

▼ JOB LISTING

Areas Used: Form Builder, Classifieds, Order Manager, Navigation Manager, Page Content

Hiring Managers can yield specialized candidates by posting positions on professional association job boards. This also can generate additional revenue for any association. StarChapter makes it easy for local chapters to build networks with national and regional chapters.

Chapter website adminsitrators can use the Classified/Job Listing Form that StarChapter provides every organization. There is also the option to build a custom form. This tutorial applies to system and custom forms.

Videos

How to Use Form Builder for Classified Ads

Industry Best Practices

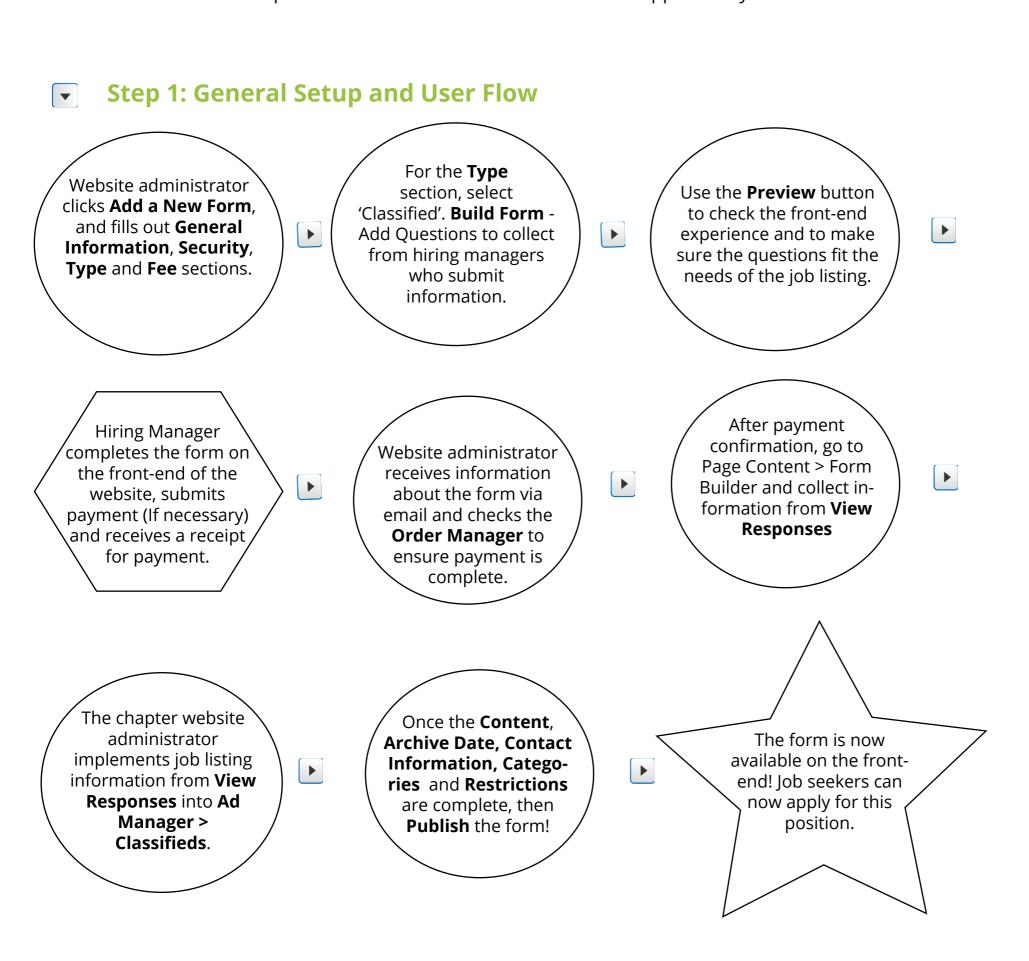
- <u>Recruit Through</u> <u>Professional Associations</u>
- Professional Associations and Posting Jobs

Setting Up Popular Forms

- Member and Prospect Applications
- Job Listings and Postings
- Sponsor and Business
- Partner Applications
 Scholarship Applications

Advanced Topics

Lorem Ipsum



For more information about building a form, please visit the Form Builder (Open in a new tab) general overview.

