



How to Post to CHAPA's Jobs Board

For New Accounts/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](#)

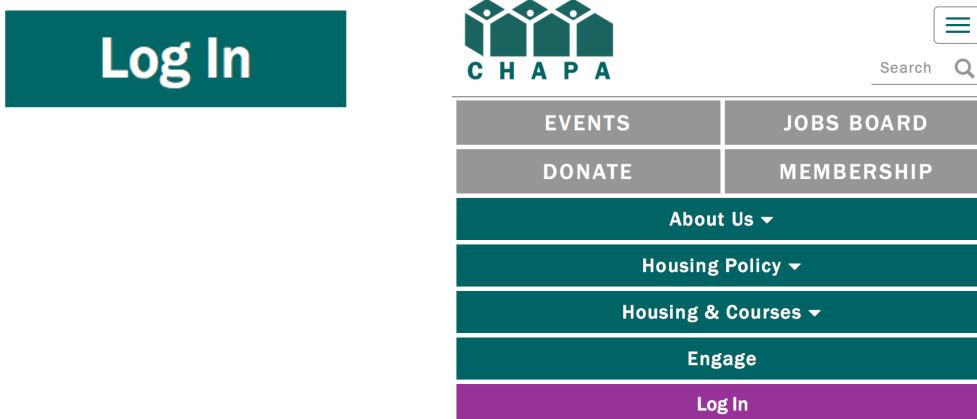
Already have an account for engaging with CHAPA?

[Log In](#)

- Fill out the Create New Account form and be sure to check the “I want to post an open Massachusetts job listing to CHAPA's job board.” checkbox.
- Once you submit the form, CHAPA staff will review your request to post jobs to our website. This process may take 2-3 business days. To check on the status of your role request, please contact mcox@chapa.org.
- Once your request to post jobs has been approved, you will be notified by email (please be sure to check your spam folder for this) and can then set up your password and log in to post your job(s).

Already have an account/Log In

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- Under “Create Content” **on the right side**, 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 mcox@chapa.org.

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Posting the Job(s)

- Once you are logged in, click on the green “Dashboard” button in the upper right-hand corner. If you don't see this button, please navigate back to the CHAPA homepage. It should appear then.



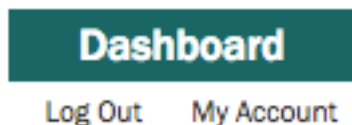
- You will be brought to a Content Dashboard, where you will see a button to “Add a Job” on the left. Click on that button.



- 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. If you are not automatically taken there, please navigate to CHAPA's homepage. It should appear then.

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.

