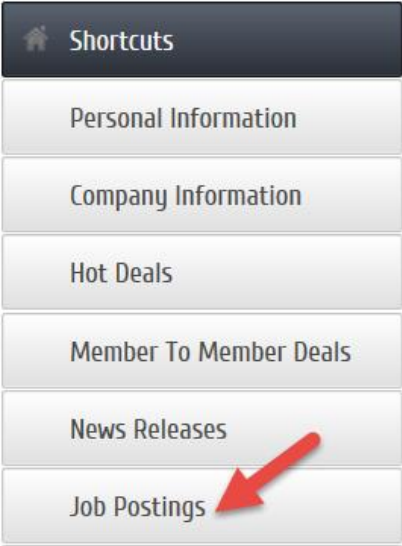


# How to submit a Job Posting

- 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](#)

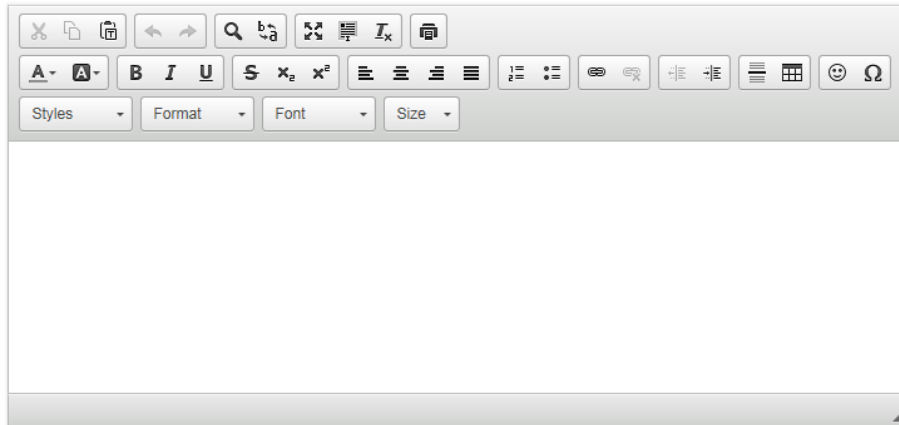
- a. **Title** - Enter the Job Posting title

General

Title:

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

Description:



- 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

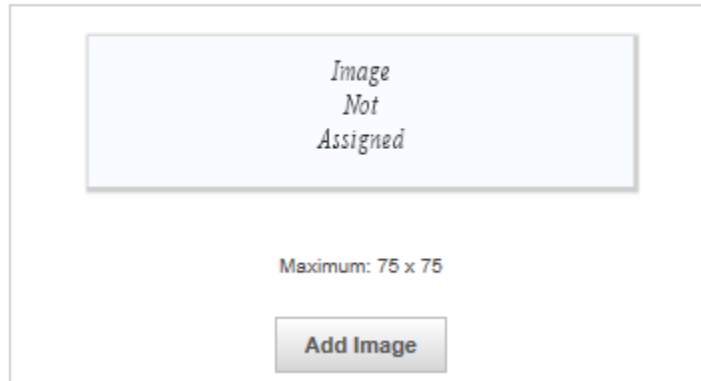
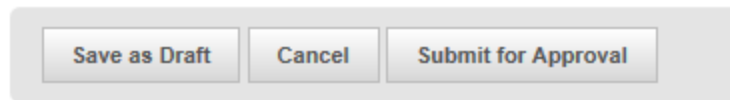


Image Not Assigned

Maximum: 75 x 75

Add Image

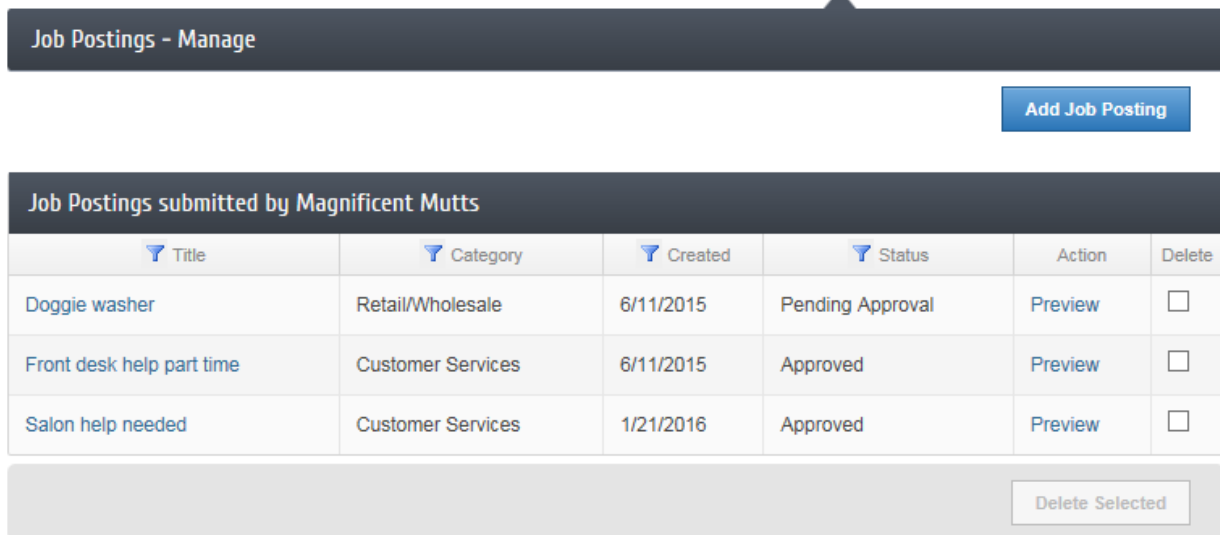
- g. To submit for approval click the **Submit for Approval** button.



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