▼ Step 2: Front-End User Experience

Upload Job Description	Browse. No file selected.
Company Name	
Contact First Name	
Contact Last Name	
Job Type	Onsite Offsite
Experience Level	 Entry-Level 1-3 Years of Experience 3-5 Years of Experience 5+ Years of Experience
Address	
City	
State	
Zip	
Please enter the text displayed in th	e security image below:
Y629_	

The user will either go to www.example. com/classifieds.php or a custom page in order to access the form. After filling out the information, the user will submit the form.

Submit a Job Amount \$10.00 Amount to Pay: **Credit Card Information** Credit Card Visa Card Number 4007000000027 Name on Card Linda Morane **Expiration Month Expiration Year** 2017 Apr (04) Billing Information Please enter information as it appears on the billing statement. First Name Linda

If the form requires payment, the user will fill out the form with credit card information. To access payment changes or to allow payment bypass, visit Meetings > Settings > Payments.

Submit a Job

Thank you for your payment. The details are listed below and a copy has also been emailed to you

Date	Payment Method	Amoun
05-21-2015	Paid by: Credit Card (visa) Gard Ending: 0027 Entered by: Linda Morane	\$10.00
Order Total:	\$10.00	
Amount Paid:		\$10.00
Amount Due:	\$0.00	
Closed		

If the form requires payment, the user will fill out the form with credit card information. To access payment changes or to allow payment bypass, visit Meetings > Settings > Payments.

Return to Home page



Date Payment Method Amount

Paid by: Credit Card (visa)

Card Ending: 0027
Entered by: Linda Morane

Order Total: \$10.00

Amount Paid: \$10.00

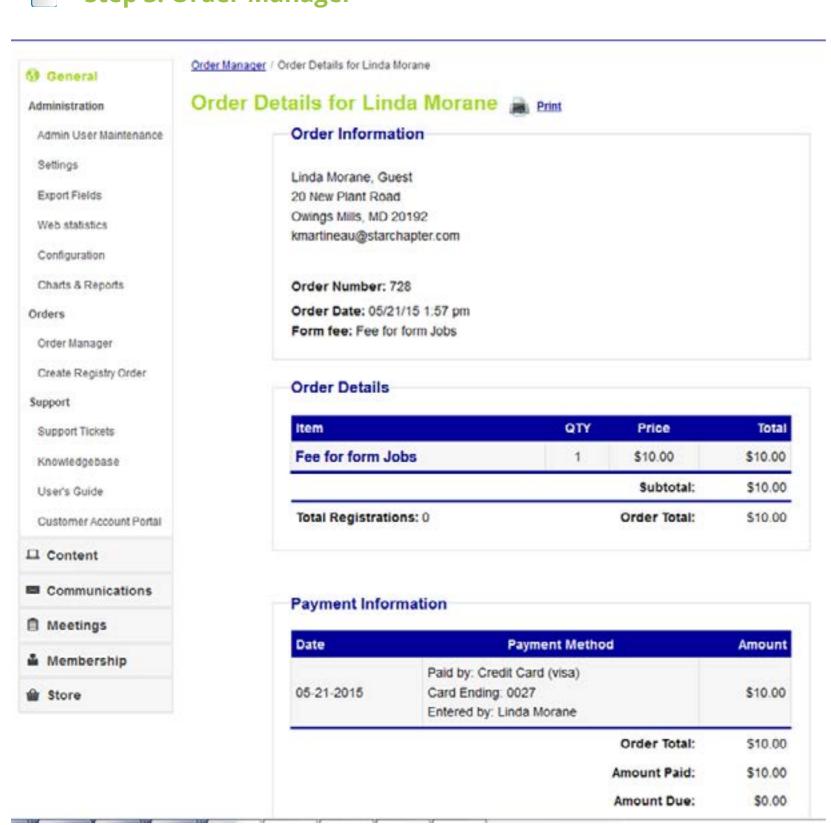
Amount Due:

\$0.00

Closed

After the user submits the form, he or she will receive a receipt email confirming payment,

Step 3: Order Manager



Before posting the job on the website, check General > Order Manager to confirm payment for the job posting. This area will include the payment information and the name of the person who submitted payment.



