

How To Place a Job Posting:

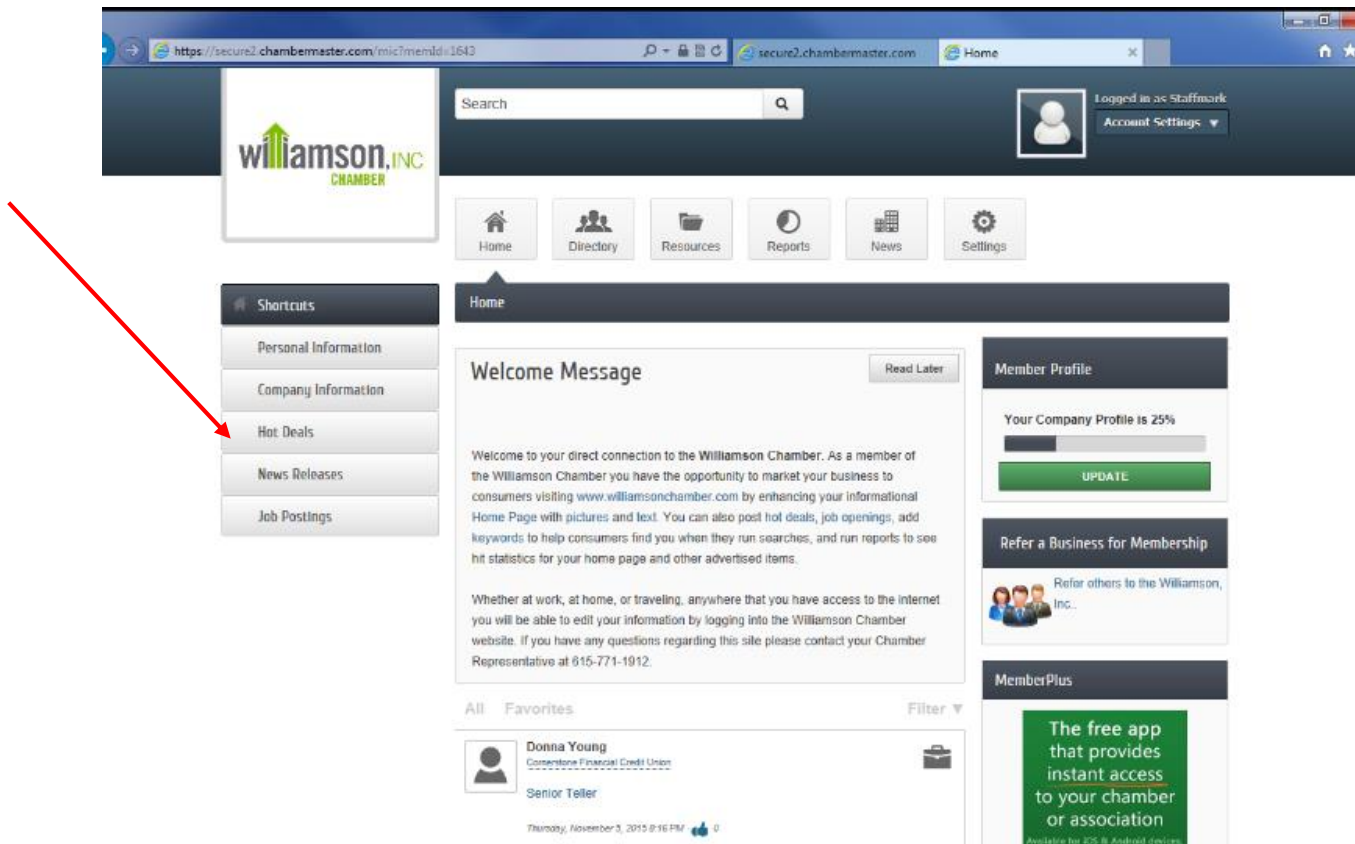
1. Open your web browser and type in www.williamsonchamber.com



The screenshot shows the homepage of the Williamson Chamber website. The browser address bar displays <http://www.williamsonchamber.com/>. The website header includes the logo for Williamson, INC. and a navigation menu with items: Chamber, Economic Development, Entrepreneurship, Education, Relocate, Government, News, and Events Calendar. A red arrow points to the 'Login or Renew' button in the top right corner. Below the navigation is a large banner for the 'Williamson 101' report, featuring the text 'DOWNLOAD YOUR COPY TODAY' and 'Click here for the updated 2015 Williamson 101'. A circular graphic with three stars and the text 'WILLIAMSON 101' is also visible. At the bottom of the banner, it says 'PLEASE CREDIT WILLIAMSON, INC. ECONOMIC DEVELOPMENT WHEN CITING INFORMATION CONTAINED IN THIS REPORT.' Below the banner is a blue footer with the text: 'Williamson, Inc. incorporates both the Chamber of Commerce and Economic Development, which together provide unparalleled access to education, leadership development, relationship-building and up-to-the-minute information about doing business in one of the country's fastest growing counties.'

2. Enter your login credentials- if you do not have this information contact 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 secure2.chambermaster.com website. The page features a search bar at the top, a navigation menu with options like Home, Directory, Resources, Reports, News, and Settings, and a sidebar with Community, Hot Deals, News Releases, Job Postings, and Social Feed. The main content area displays a search filter section with fields for Keyword, Category (Any Category), and Employer (Any Employer), along with a Search button. Below the search filters, it shows 'Results Found: 26' and a 'New Search' link. A red arrow points to the 'Add Job Posting' button in the top right corner of the main content area.

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.