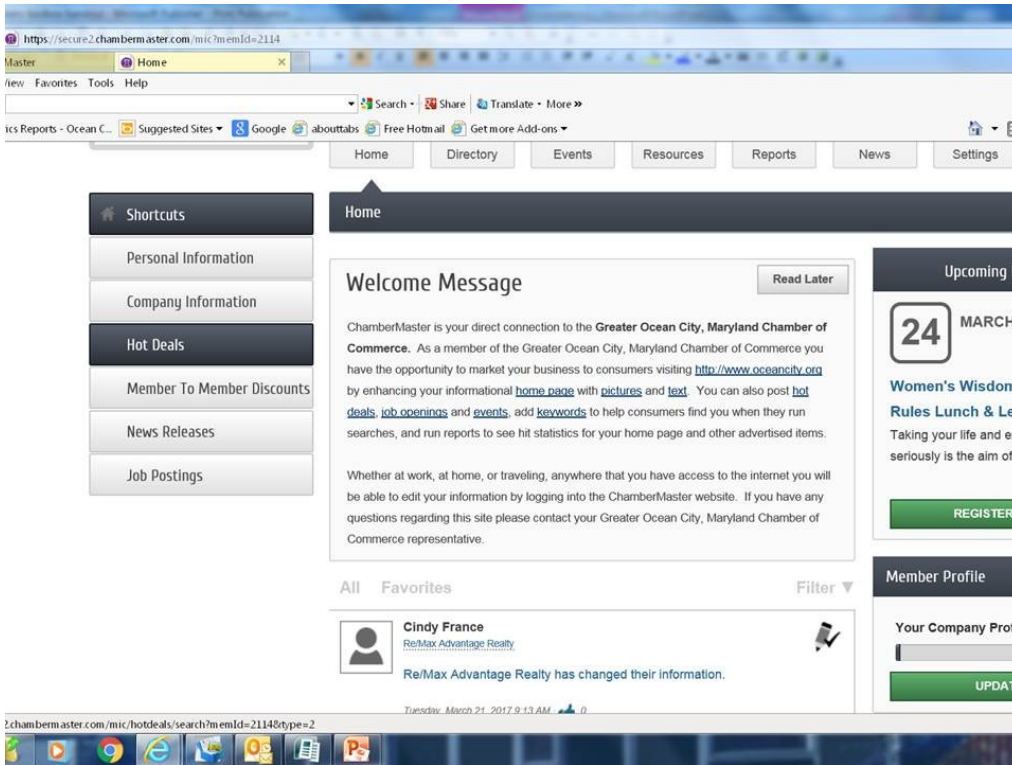
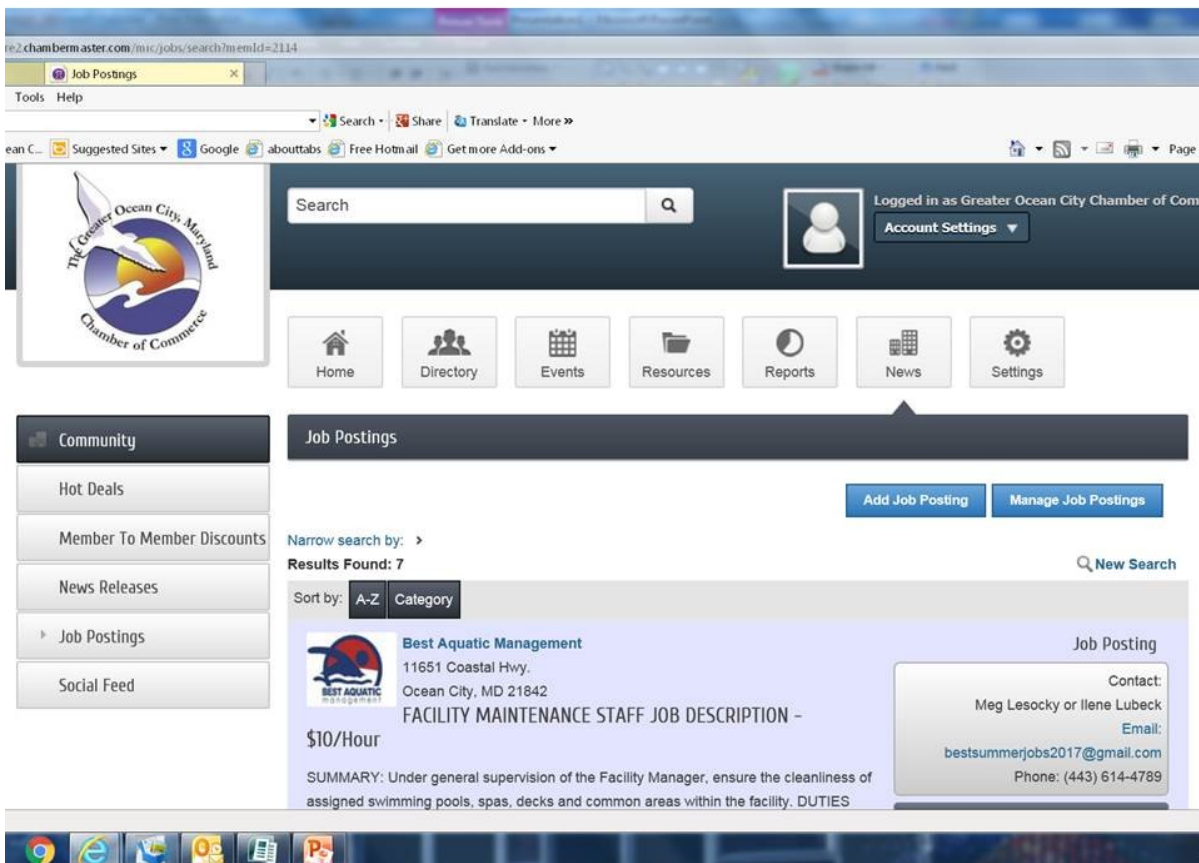


