

April 5, 2016

How to Add a Job to the GNPC Jobs Board

There are three steps to adding a job:

1. Log into the site (create an account if necessary)
2. Click on "Jobs" in the menu.
3. Add, edit or delete the job.

STEP ONE: Log into the GNPC Site

In order to post a job, you must have a login to the GNPC site. People who have paid dues for your organization online *already* have a login. If you do not have a login, create your login first.

Use the link in the **top right corner of the site** to log in.

Contact | [Login](#)

On the login screen, **EITHER** log in with your username and password **OR** register. Once you register, you can log in with that information next time.

My Account

Login

Username or email address *

Password *

 Remember me
[Lost your password?](#)

Register

Username *

Email address *

Password *

HINT: if you have ever paid dues online, you already have an account so just login. If not, you need to register. Don't know? *Register and see if you're alerted that you already have an account.*

HINT: if you try to register (but already have an account), you will be notified. If you forgot your password, use the "Lost your password?" link.

STEP TWO: Click on the Jobs Link in the Menu

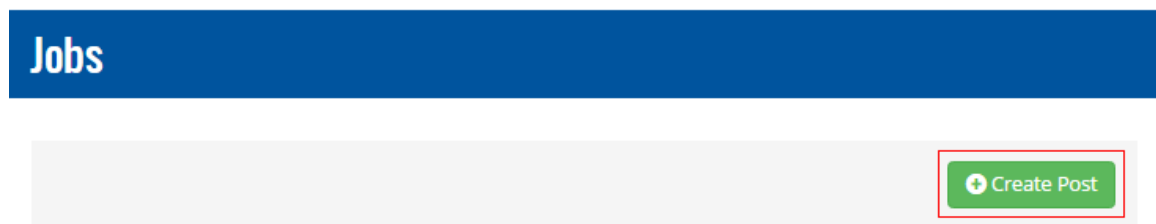


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Once logged in, click on the JOBS link in the menu.

STEP THREE: Add, Edit or Delete a Job Posting

Use the button that says "Create Post" to add a new job.



If you have posted other jobs, they will show up on the page and *when you are logged in*, you can add, edit or delete a job posting. The screen is pretty self-explanatory. Don't forget to SAVE your job posting when you are done.

See a Sample Job Posting Screen on the next page.

(Note: required areas are marked with a *star.)

Add Job Posting

Title *

Employer *

Employer Logo

An optional employer logo to display along with the job posting.

No file chosen

Job Location *

Inside Guilford County Outside Guilford County

City *

State *

Employment Type *

Contract
 Full Time
 Part Time

Salary Range

Application URL *

The URL users will be redirected to when clicking the Apply Now button.

Description *