

## How to extend/repost an expired listing

Do you need make an expired listing live again? Here's how:

### Login from the Advertiser Centre

**CharityVillage.com®**  
Dream big. Make it happen.

**SpringBoard**  
The Better Board Kit

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**Main Street : Advertiser Centre**

**Login** **Register**

**Welcome to the Advertiser Centre**  
Canada's best-loved place to connect with great staff and supporters!  
First time here? [Click to learn more.](#)

**Suppliers:**  
Banners, E-letters  
Marketplace Supplier Directory  
>>>

Let us help you connect

**Login**

**Register**

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

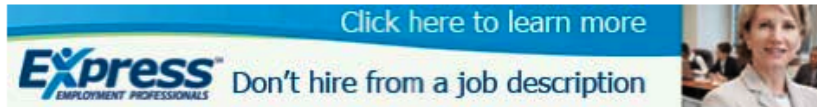
**Advertiser FAQ**  
[Rates](#)  
100% Satisfaction Guarantee  
Who can advertise here?  
What can I advertise here?  
Advertising Tutorials  
More answers . . .

**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.**

## Login



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**Main Street : Login**

## Login

**Email:**

moira@applefest.ca

1

Remember my email

**Password:**

\*\*\*\*\*

2

**Registered on our old system?**

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

Log In

3

[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.

## Expired Listings Section

Expired <span>1</span>			
Created	Type	Title	Actions
7/9/2009	Job	<a href="#">Festival Ticket Manager</a>	<div><p>Select <span>2</span></p><ul style="list-style-type: none"><li>Delete</li><li>Extend <span>3</span></li><li>Re-post</li></ul></div>

1. On your Desk, **scroll down to the Expired listings** section.
2. **Click the "Select" button** beside the listing you'd like to extend/repost.

If you see the "Extend" option, click that one. If you're extending a job ad, you can extend the listing for **free** to a maximum of 60 days from your original start date.

If you select the "Re-post" option, it will create a new version of your expired listing. If it's a job listing, **regular fees will apply** to re-post the listing for another 60 days.

No fees apply to either volunteer or event listings to extend or re-post them.

3. Click the "Extend" icon if available. Otherwise, click the "Re-post" icon.

## Update Listing Options

**Language** **Listing Options** **Description** **Preview** **Shopping Cart**

**Listing Information**

\* = required Save as default = click to save default

**Listing Start Date** \* 7/8/2009  
Please check the accuracy of the Start Date.  
It may not be edited after the listing is submitted.

**Application Deadline** \* 7/22/2009  
Maximum 60 days from the Listing Start Date.

**Job Title** \* Festival Ticket Manager Save as default  
Please check the accuracy of the Job Title.  
It may not be edited after the listing is submitted.

Back Next

Your listing will open in "Edit" mode.

1. Update the Application Deadline.

**Note:** You cannot change the Listing Start Date or Job Title for job ads. To update either of those fields, please [contact the HelpDesk](#).

- Scroll down the page and **update the listing options as needed**.

2. At the bottom of the page, click the "Next" button.

## Update Listing Description and Contact Information

Language	Listing Options	Description	Preview	Shopping Cart
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### Job Description and Contact Information

English

(Maternity Leave Contract: January – October 2009)

The Manager, Government Relations is responsible for providing high-level advice, recommendations and management support to the Vice-President.

**Responsibilities:**

- Accountable for the coordination and implementation of the Association's annual advocacy strategy in consultation with the Vice President.
- Directs and manages the Coordinator of National Projects & Databases.
- Prepares the annual budget for the activities of the office of Public Policy & Government Relations.
- Responsible for monitoring and reconciling PPGR related budgets.
- Directs and facilitates the execution of all advocacy training events for volunteers and staff.
- Accountable for building and maintaining collaborative relationships with staff in the National, Area and Regional offices.
- Represents the Association in federal, provincial and territorial government consultations and represents the Association on working groups and committees upon request.
- Works collaboratively with Vice President to ensure the Association's successful relationship with all levels of government, external partners and the media.
- Acts on behalf of the Vice President when requested.
- Accountable for monitoring, tracking and advising Vice President on potential government related issues, key policy developments and for recommending appropriate action on behalf of the Association.
- Acts an active team member both with Public Policy & Government Relations.
- Acts as an ambassador

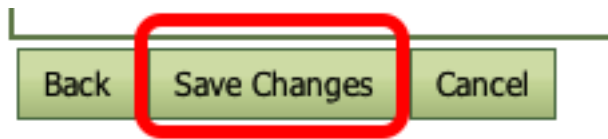
**Don't forget: add contact information so that applicants can reach you!**

Back Next **2**

1. Update the Listing Description and Contact Information as needed.

2. At the bottom of the page, click the "Next" button.

## Preview and Save Changes or Publish



OR



When you reach the Preview page, look over your listing to make sure everything looks as it should.

**Click "Save Changes"** at the bottom of the page.

If that button is not available, **click "Publish Now" and proceed through the payment process.**

That's it!

If you have Extended your listing, it will be live to site visitors immediately.

If you have Re-Posted your listing, it will be live to site visitors after we have reviewed and approved it.

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