

### Register to post on the JobBoard and DiscoveryBoard

1. Click on the **Register** button on the top right-hand corner of the WorkInCulture website
2. Fill in the **Account Information** form
  - a. Include information on the organization that you will be posting for
  - b. Create a username and password for this account and record it in a safe place
  - c. Click on register button at the end of the form



### Post on the JobBoard

1. Log in to your dashboard through the **Log In** button at the top right-hand corner of the WorkInCulture website
2. Enter your username and password
3. Click on **View Dashboard** button at the top right-hand corner of the WorkInCulture website
4. Click on the **Post a New Job** tab
5. Fill out the required fields in the **Job Details** form
6. To save and preview the post before it goes live, check the **Save as a Draft** box. And click on **Save Draft** button at the top. Then click on the **Preview Draft** button.
7. Check that all information is correct in the preview.
8. Click the “**Back to the Job Post Edit Form**” link at the top of the preview to go back to the posting form.
9. Once post is ready click on your payment method either **Pay by Credit Card** button or **Pay by E-transfer** button.
10. Thank You window/confirmation of your payment will appear.

### Pay by Credit Card/Pay-Pal

1. After selecting the **Pay by Credit Card** button you will be directed to the Pay-Pal website
2. You will have the option of paying through your own Pay-Pal account OR paying through a credit or visa debit card by clicking on the link/button **Pay with a credit or Visa Debit card** (you don't need a Pay-Pal account to pay with your credit card)
3. Follow the prompts and complete the form and select the button **Pay Now**
4. Save and Print the **invoice created by PayPal** (most likely sent to the email address connected with your PayPal account).



### Pay by E-transfer

1. After selecting the **Pay by E-transfer** button, and saving your pdf invoice, go to your organization/personal online banking to complete the transaction.
2. Send an e-transfer through your bank for the amount that you owe to Karen Ennis at [karen@workinculture.ca](mailto:karen@workinculture.ca) with the **password WORKInCulture** (case sensitive). In the “Message” section of the Interac e-Transfer form include the Job Title, the Organization name and the Post Job From date of your posting.
3. Posts go live immediately, however your post will be taken down if a payment is not received by 5pm on the date of your posting.

### Post on the DiscoveryBoard

1. Log in to your dashboard through the **Log In** button at the top right-hand corner of the WorkInCulture website
2. Enter your username and password
3. Click on **View Dashboard** button at the top right-hand corner of the WorkInCulture website
4. Click on the **Post on Discovery Board** tab
5. Complete the required fields in the form
6. **Save a Draft** to preview
7. Click on **Pay by Credit Card**

### Edit a posting

1. Log in to your dashboard through the **Log In** button at the top right-hand corner of the WorkInCulture website
2. Enter your username and password
3. Click on **View Dashboard** button at the top right-hand corner of the WorkInCulture website
4. In the **Manage Post** tab you will see a list of your postings
5. Click on the **Edit** link to edit a posting

### Update account information

1. Log in to your dashboard through the **Log In** button at the top right-hand corner of the WorkInCulture website
2. Enter your username and password
3. Click on **View Dashboard** button at the top right-hand corner of the WorkInCulture website
4. In the **Edit My Account** tab of your dashboard you can update your information and even change your password



### Change password

1. Log in to your dashboard through the **Log In** button at the top right-hand corner of the WorkInCulture website
2. Enter your username and password
3. Click on **View Dashboard** button at the top right-hand corner of the WorkInCulture website
4. In the **Edit My Account** tab of your dashboard at the top click on **Change Password**
5. Type in your existing password
6. Create a new password
7. Confirm password
8. Click on **Set Password**

### Post on the Featured Listing section of the JobBoard

1. Log in to your dashboard through the **Log In** button at the top right-hand corner of the WorkInCulture website
2. Enter your username and password
3. Click on **View Dashboard** button at the top right-hand corner of the WorkInCulture website
4. Click on the **Post a New Job** tab
5. Complete form
6. Select the **Featured Listing box** at the top of form to be featured once the post is published
7. Select number of days you would like to be featured
8. To extend or turn a regular post into a Featured listing please contact [info@workinculture.ca](mailto:info@workinculture.ca). Extra charges apply.



### Download an invoice

1. Log in to your dashboard through the **Log In** button at the top right-hand corner of the WorkInCulture website
2. Enter your username and password
3. Click on **View Dashboard** button at the top right-hand corner of the WorkInCulture website
4. Click on the **Post a New Job** tab
5. Fill out the required fields in the **Job Details** form
6. To save and preview the post before it goes live, have the **Save as a Draft box** checked. And click on **Save Draft** button at the top. Then click on the **Preview Draft** button.
7. Check that all information is correct in the preview.
8. Click the “**Back to the Job Post Edit Form**” link at the top of the preview to go back to the posting form.
9. Once post is ready click on your payment method either **Pay by Credit Card** button or **Pay by E-transfer** button.
10. If Pay by E-transfer is selected a Thank You window will appear with the option to print/save a copy of the invoice.
11. Click on **Print/Save** at the top. Save as a PDF by clicking **OK**.
12. Create a file name for the pdf invoice. And click on **Save**. Once document is saved you can print the pdf invoice at any time.
13. If Pay by Credit card or Pay-Pal was selected as the payment option then Pay-Pal will send the invoice to the email address of the account holder.

### BEST PRACTICES:

- The preferred method of payment is through Credit Card/Pay-Pal rather than through E-transfer
- Keep a record of the username/email and password. And when moving on to another organization – share account/login info with colleagues.
- Print/Save invoice when given the opportunity to.
- Send the invoice to accounting immediately, before you forget.
- Don't forget the select, save, and submit buttons.
- Double check and triple check the forms you fill; preview when possible.
- Include as much information as possible: who, what, when, where, why, and how.
- If all else fails, try using a different browser.
- When sending issues to WorkInCulture, please send screenshots of the web pages and issues that you would like fixed.
- Be informed on current trends: read the [Employment Standards Act](#), the [Pay Equity Act](#), the [Pay Transparency Act](#), and the [Accessibility for Ontarians with Disabilities Act](#).

