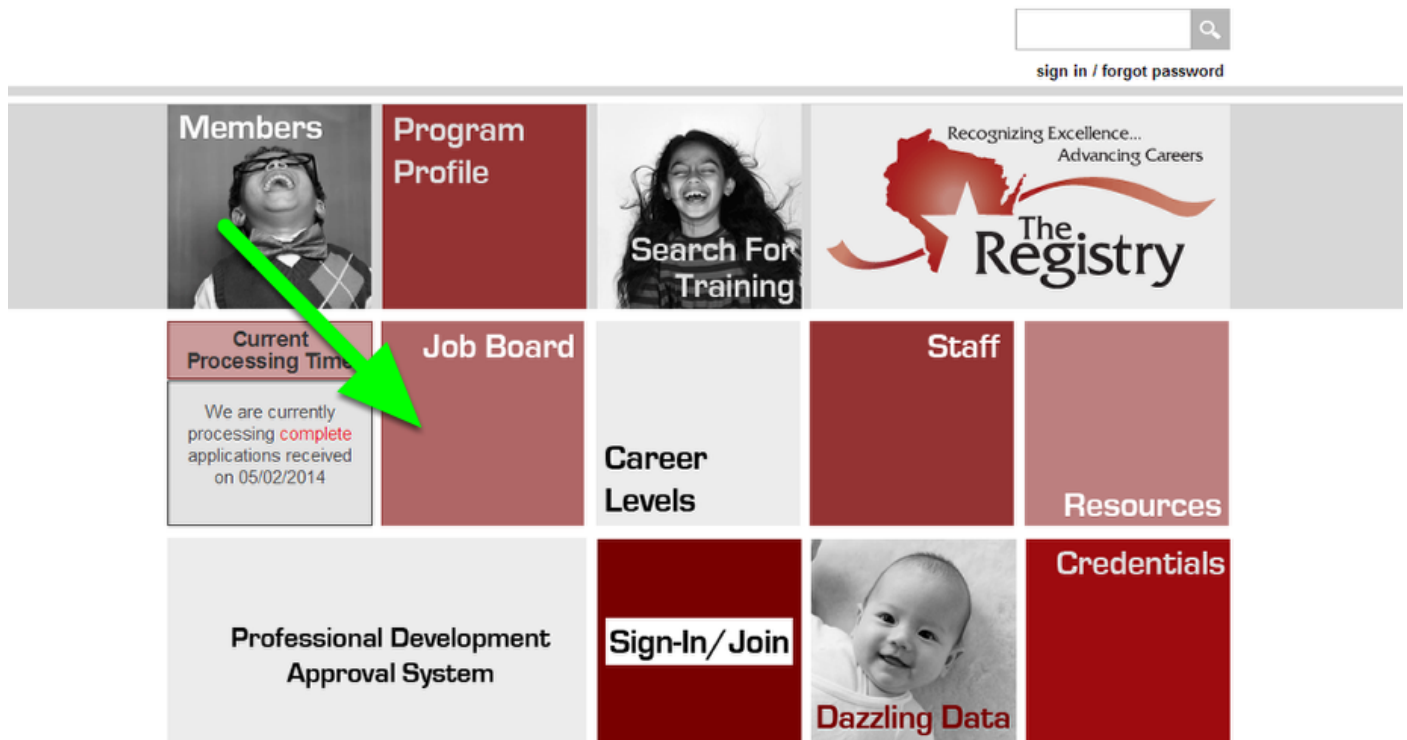


How Can My Organizations Post a Job to the Job Board?

Step 1: Go to www.the-registry.org



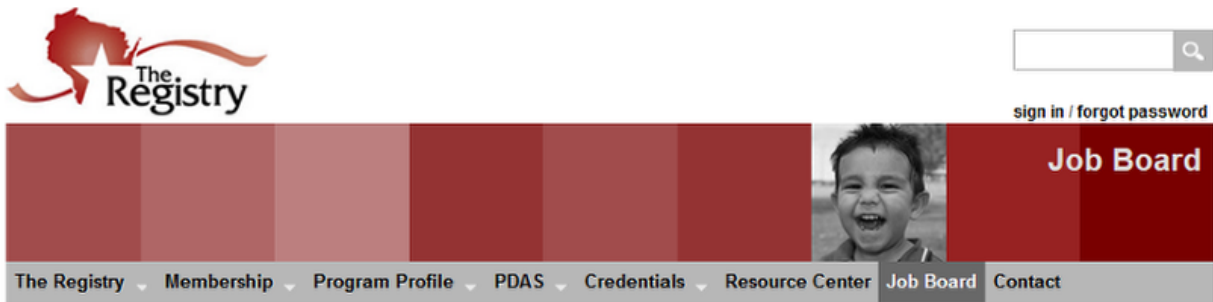
1. Click on Job Board

Step 2: Sign In with our Program ID

The image shows a sign-in interface with two main panels. The left panel is titled "Individual Profile Sign In" and contains fields for "user id" and "password", with a "GO" button below. The right panel is titled "Program Profile Sign In" and contains fields for "program id" and "password", with a "GO" button below. A red border highlights the right panel. Three green arrows point to the "program id" field (labeled 1), the "password" field (labeled 2), and the "GO" button (labeled 3). Below the panels is a link for "Forgot user id or password?". At the bottom, there is a "Join as a..." section with three buttons: "Individual", "Trainer", and "Consultant".


