1. **Creating a Job Posting**
    a. Log on to 'Business Member Login'.
        i. You will see the Welcome screen like this
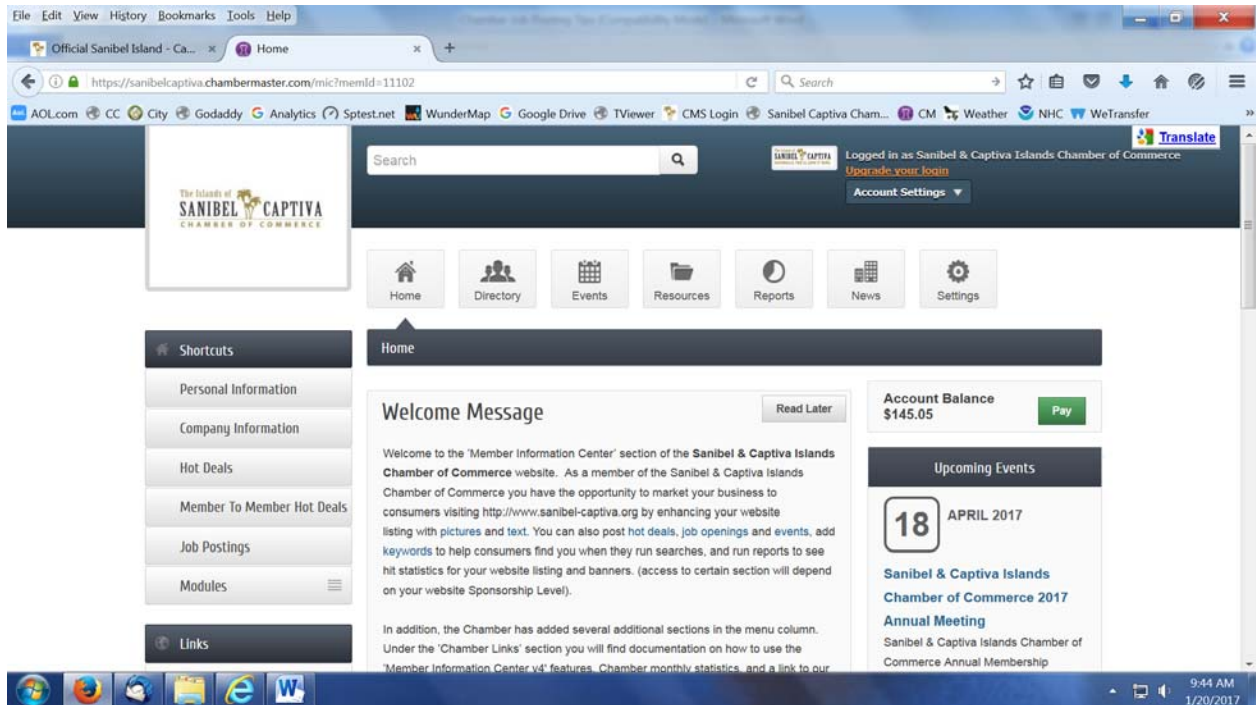
1. On the left side under 'Shortcuts'; click on 'Job Postings'.
2. You will see a current list of all postings.
3. Click on 'Add a Job Posting'.
4. Enter a Title and Description.
5. Click the drop down arrow to select the category for your job position. (Contact the Chamber if you need a new category).
6. The system will fill in the 'Contact' information; you may override any of it.
7. Click on the calendar dates you want the ad to run. The system will fill in the remaining days of a week. As a member, you can NOT extend these dates.
8. You can save your work at any time.
9. When you are finished; click 'Submit for approval'
10. The job posting will submitted to the Chamber for approval (allow 24 to 48 business hours for approval).
11. If you are having problems with any of these features, contact Steve at 472-8759 or support@sanibel-captiva.org.

2. **Managing a Job Posting**
    1. Log on to 'Business Member Login'; on the left side under 'Shortcuts'; click on 'Job Postings'.
    2. You will see a current list of all postings.
    3. Click on 'Manage a Job Posting'.
    4. You should see all of your postings.
    5. Click on the job title for the job to be updated.

6. Make your changes.
7. Members may not change Active Dates (contact the Chamber if you wish to change the posting dates).
8. Click 'Save Changes'.