Job Postings

1) Click "Job Postings" on the shortcut menu on the left-hand side of the screen



2) Click either blue button ("Add Job Posting" or "Manage Job Postings")



3) Enter the title of the job and a description.

The screenshot shows a web browser window at the URL <https://secure2.chambermaster.com/misc/jobs/create?memId=2114>. The page title is "Job Postings - Create". On the left, there is a "Community" sidebar with links for "Hot Deals", "Member To Member Discounts", "News Releases", "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:" text input field and a "Description:" rich text editor with a toolbar for text formatting (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, undo, redo) and dropdown menus for "Styles", "Format", "Font", and "Size".

This screenshot shows the lower portion of the "Job Postings - Create" page. At the top, there is a "Select a Category" dropdown menu. Below it, the "New Group Name:" section includes four checkboxes: "Full Time", "Part-Time", "Volunteer", and "Internship". The "Salary:" section includes three checkboxes: "0 - 29,999", "30,000 - 50,000", and "50,000 - 100,000", plus a fourth checkbox for "100,000 or greater". The "Contact Information" section contains several text input fields: "Organization Name:" (with a partial "I" visible), "Contact Rep Name:", "Street:" (with "12320 Ocean Gateway" entered), and "City:" (with "Ocean City" entered). A "Translate" button is visible in the top right corner of the form area. The browser's taskbar at the bottom shows the system time as 9:43 AM on 4/12/2017.

4) Enter what category the job falls under and whether it's part-time, full-time, etc.

- 5) **This is very important**—enter in the dates you want the job posting to run on the Chamber web-site. You need to choose each week you want the ad to run.

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

4/9/2017 - 4/15/2017
4/16/2017 - 4/22/2017
4/23/2017 - 4/29/2017

Clear Dates

Image

Image Not

- 6) You can upload your company logo to appear along with the job posting.