**Welcome**

Thank you for your interest in ArizOTA.org's Job Advertisement feature. We've made many changes and improvements to our job listings, including the following enhancements:

- You can now create an account and have your job advertisement up in minutes with the addition of online payment processing.
- Once you publish your job, you can login and edit/cancel your listing at anytime of day, at your convenience.
- Job listings can now include formatted text with a built in text editor.
- If you have a company logo you can upload it to enhance your listing and increase your name recognition.
- Job listings have Google maps built in to help highlight your business location.
- We have added the ability to list your job as a Featured Job and/or a Hot Job (more on this later in the tutorial).

With this tutorial we hope to get you comfortable with the basics of creating an account and getting your job listing up as quickly as possible. As always, we are happy to assist further should you need us. For technical assistance we can be reached at webmaster@arizota.org. For administrative assistance please contact us at office@arizota.org.

So, let's get started by creating your account.

1. Go to ArizOTA.org, and select "Employer Registration" from the "OT Jobs" drop down menu:
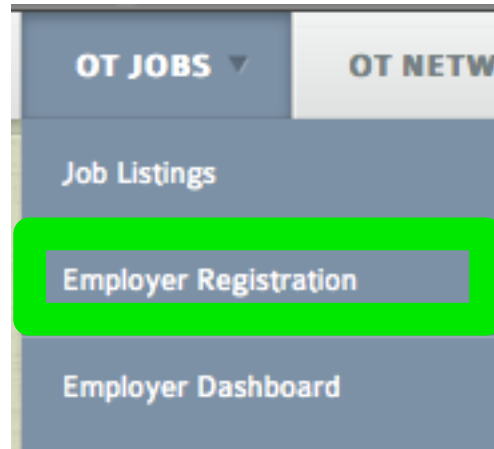
(continued next page)

2. **Buy New Subscription:** First select a subscription plan, then click the "Register" button at the bottom of the page.

Buy New Subscription

Please choose your Subscription Plan and Payment method and click on the Register button

Select

○ **3 Month Listing**

With our 3 Month Listing plan you will receive

$ **100**
For
90 Days

Included Credit(s)	3
Credit(s) per Job posting	3
Credit(s) per Featured Job	1
Credit(s) per Resume View	Free
Price for 1 Credit	$ 35.00
Job expires in (max.)	90 Days
Plan Grace Period	0 Days

Payment: PayPal ▾

Click

(Register)

3. **Employer Registration:** We need to gather this initial data to create an account for you so you can login to the website. After your account is confirmed we will ask you for more detailed information about your business. Please double check that your email address is correct, as we will be sending you an activation link via email. If your email address is not correct you will not be able to login to the website.

Employer Registration

Fields marked with * are compulsory!

Membership Chosen

Plan Name:	3 Month Listing
Duration:	90 Days
Credit(s):	3
Pay Mode:	PayPal
Total Amount:	$ 100.00

Your subscription plan

User Information

First Name*:	Jane	
Last Name:	Doe	
Username*:	Jane.doe	✔ Available
Email*:	Jane.Doe@employer.com	✔ Available
Password*:	••••••••••	
Confirm Password*:	••••••••••	
Company Name*:	OT Employer	

Basic information to create your account

By clicking on the button below you are agreeing to the Terms and Conditions

(I accept. Create my account.)

Click to create account

4. **Notice:** After successfully creating your account you will receive the following notice at the top of the webpage. At this point you will need to continue on to PayPal for payment of your subscription. After you have paid for your subscription you can activate your account.

ⓘ Your account has been created, but you need to activate your account. Please check you email to get the activation code.

HOME	ABOUT ▾	MEMBERSHIP	CONFERENCE	OT JOBS ▾	OT NETWORK	CALENDAR	Facebook

5. **Checkout:** Click the checkout link to continue to PayPal for payment processing.

Checkout

Your subscription has been saved now. On this page, you can complete your payment for invoice **MSP/2011/36**.

If something goes wrong along the way, you can always come back to this step by logging in to our site with your username and password - Our System will give you an option to try your payment again.

