



Create, manage and enhance your Job Postings in ChamberMaster/GrowthZone

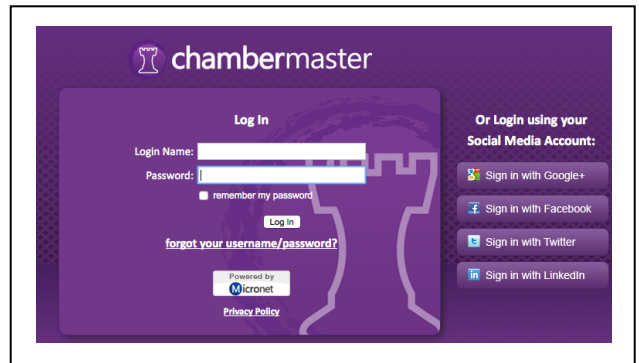
Do more with your FREE job postings by creating them through your own Bridges account.

Step 1: Contact the Bridges staff (Kathy@BrainerdLakesChamber.com) to receive your login credentials for the Bridges website. You will receive a:

Login name: _____

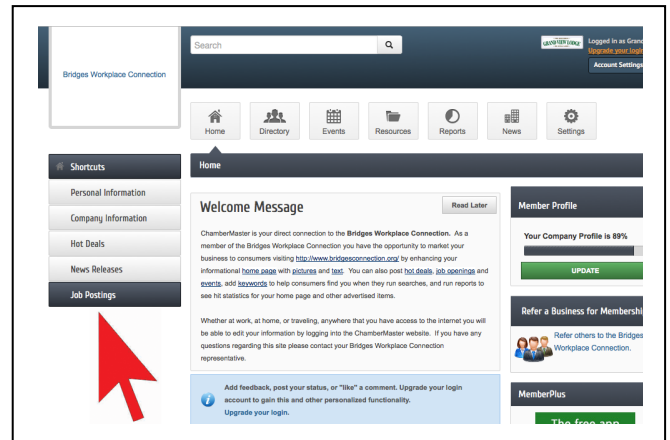
Password: _____

Step 2: Log onto www.ChamberLogin.com and type in your name and password. Your screen should be like the purple box (top left).



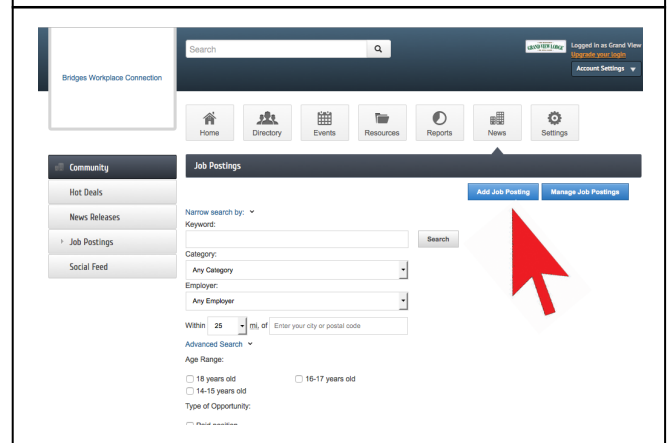
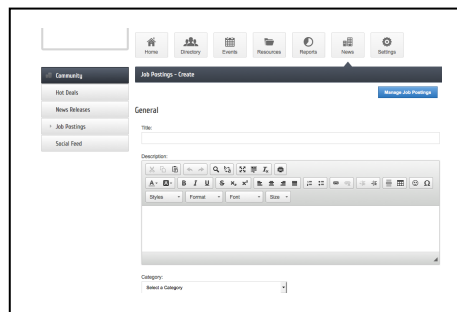
Step 3: Click on the **POSTING** button along the bottom left side of the page. This should take you to a new screen.

This screen shows you the live database of all job postings. From here, you could search for a job just like a student can on the live website.



Step 4: Click on the blue **ADD POSTING** button along the top right side of the page.

This should take you to a new screen (shown at immediate right) of a job posting form to complete.

