

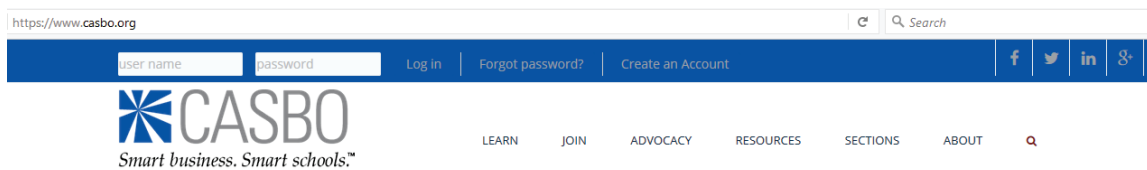


The foremost authority on school business.

## Using the CASBO Website to Order a Job Listing (For Organizational Subscribers without a CASBO profile)

### First, create your CASBO account profile:

1. [Visit our website](#) and make sure you are looking at the CASBO home page:



If you do not see this image at the top of your browser, it means you are looking at our old website which might be stored in your Favorites or cached in your browser. You will need to clear that out to access the correct page.

2. Once you are on the correct site, find the user name and password box in the upper left corner. Click “Create an Account” to create your user profile and set up your user name and password.



3. As you create your individual profile, it’s important to link it to your employer’s profile so that our system knows your status and whether or not you’re able to take advantage of any organizational subscription benefits:
  - a. Using the magnifying glass icon located next to the “Company Lookup” search box, find your employer in the drop-down menu and add it to your profile.  
**Note:** If you cannot find an employer using the “Company Lookup” tool, it means that they do not have a CASBO account profile yet. In that case, please complete the [contact form](#) linked at the top of that page.
  - b. Complete and submit your individual profile form, and set your user name and password as instructed.
4. Once your profile has been created, you can check your information. Return to the upper left corner of our website, and next to your name, hover over “My Account > My Profile Settings” and then click on “Individual Profile” to:
  - a. Confirm that your employer is correct and showing as preferred (you should see your current work address, phone and email with checkmarks next to them).
  - b. Change or update your current employer information using the “Edit” button.
5. If your employer is NOT correct, return to “My Account > My Profile Settings” and click on “Manage My Employment” to find and add the correct employer. You can also set the start date for your current employer here, as well as find and add previous employers and those employment start and end dates using the “Add Employer” button.

6. To set your communication preferences, return to “My Account > My Profile Settings” and then click on “Communication Preferences” and “Edit My Preferences.” If there are any publications you do NOT want to receive, click the opt-out button to disable automatic emailing.

***\*Depending on how your browser works, you may need to log out and log back in – or even restart your computer – to see changes. Once you do this, you’ll be able to log in and use the CASBO website.***

### ***Next, place your order for a CASBO job listing:***

#### **In the CASBO Newsletter**

1. [Visit our website](#), log in and navigate to “Resources > Job Listings/Career HQ.” Because your district *is* a current CASBO organizational subscriber, you have two options available to you: (1) [a free, text-only listing](#) in our newsletter, OR [a paid boxed ad](#) at the subscriber rate in our newsletter; and (2) a continuous [paid online job posting](#) at the subscriber rate through our partner, Career HQ. ***Note: The CASBO newsletter and the Career HQ online job board are two separate entities. Ordering a newsletter ad does not automatically place an order for that same ad with Career HQ. For more information, please read the Career HQ instructions below.***
2. For the free listing: Click that link and complete and submit the form for a text-only job ad.
3. For a paid boxed ad: Click that link, determine the size you wish to purchase and then:
  - a. Click the template link to download the Word file. Use that template to create your artwork and then save it as a Word file.
  - b. Go back to the previous page, complete the order form, upload your artwork file, and click “Submit.” After that, you will be redirected to the shopping cart checkout page. ***If you are not redirected, check to be sure you have enabled all popups from CASBO in your internet browser. If you still have trouble, try a different browser or call your IT staff for help accessing this site.***
  - c. In the shopping cart, indicate the ad size you are ordering, and be sure to enter the correct quantity of ads ordered so that your invoice generates properly. Example:
    - One ad/one publication date is quantity “1”
    - One ad/two publication dates is quantity “2”
    - Two different ads/one publication date is quantity “2”
    - Two different ads/two publication dates is quantity “4,” etc.
  - d. Proceed to method of payment. You may choose credit card or “bill me” options; you also may enter a PO number which will appear on your invoice. ***Note: Please do not pay with a credit card if any prices do not seem correct based on what you purchased.*** If that happens, you may not have logged into your account or you may have entered incorrect quantities in your cart. Go back to your order and double-check. If you are logged in and your shopping cart quantities are correct, but the amount due is still incorrect, please [contact Joyce Tribbey](#).
  - e. ***Complete all shopping cart checkout steps.*** You’ll know you’ve submitted your ad correctly when you can choose “Complete Order” and you get the chance to view/print/pay your invoice. (Your invoice always lives in your CASBO account profile. You can always log back into your account to view/print/pay your job ad and any other CASBO orders you make.)

***CASBO will contact you if any phase of your newsletter ad order is incomplete or incorrect.***

#### **On the Career HQ Online Job Board**

For a continuous online job listing with Career HQ: Click that link to enter their site. You will have to create a different account with them to order an online ad. ***When you enter the Career HQ site, you are leaving the CASBO website. CASBO does not operate or maintain Career HQ, but merely offers the portal to their website as a service to our members.*** Therefore, if you have any questions about or

issues with that site, you will need to contact Career HQ directly; you can find their contact information below and at the bottom of the Career HQ web page. ***Ordering a Career HQ ad does not automatically place an order for that same ad with the CASBO newsletter. For more information, please read newsletter instruction No. 1 above.***

**That's it! Thank you for your order!**

**Need assistance with Job Listings?**

**For the CASBO Newsletter:**

**Joyce Tribbey**

**Communications Manager**

**[jtribbey@casbo.org](mailto:jtribbey@casbo.org)**

**(916) 504-2258**

**For Career HQ:**

**Naylor Association Solutions Help Desk**

**1-888-491-8833 Ext. 2207**

**(Extension Required)**



*The foremost authority on school business.*