

## How to edit an active listing

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Need to make changes to a listing after it's been published? Here's how:

### What do you want to change?

You can edit any of your listings **except** for the following fields:

- All listings: You cannot edit the listing language (e.g. English, French, Bilingual). Create a new listing to change the listing language type.
- Job listings: You cannot edit the Listing Start Date
- Job listings: You cannot edit the Job Title

To change either the Start Date or Job Title on your job listings, please contact the [HelpDesk](#).

Aside from the exceptions above, you can update any field on your listings. Here's how:

## Login from the Advertiser Centre



**SpringBoard**  
The Better Board Kit



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**Main Street : Advertiser Centre**

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### Welcome to the Advertiser Centre

Canada's best-loved place to connect with great staff and supporters!

First time here? [Click to learn more.](#)

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Let us help you connect

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**Register**

**Jobs/RFPs (\$)**  
**Volunteer Opportunities (free)**  
**Event Listings (free)**



### Advertiser FAQ

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100% Satisfaction Guarantee

Who can advertise here?

What can I advertise here?

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### Who's in the Village?

50,000+ registered users

28,000+ daily unique visitors

45% are management level

59% have 5+ years in NPOs

10,000+ organizations like yours

[More demographics . . .](#)

### Client Feedback

We completed our interview process for an Executive Director at Social Services Network — we had 40 applicants and the majority of them came through the CharityVillage website. We definitely chose the perfect means of outreach to the community and individuals that we were targeting.

— Yasmin Mawani, Board Member

[More feedback . . .](#)

From the Advertiser Centre (or any page with a "Login" button), **click the "Login" button.**



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**Main Street : Login**

## Login

**Email:**

moira@applefest.ca



Remember my email

**Password:**

.....



**Registered on our old system?**

Just enter your email address and your current CharityVillage.com password.



[Forgot Password?](#)

[Not Registered?](#)

[Register to advertise](#)

[Register for alerts](#)



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1. Enter your email address.
2. Enter your password.
3. Click the "Login" button.

If you can't remember your password, click the "Forgot Password?" link.

## Active Listings Section

Active <span>?</span> <span>1</span>			
Created ▼	Type	Title	Actions
7/25/2009	Event	<a href="#">Festival Dance</a>	<span>2</span> Select ▼
7/25/2009	Volunteer Position	<a href="#">Festival Dance Volunteers</a>	Edit <span>3</span> Pause Duplicate
7/24/2009	Job	<a href="#">Administrative Coordinator</a>	
7/21/2009	Job	<a href="#">Marketing Coordinator</a>	
7/21/2009	Event	<a href="#">Apple Pie Competition</a>	Select ▼
7/21/2009	Volunteer Position	<a href="#">Apple sale volunteers</a>	Select ▼
7/21/2009	Job	<a href="#">Apple Sales Coordinator</a>	Select ▼
7/9/2009	Event	<a href="#">AppleFest 2009</a>	Select ▼
7/9/2009	Volunteer Position	<a href="#">Ticket Takers</a>	Select ▼

1. On your Desk, **scroll down to your Active listings** section.
2. Under the "Actions" section, **click the "Select" button** beside the listing you'd like to edit.
3. **Click the "Edit" icon.**

## Sections to Update



1. **Navigate to the section you want to update:**
  - Click on the "Listings Options" tab to edit fields like Start Date, Logos, Region, Location, or other standard listing options.
  - Click on the "Description" tab to edit contact information or the custom details that you entered into the description form.
2. After you have updated your choices, scroll to the bottom of the page and **click the "Next" button.**

3. Click the "Next" button at the bottom of each page until you reach the "Preview" page.

**Preview and Save Changes**

Language Listing Options Description Preview Shopping Cart

### Job Information

Glen Huron Apple Festival

**Job Categories:**  
Marketing / Communications / PR

**Position Type:**  
Full Time

**Job Region:**  
ON - Central Ontario

**Location(s):**  
Glen Huron

**Career Level:**  
Entry Level

**Salary Range:**  
35,000 - 37,500

**Ad Online Since:**  
7/25/2009

**Application Deadline:**  
8/8/2009

**Applicants Should Quote:**  
CC09

## Communication Coordinator

The Glen Huron Apple Festival is looking for a terrific communicator to join our team.

**Responsibilities:**

- Create all copy for our website and e-communications, including repurposed content and original writing.
- Develop and manage a strategy for keeping the website current and updated, ensuring balance in conjunction with the organizations goals and priorities.
- Develop and implement an effective e-communications strategy.
- Liaise with Manager, Marketing and marketing team members to create marketing plans.

**Qualifications:**  
The ideal candidate will have a post secondary education in marketing, communications or journalism with a minimum of 2 years related work experience. He/she must have proven experience in web writing and editing skills. The incumbent must be a creative thinker with an eye for detail, and possess outstanding oral and written communication skills with a passion for writing and good knowledge of grammar and style.

To apply, please send your resume and cover letter, along with 2 writing samples to:  
Maira McIntosh  
Executive Director  
Glen Huron Apple Festival  
moira@applefest.ca

Need to fix something?

Edit Listing Info Edit Listing Description

Save Changes

Looks good?

The listing preview shows **exactly** how your listing will appear to site visitors.

If you need to fix anything else, click the "Edit Listing Info" or "Edit Listing Description" buttons.

If the ad looks good, **click the "Save Changes" button.**

You'll be returned to Desk with the message: "The following listing has been saved: ..."

That's all there is to it!

Still have questions about how to edit your listings? [Contact the HelpDesk](#). We're happy to lend a hand!