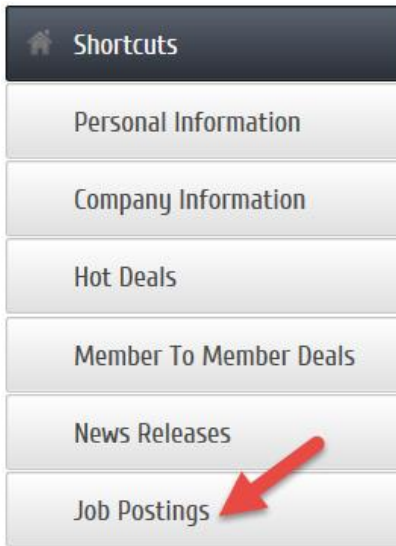


How to submit a Job Posting

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](#)

[arrow 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](#)
Phone: (123) 456-7890

[VIEW MAP](#)

[VISIT WEBSITE](#)

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



 [New Search](#)

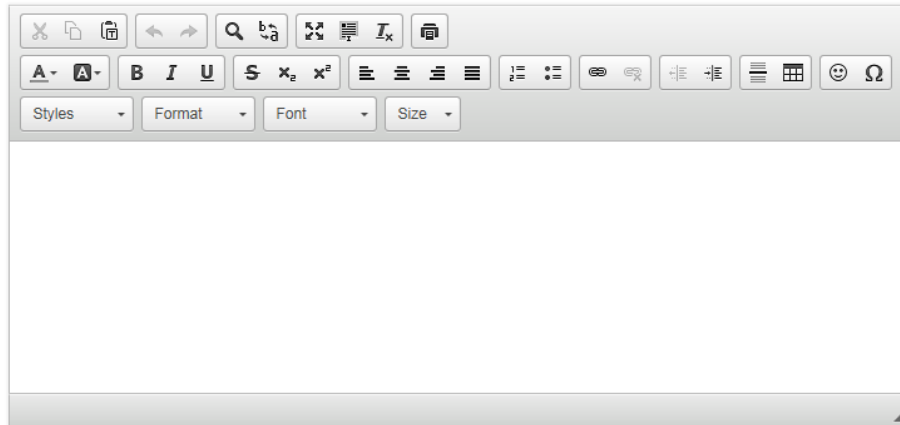
- a. **Title** - Enter the Job Posting title

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:	
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-

Clear Dates

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

Delete Selected