

How do I re-post listings that have expired?


These instructions can be found online at:

http://www.charityvillage.com/cv/faq/faq_adv_44.html

A maximum of 60 days after your Job Listing or 90 days after your Volunteer or Event Listing has been posted, it will expire from our system. You may re-post the listing again anytime in the future as long as you do not delete it from "My Listings". If the original listing was a fee-based listing, full posting fees apply if re-posted more than 60 days after original posting. Here's how to re-post an old listing:


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 re-post, **click the "Re-Post" icon** ().

A confirmation window will pop up, reminding you that full fees apply to re-post a fee-based listing. If you agree, click the "OK" button.

5. The "**Listing Information**" page will open. **Make any necessary changes.** For job or volunteer listings, **be sure to change both the start date and the deadline for applications** -- people often forget to do this.
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. If you want to make changes, click the "Back" button. When you are happy with your listing, **click the "Next" button** at the bottom of the preview screen.
8. **Review your basket.** You will see the title of your listing, as well as the price (if a fee-based listing). To place your order, **click the "Place My Order" button.** This will send the listing to our coordinator, who will review and post it to the site within 1 business day (usually much sooner).

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

If you wish to post another listing before placing your order, click the "Post Another Job Ad", "Post another Event" or "Post another Volunteer Listing" button.

9. The **Order Confirmation page** includes the details of your order: the listing title, price (if fee-based), and order number. This is not an invoice. If the listing is fee-based, we will send you an invoice by mail.

If you had any trouble re-posting your listing, 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! If you have any questions about re-posting a listing, please contact the Help Desk at 1-800-610-8134 or e-mail help@charityvillage.com.