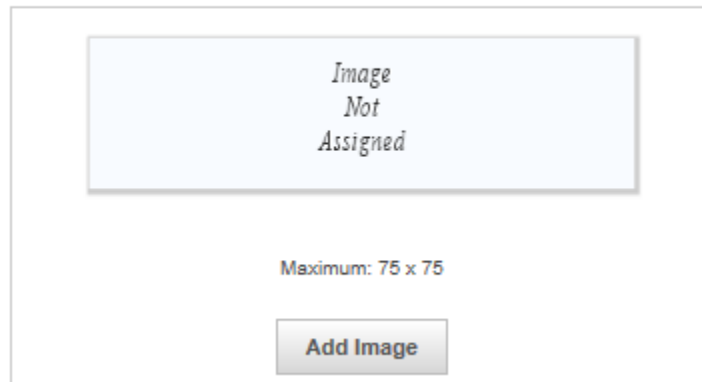
January 2016						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Active Dates

-None Selected-

- f. **Image** – Load in your business logo to show on the Job Posting

Image



- g. To submit for approval click the **Submit for Approval** button.

