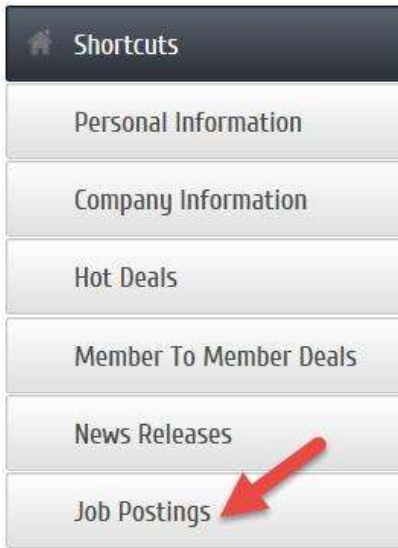


How to submit a Job Posting

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.

[Add Job Posting](#) [Manage Job Postings](#)

[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

Job Posting
Contact:
Email: [Email@email.com](#)
Phone: (123) 456-7890
[VIEW MAP](#)
[VISIT WEBSITE](#)

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

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



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

General

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

Description:



The image shows the Microsoft Word ribbon, specifically the Font and Paragraph sections. The Font section includes buttons for Bold (B), Italic (I), Underline (U), and various font styles (A, A-). The Paragraph section includes buttons for Bulleted List (A), Numbered List (1), Decrease Indent (A), Increase Indent (A), and others. The ribbon is displayed in a light gray theme.

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

Category:

Select a Category

▼

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

Contact Information

Organization Name:	Contact Rep Name:	
Magnificent Mutts		
Street:	123 Main Dr	
City:	somewhere	
State:	MN	
Postal Code:	12345	
Email:	Local Phone:	Fax:
Email@email.com	(123) 456-7890	
Website:	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

A screenshot of a web form. At the top, there is a light blue rectangular box with a thin grey border. Inside this box, the text "Image Not Assigned" is centered and written in a black, italicized serif font. Below this box, the text "Maximum: 75 x 75" is centered in a black sans-serif font. At the bottom of the form, there is a grey rectangular button with rounded corners and a thin border. The button contains the text "Add Image" in a bold, black sans-serif font.

- 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	☐
Front desk help part time	Customer Services	6/11/2015	Approved	Preview	☐
Salon help needed	Customer Services	1/21/2016	Approved	Preview	☐

Delete Selected