Step 4: Admin Area - Data Collection + Publishing to the Website

Submission from the Submit a Job form

The following information was submitted:

Field Value

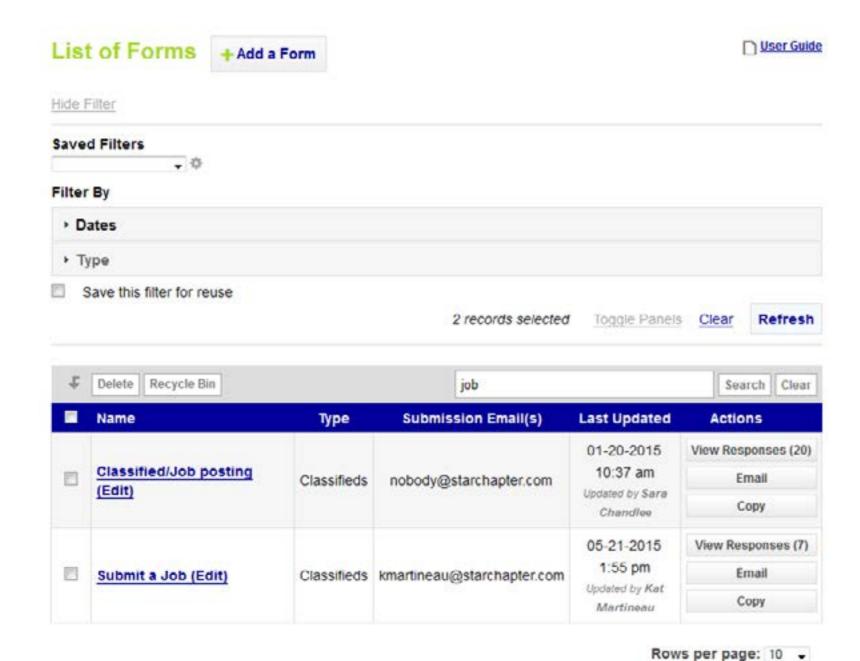
Company Name Innovative Communications

Contact First Name Laura
Contact Last Name Martin
Job Type Onsite

Experience Level 1-3 Years of Experience
Address 20 New Plant Court
City Owings Mill
State MD
Zip 21211

This classified ad will not appear until it is approved in your admin area

Once the user submits the form, the admin listed on the General Information section receives an email. The email includes the contents the user submitted.



Within the admin area, the website administrator can access the responses from the user by going to Content > Form Builder. Under Actions, select **View Responses**.