Cart

Name	Invoice No.	Pay Mode	Duration	Credit(s)	Total
3 Month Listing	MSP/2011/36	PayPal	90 Days	3	100.00

Click to checkout using PayPal

Tax 0% :	0.00
Total :	$ 100.00

(Checkout)

6. **PayPal:** After you have made your payment you will be transferred back to ArizOTA.org.

ArizOTA
The Arizona Occupational Therapy Association

Your order summary

Descriptions	Amount
Buy New Subscription - 3 Month List... Item number: 36 Item price: $100.00 Quantity: 1	$100.00
Item total	$100.00
	Total $100.00 USD

Choose a way to pay

PayPal securely processes payments for The Arizona Occupational Therapy Association, Inc..

▼ **Have a PayPal account?**
Log in to your account to pay

Email
jane.doe@employer.com

PayPal password
••••••••••••

Log In

Forgot your email address or password?

▶ **Don't have a PayPal account?**
Pay with your debit or credit card as a PayPal guest

Cancel and return to The Arizona Occupational Therapy Association, Inc..

PayPal

7. **PayPal Confirmation:** You should receive the following message after being transferred back to ArizOTA.org from PayPal. Now it's time to confirm your account so you can access the website and start setting up your job ad.
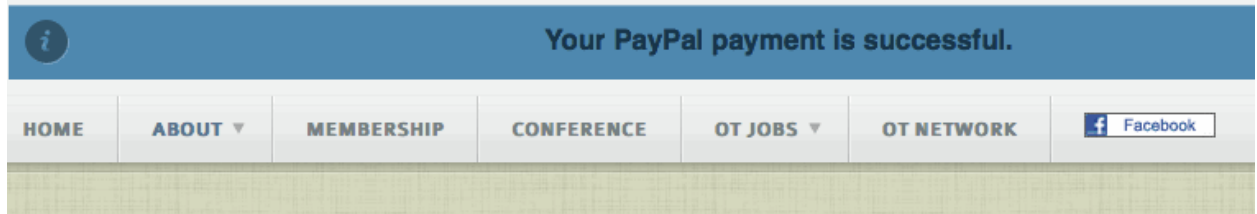

8. **Email Verification / Account Activation:** In order to reduce account access by spambots we require you to click on a link sent to you in an activation email. This email was sent immediately after your account was created (Step #3 above). If you cannot find this email please check your spam quarantine folder. If you still cannot locate it please contact us (webmaster@arizota.org) for assistance.

   In this email you will also find your username and password. Please keep this email for your future reference.
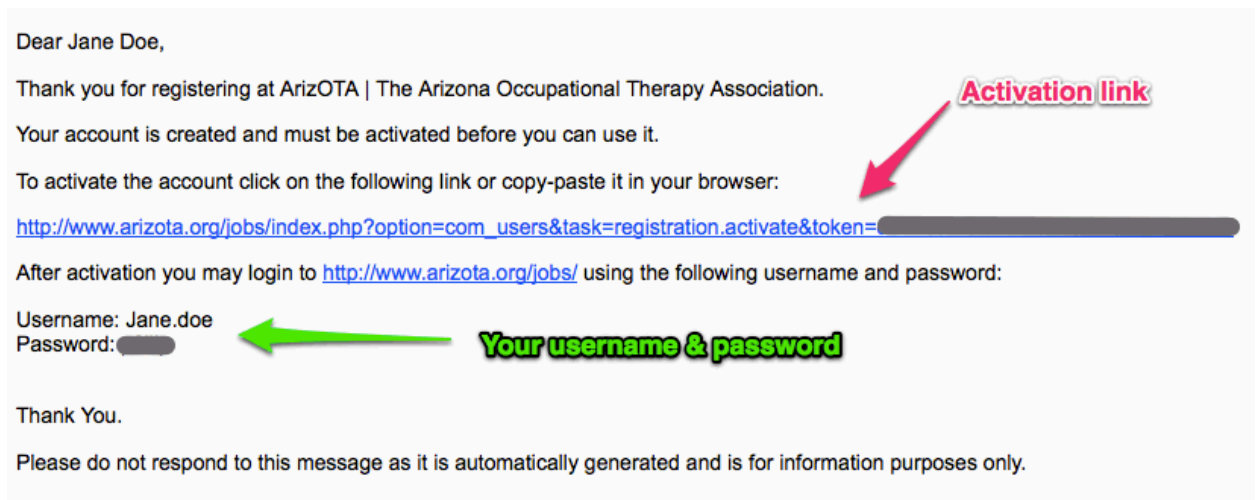
9. After clicking the activation link, you should see the following message. You can now login to your account.
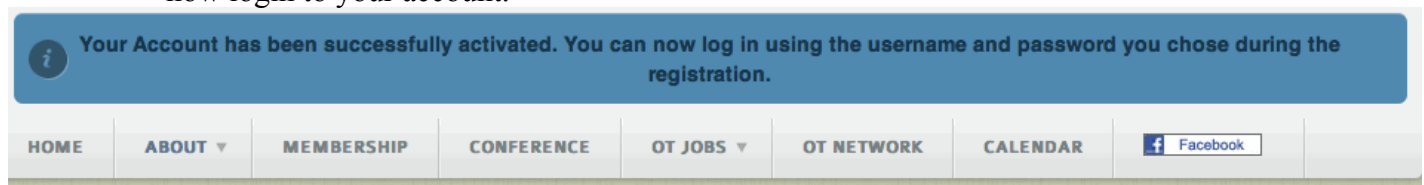
10. Logging In To The Employer Dashboard
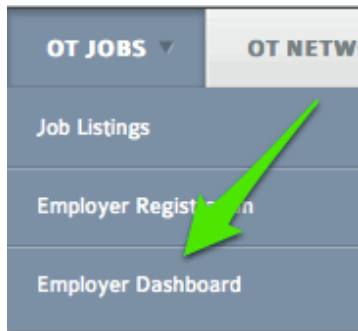
11. Enter Your Username & Password

