

# Create, manage, and enhance your Job Postings in ChamberMaster/GrowthZone

Do more with your **FREE** job postings by creating them by logging into your Chamber member account.

#### **Step 1:** Contact the IHCC staff

Michelle@irvinghcc.com to receive your login credentials for the IHCC website. You will receive a:

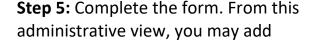
| Login name | e: | <br> |  |
|------------|----|------|--|
| Password:  |    | <br> |  |

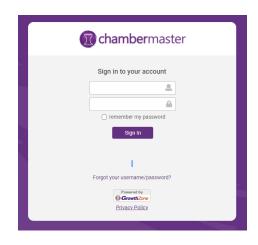
#### Step 2: Log onto

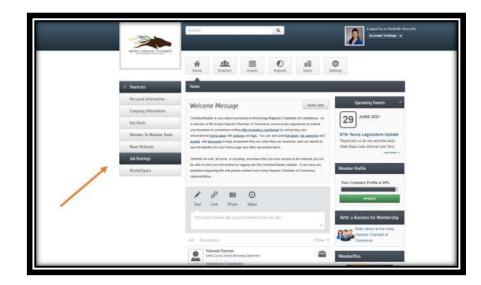
www.ChamberLogin.com and type in your name and password. Your screen should be like the purple box (top left).

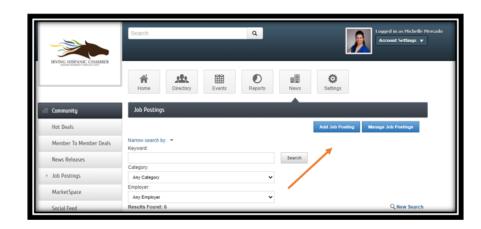
**Step 3:** Click on the POSTING button along the bottom left side of the page. This should take you to a new screen. This screen shows you the live database of all job postings. From here, you could search for a job just like any person can on the live website.

**Step 4:** Click on the blue ADD POSTING button along the top right side of the page. This should take you to a new screen (shown at immediate right) of a job posting form to complete.







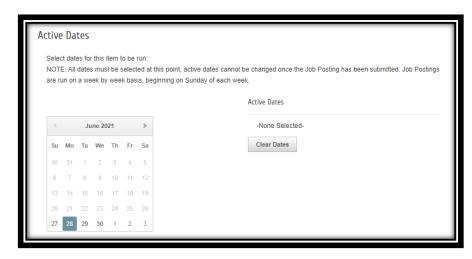


bolding, bullets, and other features to the text of the job description. You may also add your own image (logo, photo). Simply click on the "Add Image" button (screen example 1) and a pop-up window (screen example 2) will appear. Click on the "Browse" button from this pop-up window to find the image you want to load. Once your image's file name is shown, click "DONE" and your image will be loaded to this job posting.

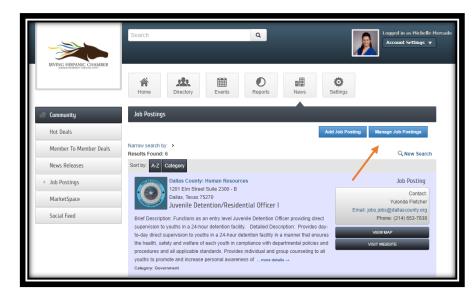
**Step 6:** A IHCC staff member will review your posting and contact you with questions. When the posting is approved, you will receive an email notification. The job posting will then be viewable on **business.irvinghcc.com/jobs/** 

### **Managing Your Job Postings**

You may also manage your job postings from this administrative log in. Click the blue MANAGE POSTINGS button. You will see a screen like the one below. along the top right side of the page. Click on a job title to re-review that listing.







## Don't forget to LOG OUT

To log out of ChamberMaster, click on the Account Settings box at the very TOP RIGHT side of the page. A drop-down box should appear. Click on the log out option at the bottom of the options and you should be taken back to the main log in screen.