Form Builder / Responses for Submit a Job

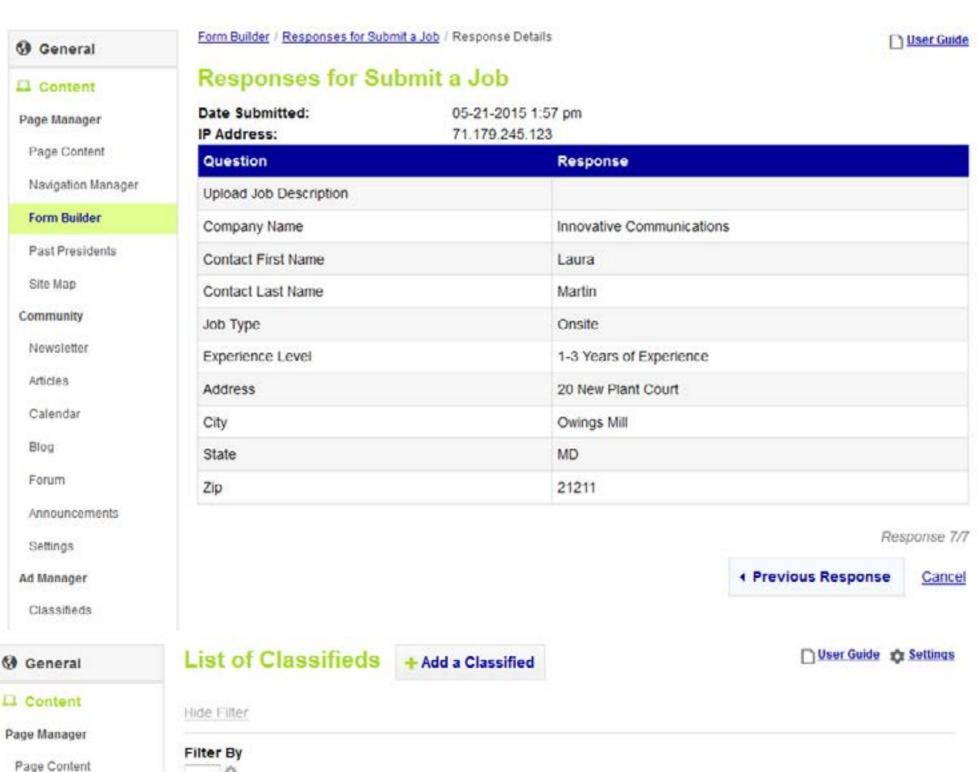
Responses for Submit a Job



Select **View Details** to see the contents from the user. If a video or document was part of the user submission, then click 'Download Responses' in order to access the form.

	IP Address	Date Submitted	Actions
	IP Address: 71.179.245.123	05-01-2015 9:25 am	View Details
	IP Address: 71.179.245.123	05-01-2015 11:15 am	View Details
	IP Address: 71.179.245.123	05-01-2015 11:23 am	View Details
	IP Address: 71,179.245.123	05-01-2015 11:29 am	View Details
	IP Address: 71.179.245.123	05-01-2015 12:01 pm	View Details
	IP Address: 71.179.245.123	05-01-2015 12:08 pm	View Details
0	IP Address: 71.179.245.123	05-21-2015 1:57 pm	View Details

Rows per page: 10 💂



67 records selected

Last Updated

Toggle Panels

Category

Uncategorized

Refresh

Clear

Search

Actions

Approve

Decline

· 0

Dates

Status

Type

Publish

Name

Pending

Categories

Save this filter for reuse

Recycle Bin

Type

Dates

Submitted: 05-21-2015

Expire:

