To get started, click **Post A Job** at the top of the job board page.

**Log In**

If you are not a member or admin, click continue as guest. If you are linked to a member institution, enter the email associated with AASFAA and click next.
1. Posting Your Job

In the Job Post Details area, you'll fill in the details for your job posting. As you begin to enter your Employer information and address, the job board will help by auto-filling that information to make the job posting process easier.

**Note**: the auto-fill pulls from Google. If you would like to overwrite the auto-filled info with your own address, just continue to type in the address you would like for your job posting.

Once you've filled in the details of your job posting, click **Preview** on the right to see a preview of how your job will display once it is posted.
2. Post Duration

In the Post Duration area, you'll select the period of time your post should display on the job board.

**NOTE:** The job will be dropped from the board automatically after that 30, 60, or 90 days has passed.
3. Payment

To complete your job posting, fill out your payment and credit card information. Once your payment is submitted, you'll receive a confirmation email and your job posting will go live on the job board immediately.

**NOTE:** If you aren't getting the membership pricing for which you are eligible, you are likely not logged in to the Job Board with your AASFAA account. To connect your account, go to Manage > Settings in the My Profile settings. You'll see a message to Connect your AASFAA account. Click Connect, log in with your AASFAA username/password, and you should see the pricing update based on your membership status. **You must be an active member to post jobs. If you are part of an institutional membership that is not up to date, please contact your institution's Key Contact.**

![Post A Job Form](image-url)