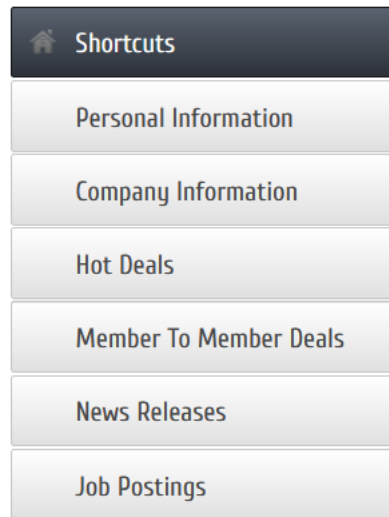


Once you have set up your username and password for the Member Information Center, the following information will help you to post jobs.

Go to:



- Homepage and look on the left-hand side for the Shortcuts as below
- If you don't see the Job Postings tab, you can also post jobs through the home page "Welcome Message". I highlighted the link in the copy below.

Welcome Message

[Read Later](#)

ChamberMaster is your direct connection to the **The Chamber in Hays, Kansas**. As a member of the The Chamber in Hays, Kansas you have the opportunity to market your business to consumers visiting <https://hayschamber.com> by enhancing your informational [home page](#) with [pictures](#) and [text](#). You can also post [hot deals](#), [job openings](#) and [events](#), add [keywords](#) to help consumers find you when they run searches, and run reports to see hit statistics for your home page and other advertised items.

Whether at work, at home, or traveling, anywhere that you have access to the internet you will be able to edit your information by logging into the ChamberMaster website. If you have any questions regarding this site please contact your The Chamber in Hays, Kansas representative.

Please let me know if you have problems or want to walk through this process.