

What's the fastest way to create an ad?

These instructions can be found online at:

http://www.charityvillage.com/cv/faq/faq_adv_cc_post_01.html

We've done our best to create an ad-posting process for you that is both easy to use and flexible enough to accommodate your individual design requirements. Using any new system for the first time is often a challenge. We're here to help. Please feel free to call us and we'll walk you through the process over the phone or answer any of your questions. Contact Reesa at 1-800-610-8134 or e-mail careers@charityvillage.com

1. Please **prepare the text of your ad in a word processing program first** (e.g. Word, WordPerfect). Don't worry about formatting -- the complete text is most important. This will save time and possible problems later.
2. **Go to the Advertiser Log-in page** at: <http://www.charityvillage.com/client/index.asp>
3. **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.

4. When you are logged in to the "My Desk" screen, **click the "Post Job Ad" link.**
5. **Choose a language for your ad** -- "English", "French", or "Bilingual" and **click the "Next" button.** **Please note:** if you wish to receive the second language discount for a bilingual ad, you must use the bilingual form.

6. Fill in the Job Information form.

You must take less than 20 minutes to complete this page. Don't worry -- it should definitely take less than 20 minutes to complete the whole process if you have prepared the text of your ad in advance.

The Job Information form is broken down into five short sub-sections. There are some fields that you must fill out. They are marked with a red dot (●). If you have questions about an field, just click the Question icon (❓):

Posting Information Section: Enter a purchase order (if you need one internally), a start date, and a deadline for applications.

Add/Select your Logo: If you have a logo on file, you may select it from the pull-down list. If you do not have any logos on file, you may add them before posting an ad or directly from the Job Information form.

Job Information: Add the job title, position type, job category, job region, and a specific location (city, neighbourhood, etc.). To select multiple items in a list, hold down the CTRL key while clicking on an item. For Mac users, hold down the CMD (Apple) key while clicking. Once you have entered the listing information, click the "Save to Basket" button. This option is available as a safeguard against losing data because of a system timeout or possibly a power failure.

Job Description: For fastest posting, copy and paste the entire text of your job ad from your word processing document into the top box, labeled "Introductory Text". The top box accepts HTML characters.

If you are posting a bilingual job listing, you will see the English job description fields first, followed by the same fields for the French version of your listing.

Below the job description boxes, there are optional fields for entering years of experience required, as well as compensation type and amount. If you have not included a compensation amount or range, please reconsider. **Compensation range is the most often requested piece of information** by our job seekers. It can also be a very effective tool for helping you sift out inappropriate applications from those who are over- or under-qualified. Again, once you've entered the listing description, click the "Save to Basket" button to save your listing so far.

Job Contact Information: Select the method(s) by which applicants should reach you. To select multiple items in a list, hold down the CTRL key while clicking on an item. For Mac users, hold down the CMD (Apple) key while clicking. You may change any of the default contact information in any of these fields. Once again, the option to save the data is available.


Once you've filled in the form, **click the "Next" button.**

7. **Preview your creation.** This is how your ad will look when it goes live on the site. Please review it carefully to make sure that you have everything correct (mistyped fax numbers are the most common mistake).

If you are posting a bilingual job listing, you will be able to preview the French version by clicking on the "Show French Version" link at the top of the page.

If you need to edit anything, scroll down to the bottom of the page and click the "Back" button. If the ad looks good, **click the "Next" button.** You're almost there!

8. **Review your basket.** You will see the title of your job ad listed as well as the price. To place your order, **click the "Place Order" button.** This will send the job ad to our coordinator, who will review it and post it to the site within 1 business day (usually much sooner).

If you wish to edit your ad, click the "Edit" icon () beside your ad.

If you wish to post another ad before placing your order, click the "Post Another Job Ad" link.

9. The **Order Confirmation page** includes the details of your order: the job title, price, and order number. This is not an invoice. We will send you an invoice by mail.

If you had any trouble placing your ad, please let us know by clicking on the "yes" link at the bottom of the confirmation page and filling out the form.

That's all there is to it! Again, if you have any questions about posting an ad, please contact Reesa at 1-800-610-8134 or e-mail careers@charityvillage.com