07-21-2015

Filter By

Navigation Manager

Form Builder

Site Map

Community

Newsletter

Articles

Calendar

Blog

Forum

Settings

Ad Manager

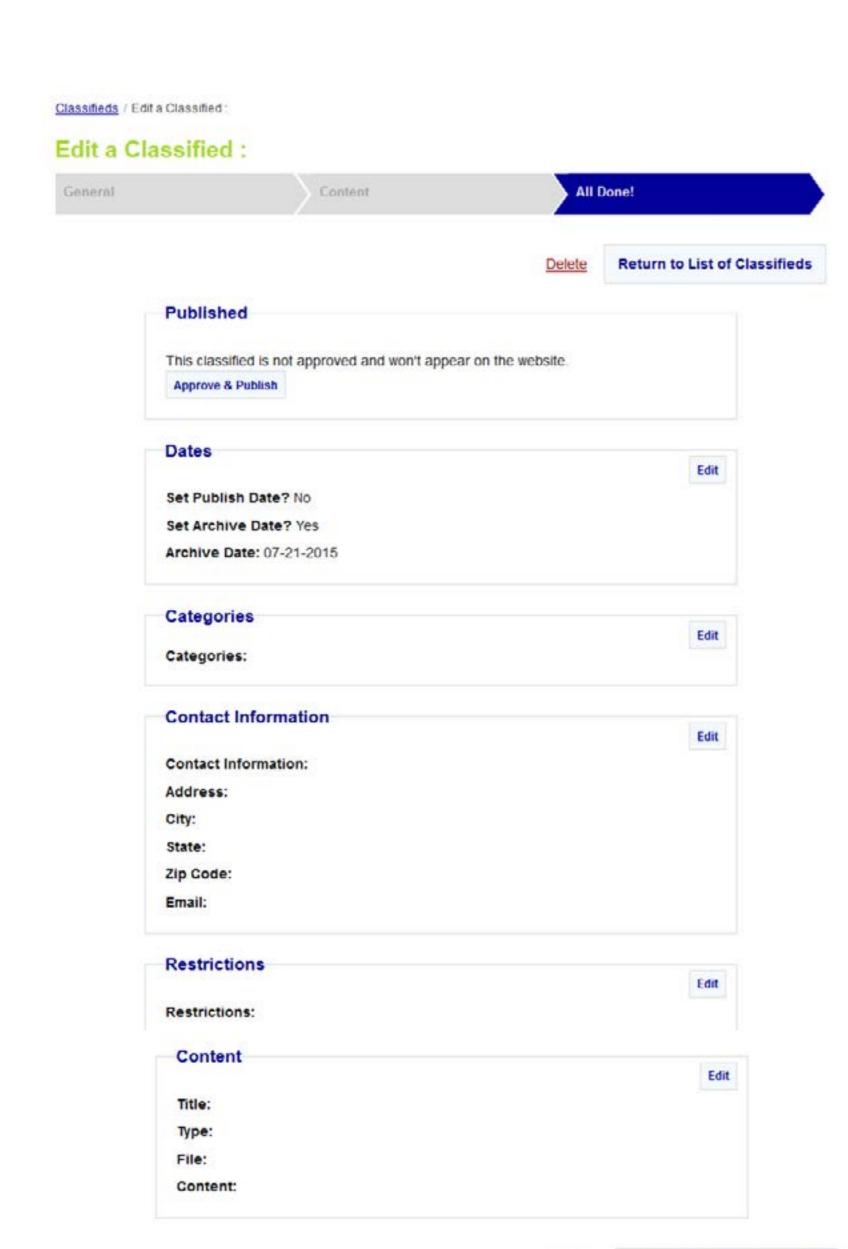
Classifieds

Announcements

Past Presidents

The responses mirror the email the user receives. Copy this information and save it in a text editor.

It is now time to publish the job listing the user submitted. In order to do this, go to Content > Ad Manager > Classfieds. Search for the entry with the same date as the email with the job listing answers.



It is now time to publish the job listing the user submitted onto the website. After clicking edit, the admin user will automatically go to the All Done! page.

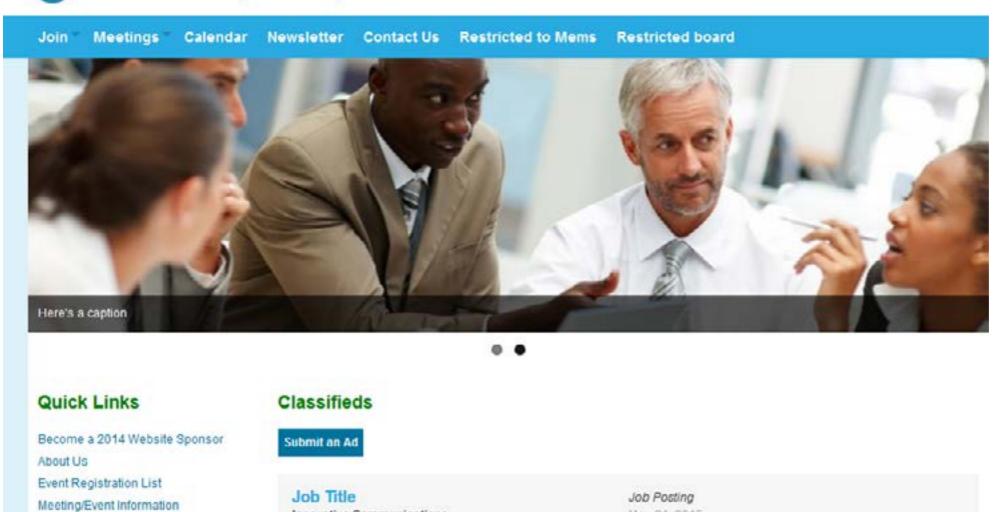
- 1) The submission will automatically show as unpublished. This will not appear on the website until the admin user selects publish.
- 2) **Dates** This controls when to publish an ad and when to archive an ad. If 'Set Publish Date' is set to 'No', then the ad will publish automatically upon selecting 'Approve & Publish"
- 3) To assign a **Category** to the job, then go to Ad Manager > Settings.
- 4) Insert the **Contact Information**. Members and Non-Members automatically populate into this area. Insert information for anyone outside the member and non-member base.
- 5) Add **Restrictions** as needed. If job listings are only for Members, then set to 'All Members'
- 6) It is important to add **Content** to the ad. Pull the content from Content > Form Builder > View Responses or from the email.

