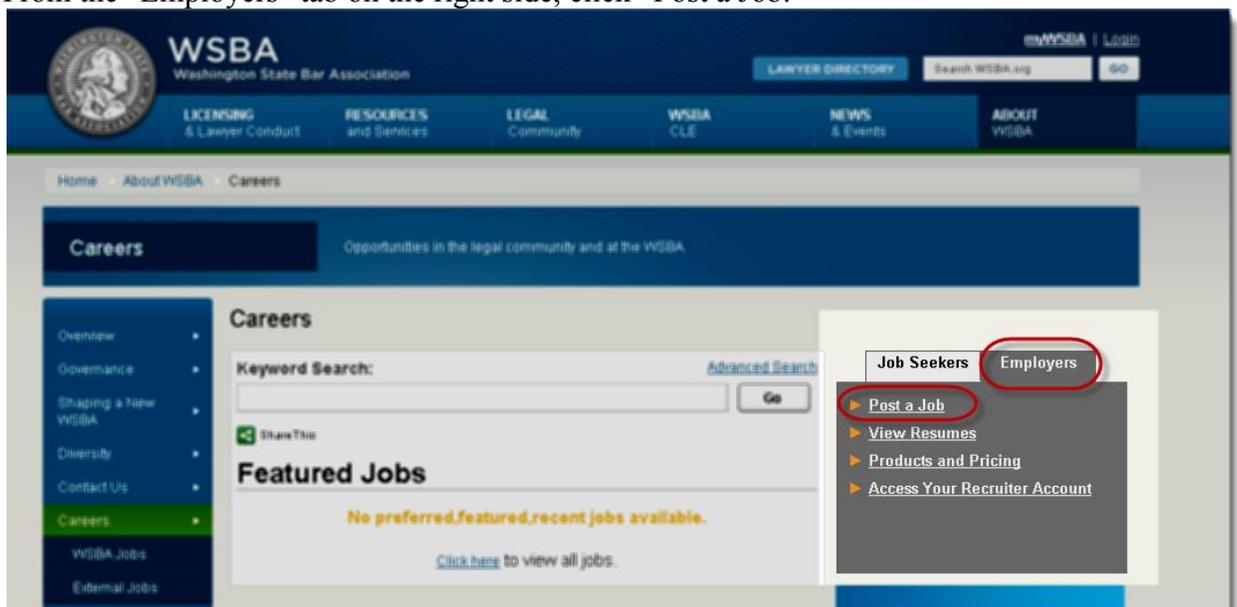


How to Place an Ad on the WSBA Website (and Optionally in *Bar News*) Detailed Instructions

1. Go to <http://jobs.wsba.org>.



2. From the “Employers” tab on the right side, click “Post a Job.”



3. You are now at the Post/Create A Job page. If this is your first time using the Career Center, follow the instructions on the screen to create an account. If you have already created an account, log in as an existing user.

Existing Users Login Here

E-mail

Password

Save my login information

[Forgot your password or having trouble logging in?](#)

New Users Create an Account

Your Information

* First Name

* Last Name

4. Complete the about your job posting and click “Post Job.”

5. You are now at a screen which lists optional upgrades. Click any you want to purchase and then click “Add Upgrades.” To skip the upgrades, click “No Thanks.”

Below are additional upgrades for your job ad. These upgrades will increase your ad's exposure - getting you more candidates faster!

POWERED BY JOBTARGET

6. You are now at a screen where you indicate if you would like your ad published in *Bar News*. Select the number of issues you want your ad to appear in and enter the text for your ad. Then click “Next Step”.

If you do not want your ad to appear in *Bar News*, click “No Thanks — Continue to Checkout”.

Create Your Print Advertisement

Issues to run print ad *	1 issue
Your Ad	<p>proin in curabitur nibh est massa dui donec in leo lectus a ullamcorper sem lacus lacus purus quis dui nulla et et quisque suspendisse ligula dictum venenatis ut eleifend adipiscing tincidunt accumsan in cras nulla imperdiet ac amet vitae quam odio a in pellentesque mattis quisque risus porta aptent eros mauris vitae nulla a maecenas mi aenean felis morbi et pellentesque scelerisque vestibulum urna id consectetur urna sapien pretium malesuada velit cum id in reiciendis augue justo neque aliquet magnis justo iaculis a suspendisse sed scelerisque integer laoreet justo dolor porttitor tellus enim magnis vitae magna lectus non urna in aenean id arcu sed ac adipiscing mauris aenean lorem phasellus dicta ultricies mollis libero dolore amet sit rutrum elementum pede a nam turpis mauris vitae sapien libero aliquam lacus quos condimentum nisl odio mattis nec lorem</p>
	<p><input type="button" value="Preview"/> <input type="button" value="Next Step"/> <input type="button" value="No Thanks - Continue to Checkout"/></p>

7. Review and finalize your order.

Pay by Credit Card	Pay by Check / Invoice
Name on Card <input type="text"/>	When you choose to pay by check / invoice your order will be completed immediately and you will be issued an email invoice.
Card Number <input type="text"/>	Purchase / IO # <input type="text"/>
Card Type Visa	<small>optional</small>
Expiration January (1) 2012	
CVV2 Code <input type="text"/> what is this?	Note: You must push this button to confirm and complete the order. Pushing this button places the order and issues the invoice.
ZIP <input type="text"/>	<input type="button" value="Pay by Check / Invoice"/>
<small>optional</small>	
Purchase / IO # <input type="text"/>	
<small>optional</small>	
Note: Press the button only once to avoid double charges to your credit card. Please be patient as it may take a moment to process.	
<input type="button" value="Pay by Credit Card"/>	

Pay with PayPal [What is PayPal?](#)

Clicking the image to the right will bring you to PayPal.com, where you will be able to confirm your information and pay for your order.

 **Check out with PayPal**
The safer, easier way to pay

POWERED BY 