

ClubCareers

Step-By-Step Job Posting Instructions:

1. Navigate to the CMAA's **ClubCareers** Web site – www.clubcareers.org
2. Locate the "Job Posters" section on the left side of the home page.
3. You will be asked to provide your username and password. If you are a non-member, click the link in the middle of the page that says "Click here to start your job posting"
4. This will allow you to create a username and password that you will use going forward on the **ClubCareers** Web site.
5. Fully complete "step 1" and "step 2" to post your position:
 - A. *Step 1- Create/Manage Club Profile* – This first template will ask you to submit a lot of general information about your club or property. The areas with a red asterisk are required fields. By completing this section, you are designing your club profile that will be the first part of your job posting on the web site.
 - B. *Step 2- Post/Manage Job Listings* – This second template will ask you to provide more of your traditional job posting information including job description, candidate qualifications and compensation. This section will have many more open text boxes that will allow you to simply cut and paste from an existing job description you many already have. The areas with a red asterisk are required fields. By completing this section, you are compiling the second part of your job posting that will be posted on the web site.
6. Be sure to hit the "save" button along the way to save your progress.
7. Before finalizing the ad, you may use the "preview" feature to see the ad in final layout form before sending it to CMAA for posting.
8. You may make any changes you would like before submitting, however once the posting is submitted, all edits/changes must be made through the Career Services Department at CMAA. (703) 739-9500 or clubcareers@cmaa.org)
9. Follow the on-screen instructions for "on to payment"
10. Enter all credit card information.
11. Press the "submit button"

Once your position is submitted, it will be reviewed by the **ClubCareers** staff and posted to the web site within 24 hours of your submission. If you have any challenges or concerns, please do not hesitate to contact the Career Services Department at (703) 739-9500 or e-mail, clubcareers@cmaa.org.