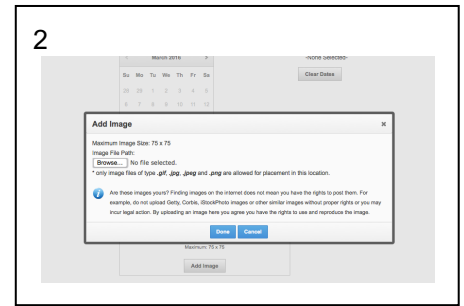
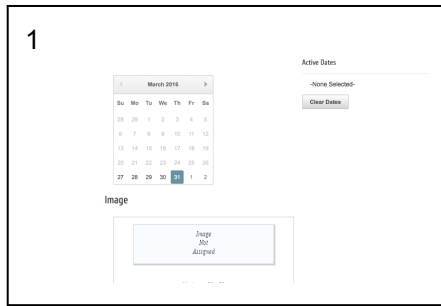


- OVER -

Step 5: Complete the form. From this administrative view, you may add bolding, bullets and other features to the text of the job description.

You may also add your own image (logo, photo). Simply click on the “Add Image” button (*screen example 1*)

and a pop-up window (*screen example 2*) will appear. Click on the “Browse” button from this pop-up window to find the image you want to load. Once your image’s file name is shown, click “DONE” and your image will be loaded to this job posting.



Step 6: A Bridges staffer will review your posting and contact you with questions. When the posting is approved, you will receive an email notification.

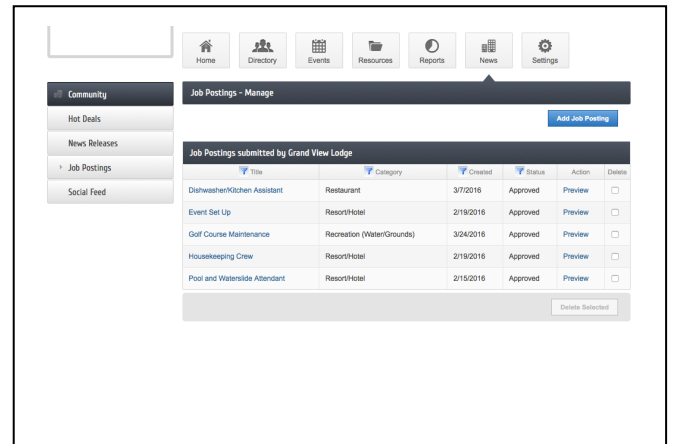
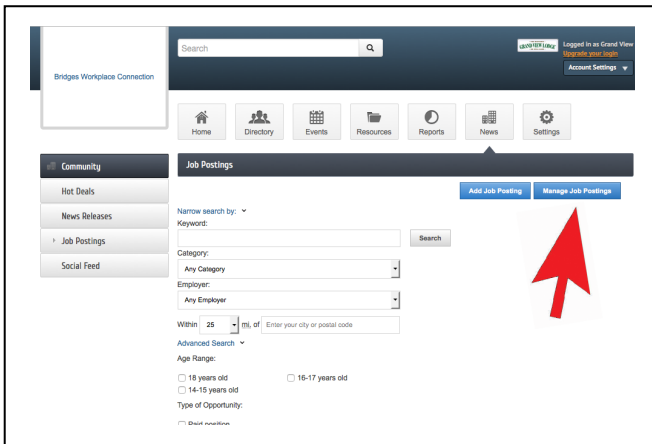
The job posting will then be viewable on **BridgesConnection.org/Jobs**, and it will also post to the Bridges’ Facebook page.

Managing Your Job Postings

You may also manage your job postings from this administrative log in.

Click the blue **MANAGE POSTINGS** button along the top right side of the page.

You will see a screen like the one below. Click on a job title to re-review that listing.



If you already have job postings, you can **COPY a posting**. Simply click the COPY button – far right side of the listing and this will open a new window. Re-verify the content (description, contact person, etc.) and apply new dates and select send for approval. You will be notified by email when the posting is live. Copying a posting ensures that it will appear on the Bridges Facebook page.

Don’t forget to LOG OUT

To log out of ChamberMaster, click on the **Account Settings** box at the very TOP RIGHT side of the page. A drop down box should appear. Click on the log out option at the bottom of the options and you should be taken back to the main log in screen.

