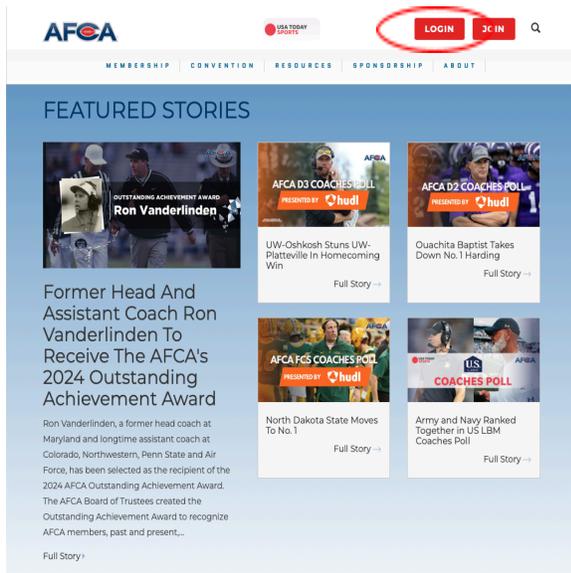
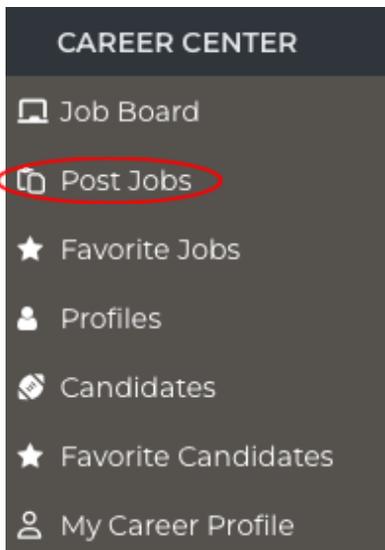


How to post on the AFCA Job Board

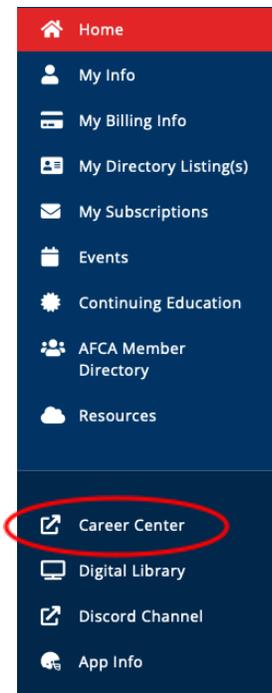
1. Login to your AFCA account
 - a. If you do not know your login contact Rhonda Martindale at (254) 754-9900 or click “Forgot your Username or Password”
 - b. If you need to create an account click “Create One”



2. You will then scroll the left side panel until you see the “Career Center” tab, referenced in the picture to the right.



3. Click on the “Post Jobs” section to the left in order to access the “Create and Edit Job Post” form.



4. You will then fill out the desired fields, such as: Job Title, Organization or Team, Logo, Minimum and Maximum Experience, Location, Website/Job Link, Job Type, Level, and Skill Categories.
 - a. To specify a specific area you can click on the “+” tab for additional selections
 - b. An example submission is showcased below

Create and Edit Job Post

Job Title

Organization or Team

Minimum Years Experience **Maximum Years Experience**

City **State**

Website URL

Logo


 mypicture.jpg

Wide Receiver -

Inside Wide Receiver

Outside Wide Receiver

Job Type
 Full Time Part Time Graduate Assistant Volunteer

Level

Skill Categories

<input checked="" type="checkbox"/> Wide Receiver +	<input type="checkbox"/> Running Back	<input type="checkbox"/> Tight Ends	<input type="checkbox"/> Offensive Line
<input type="checkbox"/> Defensive Line +	<input type="checkbox"/> Linebackers +	<input type="checkbox"/> Cornerbacks	<input type="checkbox"/> Safeties
<input checked="" type="checkbox"/> Head Coach	<input type="checkbox"/> Strength and Conditioning	<input type="checkbox"/> Player Personnel	<input type="checkbox"/> Offensive Coordinator
<input type="checkbox"/> Special Team Coordinator	<input type="checkbox"/> Defensive Coordinator	<input type="checkbox"/> Video	<input type="checkbox"/> Recruiting
<input type="checkbox"/> Equipment	<input type="checkbox"/> Football Operations	<input type="checkbox"/> Quality Control	<input type="checkbox"/> Analyst
<input type="checkbox"/> Quarterback	<input type="checkbox"/> Special Teams Assistant	<input type="checkbox"/> Support Staff	

5. The last section of the form will be a job description. Feel free to include as many or as few details as you would like, including job specifics, information on who to reach out to, and how the applicant should apply.
 - a. You will also need to make sure to include an expiration deadline
 - b. After completing all of the desired fields you will click save and publish

Description Details
 Add job details, contact information or application instructions.

File Edit View Insert Format Tools

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The title of AFCA Head Coach entails _____ and includes _____ benefits.

Further questions should be directed to _____.

You will apply via _____.

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Expiration Date

6. You should now see your job located in the “Job Board” tab, similar to the example below

	Job Title	Location	Posted	Expires	
☆	Ex: AFCA Head Coach	Waco, TX	📅 Oct 23 2024	📅 Nov 01 2024	📝

7. In order to see candidates who have shown interest in your position, you will click the “Candidates” tab on the left side
- a. If you have multiple job postings it will be separated amongst each job

The screenshot shows a sidebar menu on the left with the following items: JOB BOARD, Job Board, Profiles, Candidates (circled in red), Favorite Candidates, Post Jobs, Favorite Jobs, and My Career Profile. The main content area displays two job postings. The first is 'Ex: AFCA Quarterbacks Coach' with a candidate 'Sam Wilkinson' (marked with a red star icon) as a Graduate Assistant, posted on 10/23/2024. The second is 'Ex: AFCA Head Coach' with a candidate 'Matt Braunscheidel' (marked with a yellow star icon) as Director Of Content Development, also posted on 10/23/2024.

8. Lastly, you can star top candidates, putting them in an individual “Favorite Candidates” tab on the left hand side

The screenshot shows the same sidebar menu as above, but with 'Favorite Candidates' (marked with a red star icon) selected. The main content area displays two candidate profiles. The first is 'Sam Wilkinson', Graduate Assistant at the American Football Coaches Association, with a yellow star icon. The second is 'Matt Braunscheidel', Director Of Content Development at AFCA, also with a yellow star icon.