



To Add A Job Posting:

1. Go to <https://westlafayettein.extranet.simpleviewcrm.com/login/#/login> and Log In
2. On the left side of the screen click on "Collateral" then "special offers".
3. Then select the blue "Add Offer" button toward the top left of the screen.
4. Fill in the information in the form and select or upload an image to display with the listing.
 1. Offer dates must be added. Please use the date you enter the information for the "Redeem From" and "Post From" boxes and use the date you would like the listing to be done/ removed from our site in the "Redeem To" and "Post To" boxes. (note this can be edited if you decide you'd like to extend the listing or if the position gets filled)
 2. For the Category it is very important to select "Greater Lafayette Hospitality & Tourism Jobs"
 3. Package select "No"
 4. Hide Coupon Print Option select "Yes"
 5. Hide Coupon Dates select "Yes"
 6. Job offers select Yes
6. Click on the blue "save" button at the top left of the page.
7. If you have multiple positions to list, please list each individual position by filling out a new form for each.

VLWL staff will receive an email and need to approve each listing before it will be live on our website, but unless you enter the information on a weekend or holiday, it should be live within 24-36 hours or less from when you entered it.

You will be responsible for taking this down when the position has been filled as well (by editing the listing Redeem To and Post To boxes to the date you'd like the listing to end- this way you can always go back in and edit easily without adding a new listing if you'd like to post that position in the future as well), although we are always available to help if you have questions.