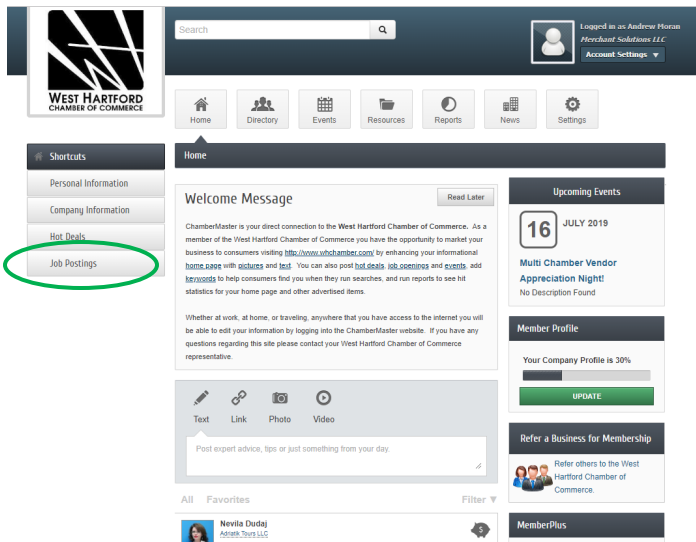


# Creating Your Job Posting

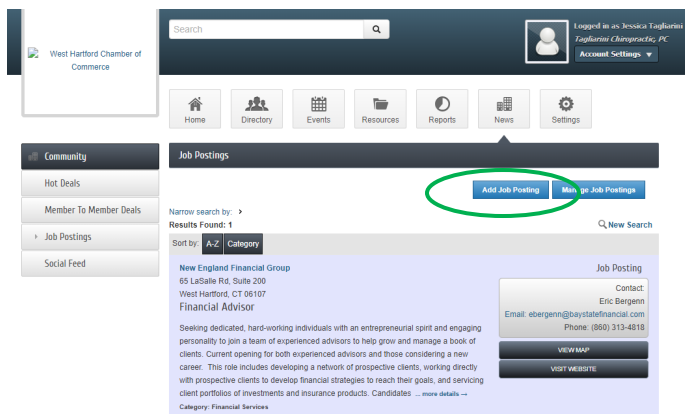
Go to the Main Chamber Page and Click on “Member Login” at the top right hand



Log in using your Username and Password. If you don't know it- email the chamber [here](#)



Click on “Job Postings” tab on the left side tabs



Click on “Add Job Posting”

The screenshot shows the 'Job Postings - Create' page. At the top, there is a search bar and a user profile for 'Jessie Long' with an 'Account Settings' dropdown. Below this is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left, a 'Community' sidebar lists 'Hot Deals', 'Member To Member Deals', 'Job Postings', and 'Social Feed'. The main content area is titled 'Job Postings - Create' and includes a 'Manage Job Postings' button. The 'General' section contains a 'Title' field, a 'Description' field with a rich text editor toolbar, a 'Meta Description' field (with a note: '(1-2 sentence summary of your content, often visible in search engine results and social media posts/shares. 320 characters max)'), and a 'Displayed Posting Date' field.

Put in all the appropriate information

#### 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.

The 'Active Dates' section shows a calendar for October 2019. The dates 21, 22, 23, 24, 25, and 26 are selected. To the right, there is a dropdown menu currently set to '-None Selected-' and a 'Clear Dates' button.

#### Image

The 'Image' section features a placeholder box with the text 'Image Not Assigned'. Below the placeholder is an 'Add Image' button. At the bottom of the form, there are three buttons: 'Save as Draft', 'Cancel', and 'Submit'. The 'Submit' button is circled in green.

Click the “Submit” button when complete

Send an email to Jessie to let us know you created so we can approve it.

[Jessie@whchamber.com](mailto:Jessie@whchamber.com)