

How do I extend my listing for a few more days?


These instructions can be found online at:

http://www.charityvillage.com/cv/faq/faq_adv_46.html

Within 60 days of posting a Job Listing or 90 days of posting a Volunteer or Event Listing, you may extend an expired listing as many times as you'd. Here's how:

1. **Go to the Advertiser Log-in page** at : <http://www.charityvillage.com/client/index.asp>
2. **Enter your username and password** as noted in the confirmation e-mail you received when you registered. **Click the "Log-in" button.**

If you have forgotten your log-in information, enter your e-mail address in the "Forgot Your Password" section below the log-in area and we will e-mail the information to you.

3. When you are logged in to the "My Desk" screen, **click the "Manage My Listings" link.**
4. On the "**My Listings**" page, you will see all the listings you have posted on our site. In the "Expired Listings" section, beside the listing you want to extend, **click the "Extend" icon** ()

If it has been more than 60 days since you originally posted the Job Listing or 90 days since you originally posted the Volunteer or Event Listing, you cannot extend the listing but must use the re-post option. If you want to re-post a Job Listing 60 days or more after the original posting, you may do so but full fees will apply.

5. When you click the "Extend" icon, a pop-up message appears warning you to change the Deadline Date for your listing, then the "**Listing Information**" page will open. **Make any necessary changes. Please note: double check the "Deadline for Applications" date.** It must be in the future; otherwise, your listing will not be activated again.

6. At the bottom of the "Listing Information" page, **click the "Next" button.**

7. **Preview your listing** to make sure it looks the way it should. At the bottom of the preview screen, **click the "Save" button.** If you want to make more changes, click the "Modify" button and repeat step #5.

That's all there is to it! If you have any questions about extending a listing, please contact the **Help Desk** at 1-800-610-8134 or e-mail help@charityvillage.com