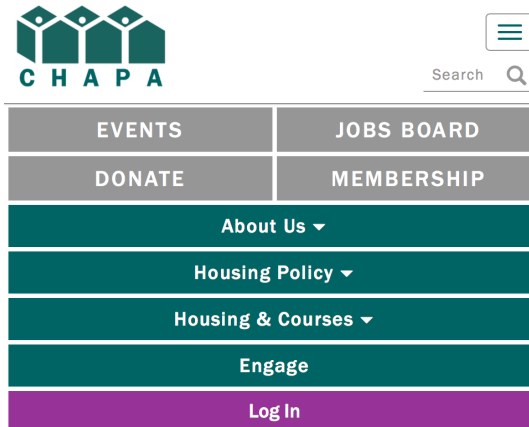




How to Post to CHAPA's Jobs Board

Create an Account

- Go to www.chapa.org
- Click on the green [Log In button](#) in the upper right hand corner. In mobile views, the Log In button can be found in the dropdown menu in the upper right hand corner (3 horizontal lines in a box) and is purple.



- On the right hand side, under Create Content, click on the gray “Create an Account” box.

Create Content

Create an account to post content on our site, including jobs, consultant listings, & homebuyer workshops.

[Create an Account](#)

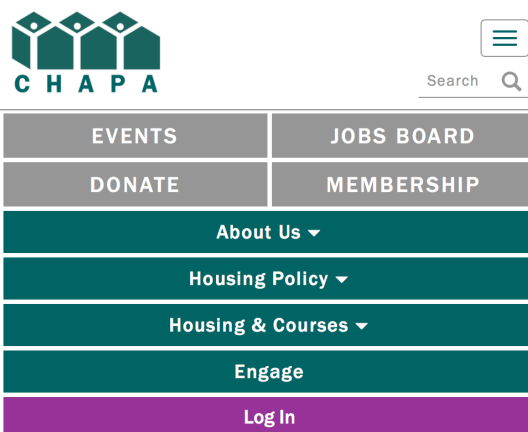
Already have an account for engaging with CHAPA?

[Log In](#)

- Fill out the Create New Account form and be sure to check the “Jobs Board (*needs admin approval)” checkbox.
- Once you submit the form, CHAPA staff will review your request to post jobs to our website. This process may take 24 hours. To check on the status of your role request, please contact mcrossen@chapa.org.
- Once your request to post jobs has been approved, you will be notified by email and can then set up your password and log in to post your job(s).

Log In

- Visit www.chapa.org
- Click on the green [Log In button](#) in the upper right hand corner. In mobile views, the Log In button can be found in the dropdown menu in the upper right hand corner (3 horizontal lines in a box) and is purple.



- Under “Create Content”, click the Log In button and fill in your username and password. If you forgot your password, click the “[Forgot Password](#)” link to recover your login information using your email address. If you are unable to log in or recover your account information, please contact mcrossen@chapa.org.

Create Content

Create an account to post content on our site, including jobs, consultant listings, & homebuyer workshops.

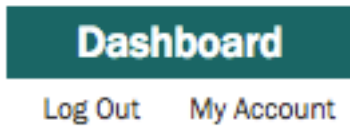
[Create an Account](#)

Already have an account for engaging with CHAPA?

[Log In](#)

Posting the Job(s)

- Once you are logged in, click on the green “Dashboard” button in the upper right-hand corner.



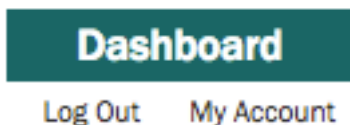
- You will be brought to a Content Dashboard, where you will see a button to “Add a Job”. Click on that button.



- Fill in the fields with the job details. The red asterisk (*) represents a required field. The last field is an Expiration Date field. Enter the date that this job should be taken down off the site. It is automatically set for three months after you post the job, by default.
- Click the blue “Save” button at the bottom of the form to finalize and post your job. You can check the jobs board (<https://www.chapa.org/jobs-board>) to be sure your job is listed.
- Repeat these steps to post another job.

Editing and Deleting Jobs

- Log in (using the steps in the Log In section above) and click on the green “Dashboard” button in the upper right-hand corner.



- You will be brought to a “Content Dashboard”, where you can see all the jobs you have posted

Content Dashboard

Displaying 1 - 5 of 5

Title	Updated ▾	Status	Edit Content
LexHAB Director	2017-11-16	Published	edit
Executive Director	2017-11-06	Published	edit

- Click on the “Edit” link next to the job you wish to edit or delete.
- To edit a job, make any changes to the fields in the form, and click the blue “Save” button at the bottom of the form.
- To delete the job, scroll to the bottom of the form and click on the red “Delete” link.

