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

   ![Add Job Posting Button](image)

   ![Manage Job Postings Button](image)

   ![New Search](image)

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

   ![Title Field](image)

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

   ![Description Field](image)

   c. **Category** - Choose the Category you would like the Job Posting to be found under.

   ![Category Selection](image)

   d. **Contact Information** - Review your organization information and update any information as needed.
Contact Information

Organization Name: Magnificent Mutts

Street: 123 Main Dr

City: somewhere

State: MN

Postal Code: 12345

Email: Email@email.com

Local Phone: (123) 456-7890

Fax: 

Website: http://www.chambermaster.com

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.

Active Dates

-None Selected-

Clear Dates
f. **Image** – Load in your business logo to show on the Job Posting

![Image](image.png)

Maximum: 75 x 75

Add Image

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

![Submit for Approval](submit.png)

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**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.

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**Job Postings - Manage**

<table>
<thead>
<tr>
<th>Title</th>
<th>Category</th>
<th>Created</th>
<th>Status</th>
<th>Action</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doggie washer</td>
<td>Retail/Wholesale</td>
<td>6/11/2015</td>
<td>Pending Approval</td>
<td>Preview</td>
<td></td>
</tr>
<tr>
<td>Front desk help</td>
<td>Customer Services</td>
<td>6/11/2015</td>
<td>Approved</td>
<td>Preview</td>
<td></td>
</tr>
<tr>
<td>Salon help needed</td>
<td>Customer Services</td>
<td>1/21/2016</td>
<td>Approved</td>
<td>Preview</td>
<td></td>
</tr>
</tbody>
</table>

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**Delete Selected**