12. Initial Login: If this is the first time you've logged in, you will receive a message to update your profile. You must do this before you can access the Employer Dashboard.

13. Employer Dashboard: To create your first listing, click on the "Post New Job" button.

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14. **Creating a Job Posting:** Complete the Post/Edit Job form.

Post / Edit Job

Employer Information

Company Name: OT Employer

Job Options

Active: ○ No ● Yes

Featured: ● No ○ Yes

• **Featured Jobs stay towards the top of the listings (but are below "Hot Jobs")**
• **The cost to list your ad as a Featured Jobs is 1 credit ($35)**
• **Featured Jobs remain in the featured listing position for the entire listing period.**

Job Information

Job Title*: [   ]

Position Type*: – Position Type – ▼

Minimum Experience*: – Experience Level – ▼

Minimum Education: – Degree Level – ▼

Approximate Salary*: [   ] (Enter 0, if you don't want this listed)

Salary Type*: – Salary Type – ▼

City*: [   ]

State*: [   ]

Manage Applications*: Through this ArizOTA job board account ▼

Your short description will appear on Main listing page as well as the scrolling front page job ticker.

Job Description

Short Description / Highlight (This description will appear on our main job listing page.)*

[   ]

(Maximum characters : 256)

[256] characters left.

Long Description

15. Setting Your Google Map Location & Saving Your Job: you can now specify an interactive map to show your location.   Click the "Save Job" button after you've completed the form and set your map location.

Google Map

Clicking "Update Address" brings down city/state from the form above

Address to Geocode: 1212 N. Central Ave Phoenix, AZ,   Update Address   Click to Geocode

You can also drag the map pin to a precise location if Google gets it wrong.

If you manually enter your address, click on "Click to Geocode" to pin-point your location.

Map Point:

Zoom in/out to show more or less detail.

Map data ©2011 Google, Sanborn - Terms of Use

Latitude- 33.4609867   −112.07395259999998   15
Longitude-Zoom:

16. **Publishing Your Job:** The "My Job Listing" screen will show all of your job listings. From here you can publish, edit, delete, or create a copy your job(s).

17. Setting Publication Dates

18. **Setting Your Listing As A "Hot Job":** Hot Job listings are available for 1 credit ($35) and will keep your job at the top of the main job list with any other "Hot Job" listings. The Hot Job listing time is 7 days, after which your job will be placed with either the Featured listings (if you had selected that feature when you created your job) or with the regular listings.