

## How to manage newsletter subscriptions

It's fast and easy to manage your free newsletter subscriptions at CharityVillage.com. Here's how:

### Login from the Career Centre

The screenshot shows the CharityVillage.com website interface. At the top, there are logos for CharityVillage.com (with the tagline "Dream big. Make it happen."), ReStructure Non-Profit Consulting, and a dark blue box for "Mergers, Collaborations and Integration Services". Below these are navigation tabs: Main, Advertise, Jobs, News/Events, Training, Suppliers, Volunteer/Donate, Resources/Library, Links to NPOs, and QuickGuides. A green bar at the bottom of the navigation contains "Français | Help | Contact Us".

The main content area is titled "Main Street : Career Centre" and "Welcome to the Career Centre". On the right, there is a blue button labeled "Employers >>>".

Below the welcome message, there are several options: "Quick Search" (green button), "Browse" (light green button), "Login" (green button), and "Register" (orange button). The "Login" button is highlighted with a red box, and a red arrow points to it from the left. To the right of the "Login" and "Register" buttons, there is a light blue box with the text "More than 80,000 jobs posted so far." and "Let us help you on your hunt!". Below this text are links for "Get job alerts by email", "Save listings", and "Save search criteria". To the right of this text is a photograph of a person wearing a hat and using binoculars in a grassy field.

At the bottom of the main content area, there is a yellow box labeled "Featured Career Centre Advertisers:" with a small square icon and a link "more featured employers >".

The footer contains the CharityVillage.com logo and a list of links: "About CharityVillage", "Free Newsletter", "Media Centre", "Contact Us", "Terms and Conditions of Use", "Privacy Policy", and "© CharityVillage Ltd. All rights reserved."

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

# Login

[Main](#)[Advertise](#)[Jobs](#)[News/Events](#)[Training](#)[Suppliers](#)[Volunteer/Donate](#)[Resources/Library](#)[Links to NPOs](#)[QuickGuides](#)[Français](#) | [Help](#) | [Contact Us](#)

**Main Street : Login**

## Login

**Email:**

1

 Remember my email

**Password:**

2

**Registered on our old system?**

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

3

[Forgot Password?](#)

[Not Registered?](#)

[Register to advertise](#)

[Register for alerts](#)

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.

## Update your Subscriptions

### Subscriptions

Click the checkboxes to subscribe to our great, **free e-letters**:

[Privacy Policy](#)

Subscribe	Title	Description
<input checked="" type="checkbox"/>	<b>Campus E-Training Update</b> <a href="#">See last issue</a>	Monthly training tips, tools, and resources
<input type="checkbox"/>	<b>CharityVillage Renovation Report</b>	Periodic updates about changes and site developments at CharityVillage.com
<input checked="" type="checkbox"/>	<b>Flow</b> <a href="#">See last issue</a>	Tools and inspiration for emerging nonprofit leaders.
<input checked="" type="checkbox"/>	<b>Village Vibes</b> <a href="#">See last issue</a>	Canada's leading weekly nonprofit news and resource e-letter

When you're logged into your Desk, click the "Subscriptions" tab.

1. **To subscribe to a newsletter:** Click the check box to the left of the title. The line will highlight orange.

**To unsubscribe from a newsletter:** Uncheck the box to the left of any title.

To see the most recent issue of any newsletter, click the "See last issue" link.

2. When you have updated your preferences, **click the "Update Subscriptions" button.**

That's all there is to it!

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