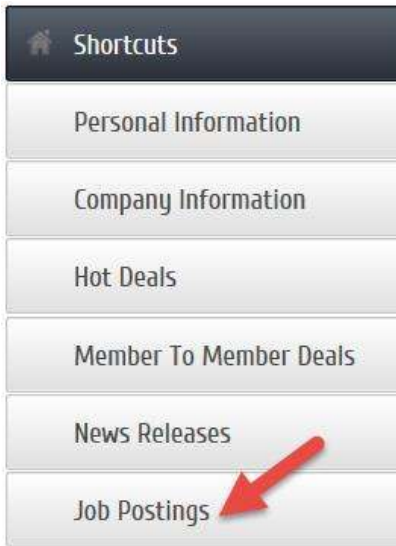


# How to submit a Job Posting

1. Log in to the **Member Information Center**
2. **Click on Job Postings** on the left hand **shortcuts** list



3. Once on the **Job Posting** page you can see the current **Job Postings, Add Job Posting** and **Manage Job Posting** buttons. \* The ability to add or manage a Job Posting is managed by your chamber/association.



Narrow search by: >

Results Found: 1

New Search

Sort by: **A-Z** Category



**Magnificent Mutts**  
123 Main Dr  
123 Main Dr  
somewhere, MN 12345  
**Salon help needed**

We are looking to expand our team. We are looking for a caring individual that loves to help pets look their best. ... [more details](#)

Category: Customer Services

Job Posting

Contact:  
Email: [Email@email.com](mailto:Email@email.com)  
Phone: (123) 456-7890

[VIEW MAP](#)

[VISIT WEBSITE](#)

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



 [New Search](#)

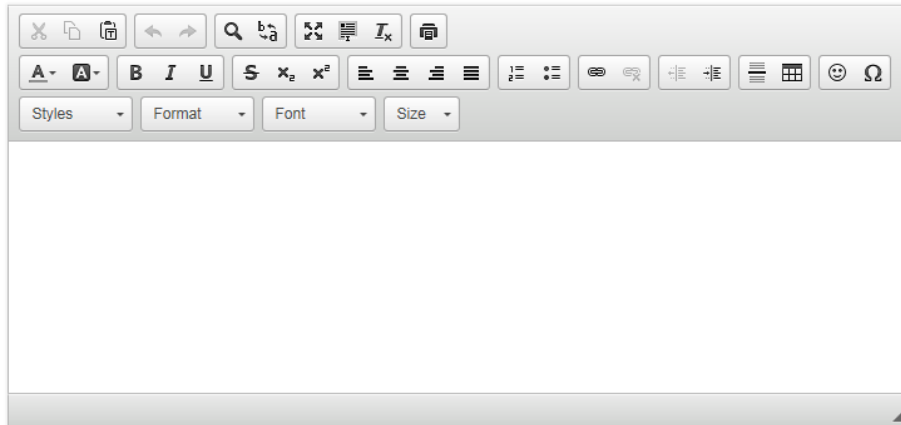
- a. **Title** - Enter the Job Posting title

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. A large, empty text area is below the toolbar.

- 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"/>	
<a href="#">[ Verify URL ]</a>		

- 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

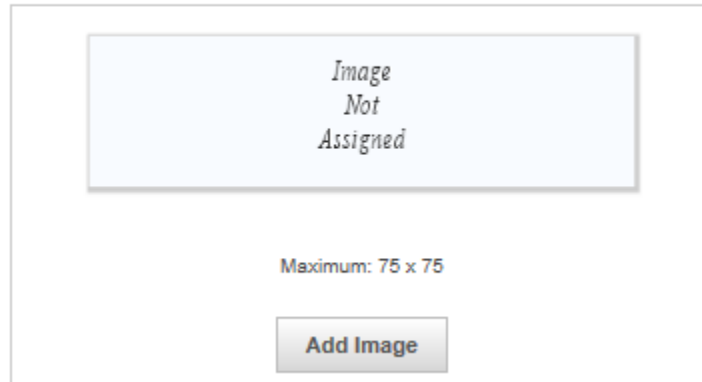
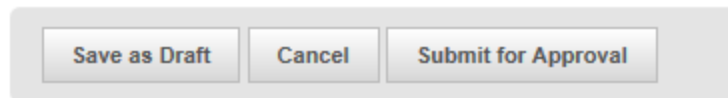


Image  
Not  
Assigned

Maximum: 75 x 75

Add Image

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



Save as Draft Cancel Submit for Approval

# Manage Job Postings

After you have submitted a **Job Posting** you are able to see if it has been approved or make updates to any pending **Job Postings** \*After your **Job Posting** has been approved you will need to contact your chamber/association to make any updates or changes.

Job Postings - Manage

Add Job Posting

Job Postings submitted by Magnificent Mutts

Title	Category	Created	Status	Action	Delete
Doggie washer	Retail/Wholesale	6/11/2015	Pending Approval	Preview	<input type="checkbox"/>
Front desk help part time	Customer Services	6/11/2015	Approved	Preview	<input type="checkbox"/>
Salon help needed	Customer Services	1/21/2016	Approved	Preview	<input type="checkbox"/>

Delete Selected