1. Enter your Program ID.
2. Enter in the Program Password.
3. Click Go.

Step 3: Purchase Credits To Post Jobs



Job Board

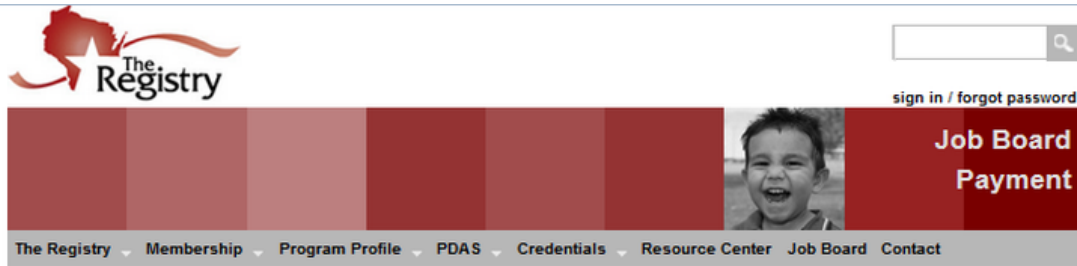
Job Category: Search Key: Location:



There are no current jobs available at this time.

1. Click on Purchase Credits to Post Jobs

Step 3 (cont'd): Purchasing Job Credits



MANAGE ACCOUNT

Add Payment

Purchase Credits To Post Jobs
(Note: Your job will only be available for 60 days after it has been created.)

1 Price

1 Job Credit(s) For \$55.00
 3 Job Credit(s) For \$100.00

Payment type

PayPal The safer, easier way to pay

Coupon Code **2**

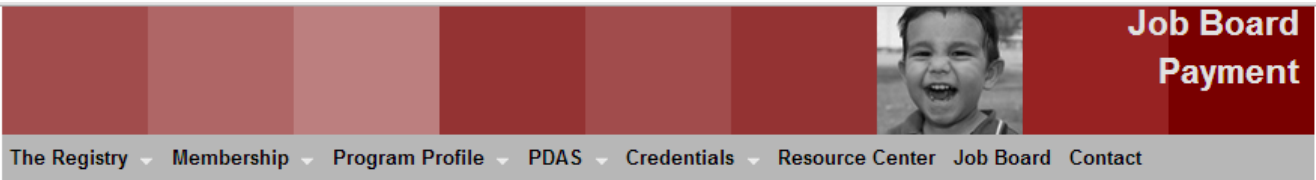
Term and Conditions

Continue **3**

Payment History

1. Choose 1 Job Credit for \$55 or 3 Job Credits for \$100
2. If you have a Coupon Code, enter it here.
3. Click Continue.

Step 4: Manage Account



Add Payment

Thank you for your payment!

Original price: 55.00 USD Publish 1 jobs

Total Amount: 55.00 USD

Payment History

User Name	Transaction ID	Payment Date	Payment Method	Amount	Quantity	Coupon Code
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Click the "MANAGE ACCOUNT" button to create posts to the Job Board

Adding New Job Listings

Job Board

Job Category:

Search Key:

Location:

View/Edit Job Listings

- Add New Job Listing
- View/Edit Job Listings

Applicants

- View All Applicants
- Not Interviewed Applicants
- Interviewed Applicants
- Search For An Applicant

Settings

- Edit Applicants Status
- Edit Email Templates

Add New Job Listing

1

Company:

Logo:

2

Title:

Type: permanent part-time contract temporary

Category:
Family Program
Full Time
Group Program
Part Time
School Age Program
Special Education
Support Services
Teaching Staff

Keyword:
Assistant Director
Assistant Teacher
Bus Driver
Camp Counselor
Cook
Director - 50 or fewer
Director - 51 or more
Float Teacher
Infant Toddler Teacher
Lead Teacher
Other

1. Enter in Your Company's Information.
2. Enter in information regarding the job you wish to list.

Complete and Update

The screenshot shows a job posting form with the following fields and elements:

- Salary:** Input field.
- Location:** Input field. A green arrow points from callout 2 to this field.
- Closing Date:** Input field.
- Contact Information:** Input field.
- Description:** A rich text editor with a toolbar and a text area.
- Qualifications:** Input field with a "Choose File" button and an "Upload" button. Callout 3 is positioned over the "Upload" button.
- Enable "Apply Button?":** A checkbox that is checked.
- Update and Cancel buttons:** Located at the bottom of the form. Callout 4 is positioned over the "Update" button.

2. Add Information.

3. Upload any document that may list more details of the position.

4. Click on Update and the Job is posted.