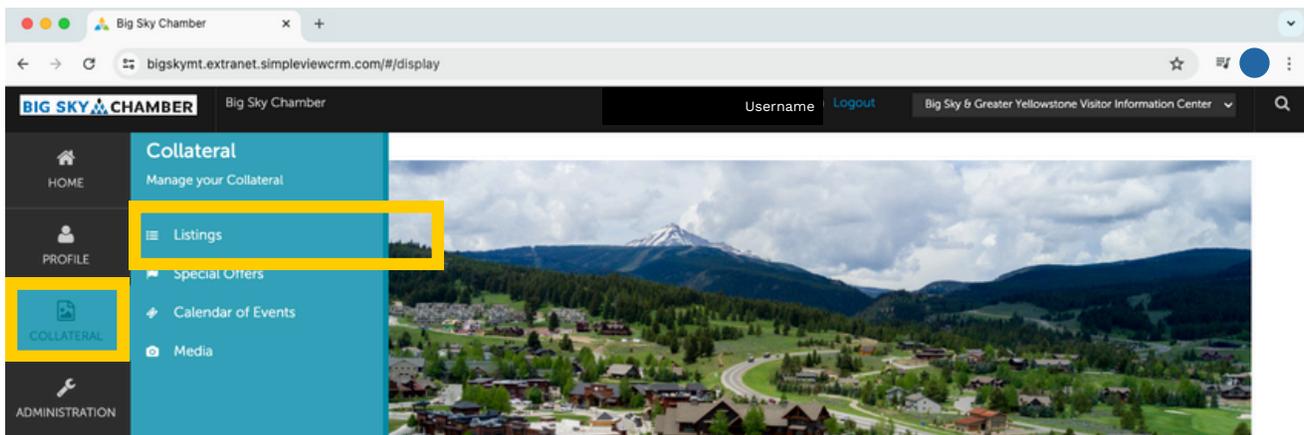


Job Posting

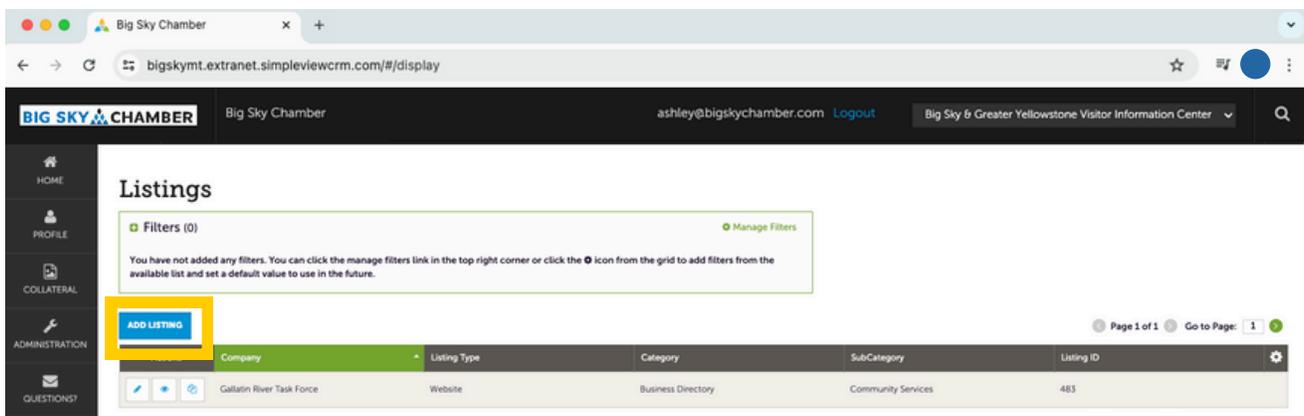


Navigate to your Listing(s)

The listings section provides you information about your listing on our website. You have the ability to manage your description displayed on our website, category (i.e. Attractions), sub-category (i.e. restaurant) and images.



1 Click the “Add Listing” Button



BIG SKY CHAMBER

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**Some resources in the Member Portal are for Chamber Members Only*

Job Posting

2 Click the “Add Listing” Button

- **#1** Under “Type” select Website.
- **#2** Select your contact (if they don’t exist see “adding contact page”).
- **#3** Select the correct address.
- **#4** Under “Categories” select “Job Openings”.
- Fill out the rest of the required information below.

The screenshot shows the 'New Listing' form in the Big Sky Chamber system. The form is titled 'New Listing' and has a 'SAVE' button. It is divided into several sections: 'Listing Information', 'Categories', and 'Listing Address'. The 'Listing Information' section includes fields for 'Account', 'Type', 'Website', 'Address Type', and 'Address'. The 'Categories' section includes a 'Category' dropdown menu. The 'Listing Address' section includes three 'Listing Address' fields. Red callouts are placed on the form: #1 points to the 'Type' dropdown menu, #2 points to the 'Account' dropdown menu, #3 points to the 'Address' field, and #4 points to the 'Category' dropdown menu. The 'Category' dropdown menu is open, showing a list of categories including 'Arts & Culture', 'Business Directory', 'Dining', 'Job Openings', 'Lodging', 'Meeting Venues', 'Things to Do', 'Transportation', 'Wedding Venue', 'Yellowstone National Park', and 'Day Trips'. The 'Job Openings' category is highlighted.