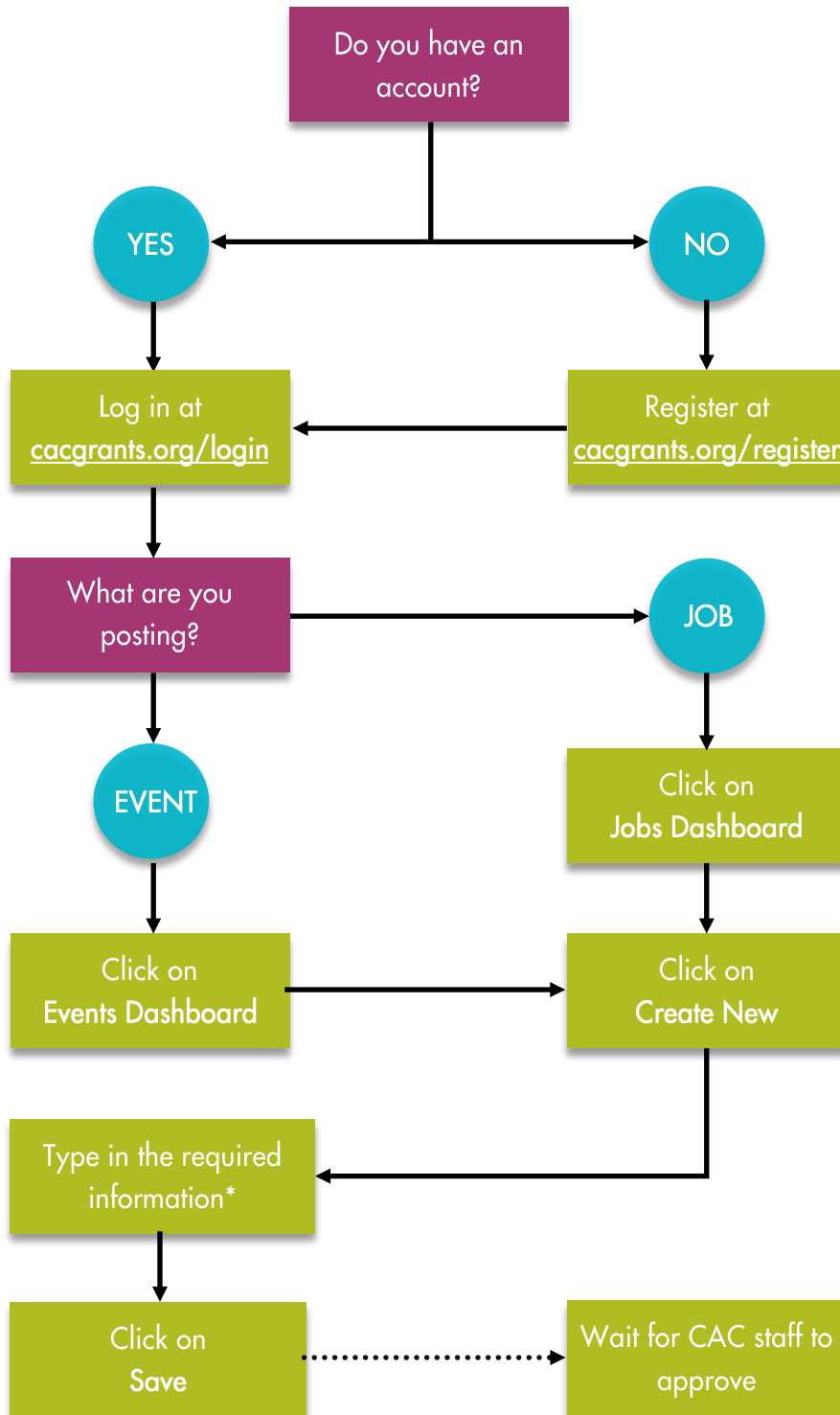


Posting Events & Job Opportunities on CAC's Website



* Refer to the following pages for more details on the required information for each field.

EVENTS

1. **Event Name** – A brief, descriptive title for your event.
2. **Event Description** – Keep it short and sweet (up to 500 characters).
3. **Link to Event Page on Your Website** – Include a link to where users can find more information.
4. **Add a Photo** – JPG and PNG files are accepted and should be as close to 600 x 600 pixels as possible. If your photo is large or needs resizing, you can use Photoshop or <http://www.picresize.com> to crop and resize it. Choose a good-quality photo that represents the specific event you are promoting.
5. **Pricing Information** – Provide details on the pricing of your event (up to 250 characters). If your event is free, enter “Free.”
6. **Pricing Options** – Select the appropriate checkboxes for your event to help users search easily for pricing information: Regular Price, Free, Senior Discount, Student Discount.
7. **Categories** – Select up to three appropriate categories that describe your event.
8. **Add the Event Venue(s)**
 - To add your organization’s location or a previously saved venue, click “Add this Venue.”
 - To add a new venue, click “Add a New Venue.” New locations will be automatically saved for future use.
 - Enter the venue name, address, city and ZIP. Locations outside of Ohio are not permitted.
 - For events with more than one venue or location, add each venue, then move on to add the dates/times the event will occur at that venue.
9. **Add the Occurrence(s)**
 - Note: You must add a venue to add an occurrence. For each venue, click “Add Occurrence” to add the date and time.
 - Enter the Start Date, End Date and Start Time (required) and End Time if applicable.
 - For recurring events, where the same event will take place at the same venue at the same time multiple times, select the start and end date, and check the days of the week the event will recur. When you “Save Changes” all recurrences will be added.
 - Before you save the event, you may edit or delete added occurrences.
10. **Save the Event** – Wait! Double-check all event details, including venues and occurrences. Make sure your photo has been uploaded and all information is accurate. Click “Save Event” to submit your event to CAC for approval.

JOBS

1. **Job Title** – A brief descriptive title of the job opportunity or opening.
2. **Job Description** – A short, two-sentence description of the job opportunity. Do not copy and paste the entire job description. Tell job-seekers a direct and clear description of the candidate you are seeking. 350 characters maximum.
3. **How to Apply** – Tell users how they can apply for this job.
4. **Application Deadline** – Enter the last date application materials will be accepted.
5. **Link to Job Post on Your Website** – Include a link to where users can find more information.
7. **Accompanying Document** – If applicable, please upload a PDF or Word Document containing the job description or additional application information.
8. **Post Dates** – Set Publish From and Publish To dates when the opportunity will be displayed on cacgrants.org. 60 days maximum.
9. **Save the Job Opportunity** – Wait! Double-check all details including deadline and posting dates. Click “Save Opportunity” to submit your job to CAC Staff for approval.