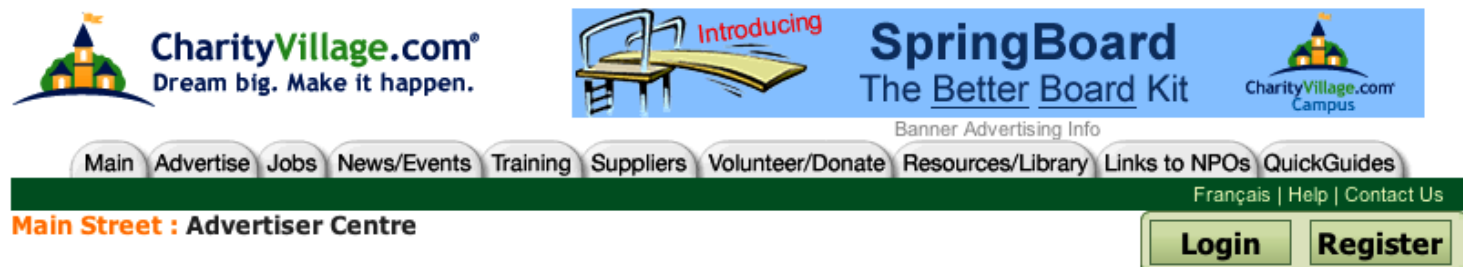


How to pause an active listing

Do you need to hide a listing from public view temporarily? There's not need to delete it. Just put it on "Pause." Here's how:

Login from the Advertiser Centre



CharityVillage.com®
Dream big. Make it happen.

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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](#)

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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

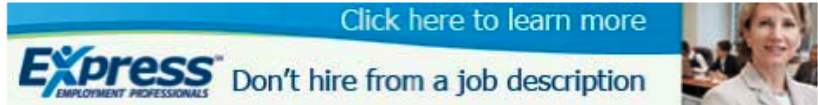
We completed our interview process for an Executive Director at Social Services Network — we had 40 applicants and the majority of them came through the CharityVillage website. We definitely chose the perfect means of outreach to the community and individuals that we were targeting.

— 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.

Active Listings Section

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

Your Listing Is Now Paused

Paused ?			
Created ▼	Type	Title	Actions
7/25/2009	Event	Festival Dance	Select ▼
7/9/2009	Job	Volunteer Coordinator	Select ▼

That's it!

Your listing will now display in the "Paused" section and is no longer visible to site users.

To make it active again, just click the "Select" menu and choose "Restart". For help restarting a listing, check out our tutorial about "How to restart a paused listing."

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