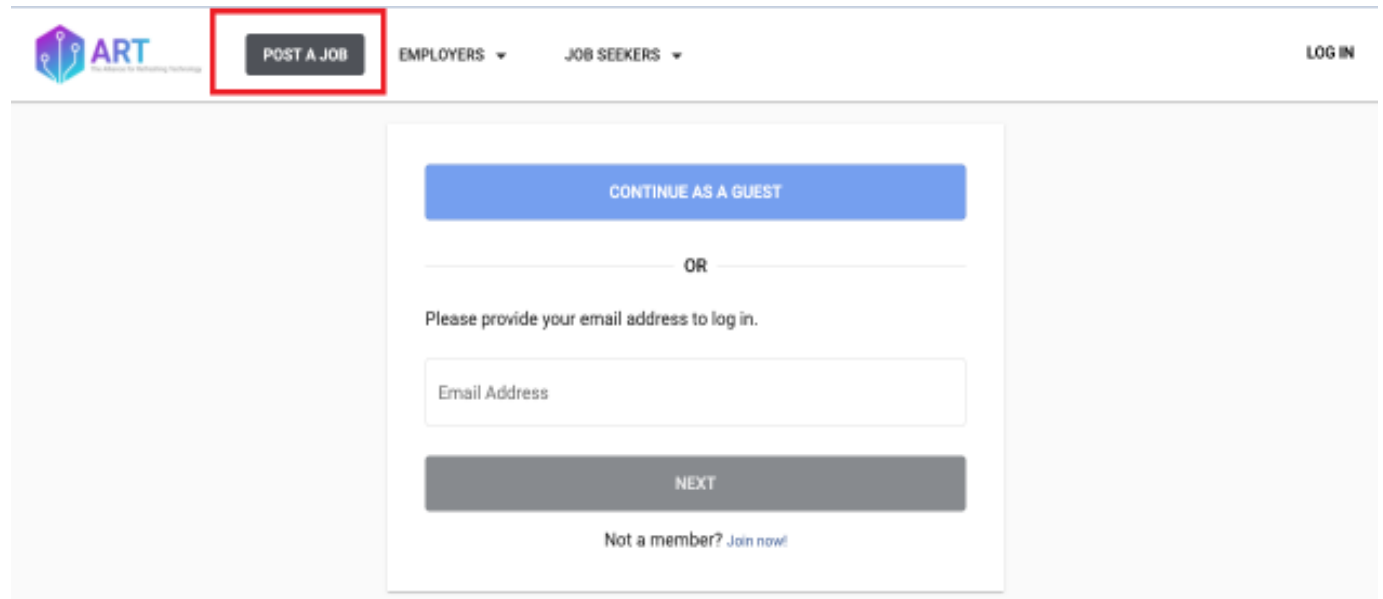


# Job Board: How to Post a Job

To get started, click **Post A Job** at the top of the job board page.



The screenshot shows the top navigation bar of the job board. On the left is the logo for 'ART' (Association for Retarded Teachers). In the center, the 'POST A JOB' button is highlighted with a red rectangle. To its right are dropdown menus for 'EMPLOYERS' and 'JOB SEEKERS'. On the far right is a 'LOG IN' link. Below the navigation bar is a central login form. The form contains a blue button labeled 'CONTINUE AS A GUEST'. Below this is a horizontal line with the word 'OR' centered. Underneath is the text 'Please provide your email address to log in.' followed by a text input field labeled 'Email Address'. Below the input field is a grey button labeled 'NEXT'. At the bottom of the form is the text 'Not a member? [Join now!](#)'.

## Log In

If you are not a Junction City Area Chamber of Commerce member, click continue as guest. If you are a member, or returning employer enter your email and click next.

If you have any issues signing in, please call the Chamber at 785-762-2632.

# 1. Posting Your Job

In the Job Post Details area, you'll fill in the details for your job posting. As you begin to enter your Employer information and address, the job board will help by auto-filling that information to make the job posting process easier. **Note:** *the auto-fill pulls from Google. If you would like to overwrite the auto-filled info with your own address, just continue to type in the address you would like for your job posting.*

Once you've filled in the details of your job posting, click **Preview** on the right to see a preview of how your job will display once it is posted.

**ART**  
The Experts for Marketing Technology

POST A JOB   EMPLOYERS   JOB SEEKERS   LOG IN

### Post A Job

**1** Job Post Details   **2** Post Duration   **3** Payment Details

Job Title \*  
Marketing Manager 17/100

Employer \*  
MemberClicks 12/150

Employer Website  
www.memberclicks.com 20/150

Address Line 1 \*  
3495 Piedmont Road Northeast 28/250

Address Line 2  
Bldg. 11, Ste. 800 18/250

City \*  
Atlanta 7/250

State \*  
Georgia

Zip Code \*  
30305

Country \*  
United States

Upload Employer Logo Select a file (200px; jpg, gif or png)

### Preview Job Post

Preview your post before you purchase.

PREVIEW

## 2. Post Duration

In the Post Duration area, you'll select the period of time your post should display on the job board. **NOTE:** *The job will be dropped from the board automatically after that 30, 60, or 90 days has passed. You should get an email with the option to extend your post 2 days prior to the selected post duration ending.*

Featured Listings will be prioritized at the top of the job board highlighted in yellow.

The screenshot shows the 'Post A Job' interface. At the top, there is a navigation bar with the ART logo, a 'POST A JOB' button, and dropdown menus for 'EMPLOYERS' and 'JOB SEEKERS'. A 'LOG IN' link is on the right. The main content area is titled 'Post A Job' and features a progress indicator with three steps: 'Job Post Details', 'Post Duration' (the current step), and 'Payment Details'. Below the progress indicator, the 'Post Duration' section is titled 'Select a Job Post Duration' and includes a note: 'Be sure to [log in](#) to get the special member rate.' There are three radio button options: '30 Day Listing' for \$100.00 (selected), '60 Day Listing' for \$150.00, and '90 Day Listing' for \$200.00. Below these is a 'FEATURED' option for an additional \$25.00. A blue 'Added' button is visible. A callout box titled 'Why upgrade to a Featured Listing?' lists benefits: 'Promoted at the top of the board', 'Highlighted Post', and 'Published to the Google Jobs Network'. On the right side, a 'Preview Job Post' section contains a 'PREVIEW' button and a note: 'Preview your post before you purchase.'

### 3. Payment

To complete your job posting, fill out your payment and credit card information\*. Once your payment is submitted, you'll receive a confirmation email and your job posting will go live on the job board immediately.

\*Payment may not be required for Chamber members.



POST A JOB

EMPLOYERS ▾

JOB SEEKERS ▾

LOG IN

#### Post A Job

<p>1</p> <p>Job Post Details</p> <p>First Name *</p> <p>Kasey</p>	<p>2</p> <p>Post Duration</p>	<p>3</p> <p>Payment Details</p>
<p>Last Name *</p> <p>Speed</p>		
<p>Company</p> <p>MemberClicks</p>		
<p>Email *</p> <p>kspeed@memberclicks.com</p>		
<p>Confirmation will be sent to this email</p> <p>Phone Number</p> <p>404-879-2800</p>		
<p>(###) ### ####</p> <p>Card Number *</p> <p>4111 1111 1111 1111</p>		
<p>Expiration Date *</p> <p>01 / 2020</p>		
<p>CVV *</p> <p>123</p>		

#### Order Summary

30 Day Listing	\$100.00
Featured Listing	\$25.00

Discount Code (Limit 1)

APPLY DISCOUNT CODE

TOTAL: \$125.00

#### Preview Job Post

Preview your post before you purchase.

PREVIEW