

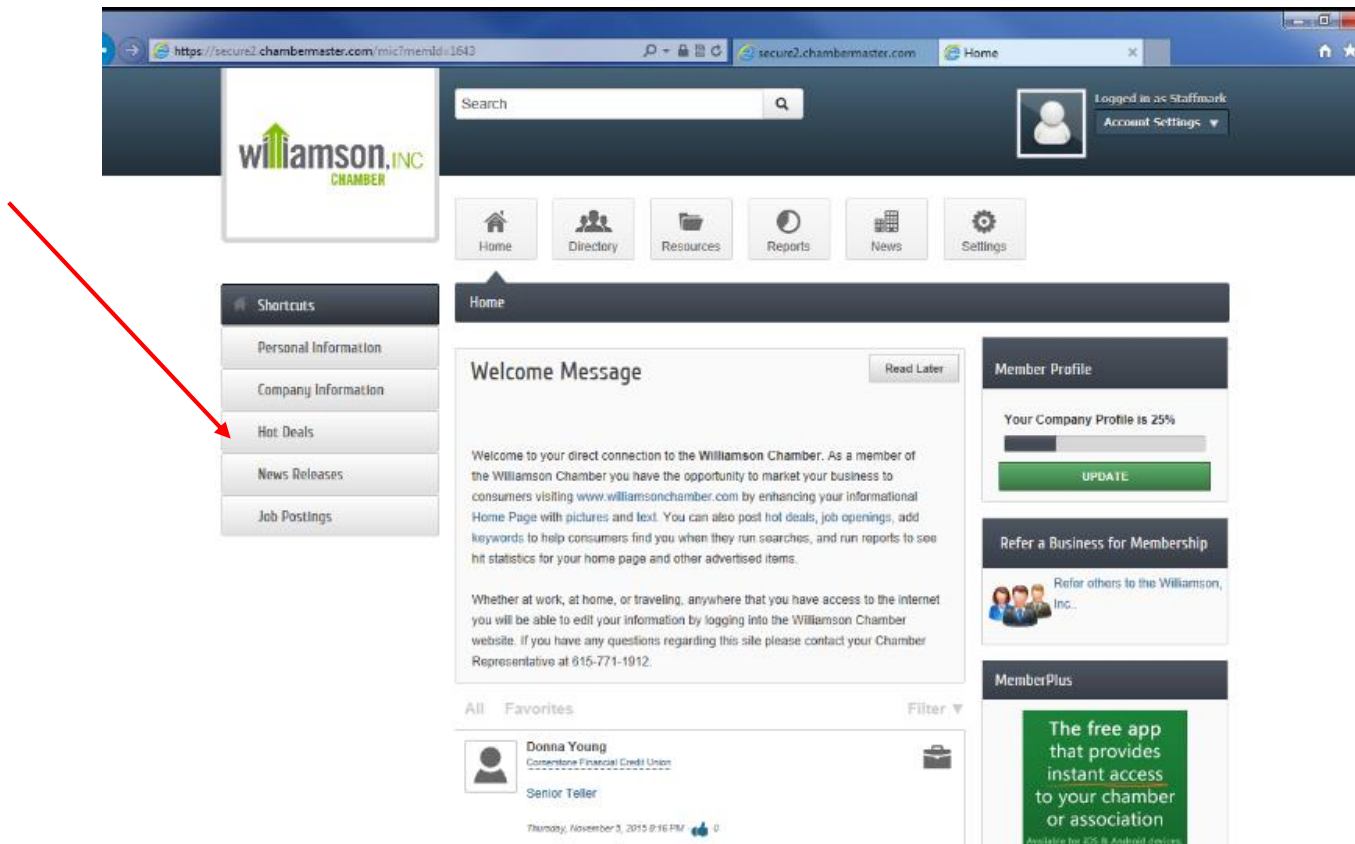
## How To Place a Job Posting:

1. Open your web browser and type in [www.williamsonchamber.com](http://www.williamsonchamber.com)



2. Enter your login credentials- if you do not have this information contact [Rebecca@williamsonchamber.com](mailto:Rebecca@williamsonchamber.com)

3. You will see a screen that looks like this:



4. On the left hand side of the screen are 'Quick Links.' Select Job Postings. If you do not see this option contact Rebecca again- some accounts have not been enhanced and must be done so before you can post.

## 5. Click Add Job Posting

The screenshot shows the 'Job Postings' page on the Williamson Chamber website. The page includes a search bar at the top, a navigation menu with options like Home, Directory, Resources, Reports, News, and Settings, and a sidebar with options like Community, Hot Deals, News Releases, Job Postings, and Social Feed. The main content area displays a search filter section with fields for Keyword, Category, and Employer, and a 'Search' button. Below the search section, there are two buttons: 'Add Job Posting' and 'Manage Job Postings'. A red arrow points to the 'Add Job Posting' button. The page also shows a list of job postings, with the first one being 'Williamson County Schools'.

6. Fill in all applicable information and click 'Submit for Approval'

7. If this is a time sensitive posting call 615-550-8506 or email Rebecca to alert us to approve it same day.

8. We ask that all postings are specific to the job, absent of grammatical or spelling errors, and professional.