Classifieds / Edit a Classified : Edit a Classified: Content All Done! General Preview Content Title: Job Posting Type: Job Posting Innovative Communications Company: File: ? Browse_ No file selected. Content: B I U S ≡ ≡ ≡ ≡ Formats + Font Family + Font Sizes + A + A + 光色色器 三注 型理 66 用 ウ ウ ク 口 図 〇 ⑧ Ω ② ×, × ± ⊨ - L ♥ · → Please enter the contents of the position here. Do not forget to include content information so job seekers can content the hiring manager.

It is now time to publish the job listing the user submitted onto the website. In order to do this, go to Content > Ad Manager > Classifieds. Set the **Type** to **Job Posting**, upload the job description file and enter any additional content.

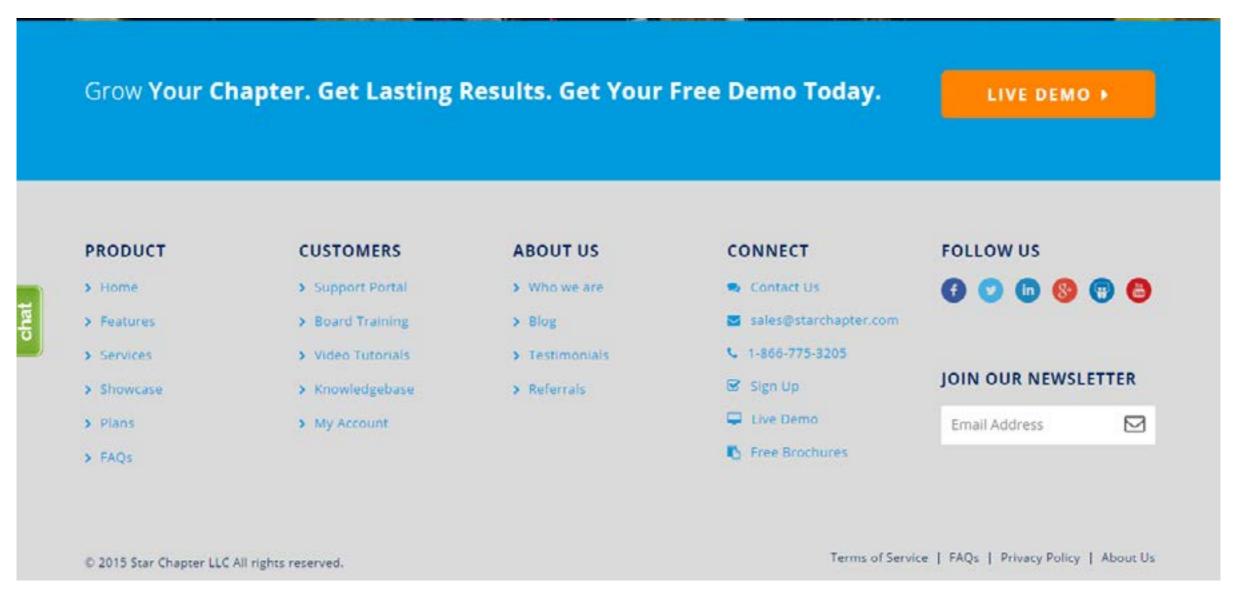
▼ Step 5: Front-End User Experience

DemoCity Chapter



Innovative Communications

This is the outer content of the job listing on the front-end of the website.



May. 21, 2015