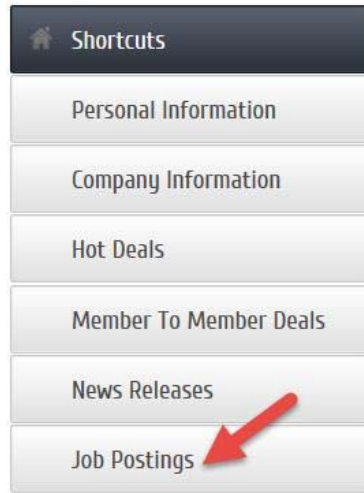


How to submit a Job Posting

1. Log in to **ChamberMaster** www.chambermaster.com
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.



Narrow 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](#)

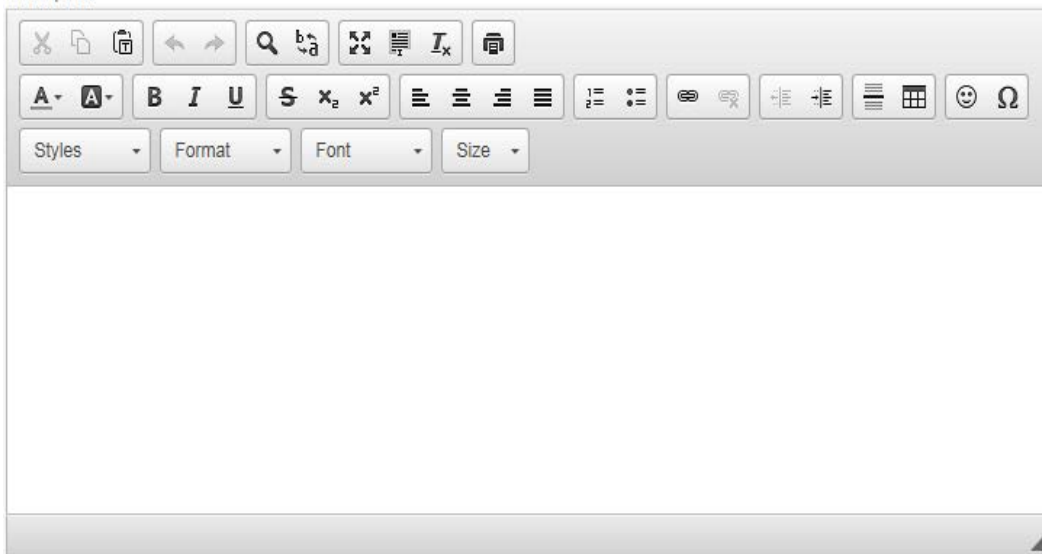
- a **Title** - Enter the Job Posting title

General

Title:

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

Description:

A screenshot of a rich text editor. The toolbar includes icons for cut, copy, paste, undo, redo, search, link, unlink, list, indent, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, link, unlink, link icon, unlink icon, table, and smiley face. Below the toolbar are four dropdown menus labeled "Styles", "Format", "Font", and "Size". The main text area is empty.

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:

Street:

City:

State:

Postal Code:

Email:

Local Phone:

Fax:

Website:

[\[Verify URL \]](#)

- 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

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

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.