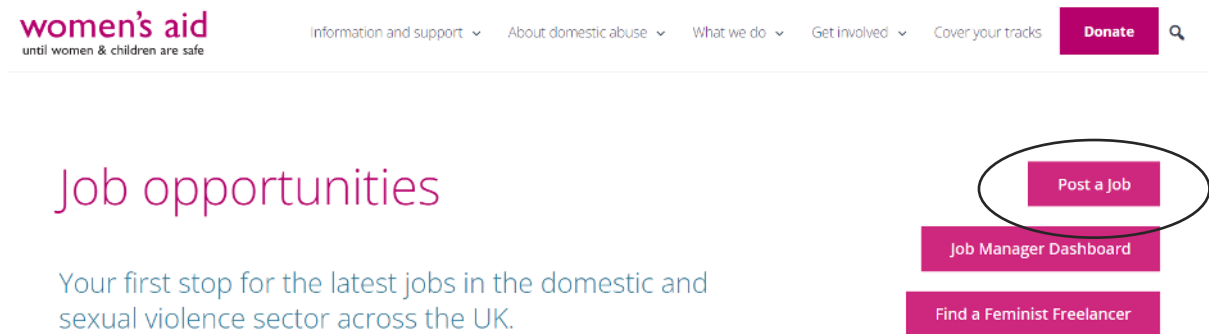
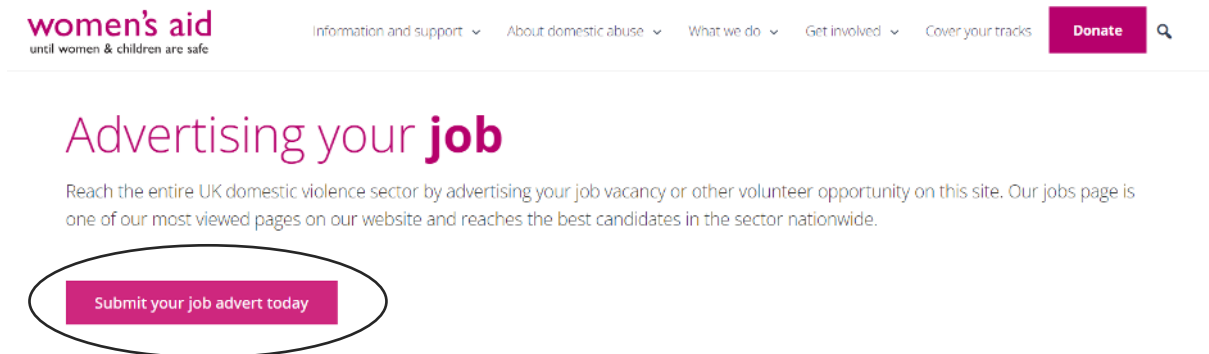


# How to upload a job advert

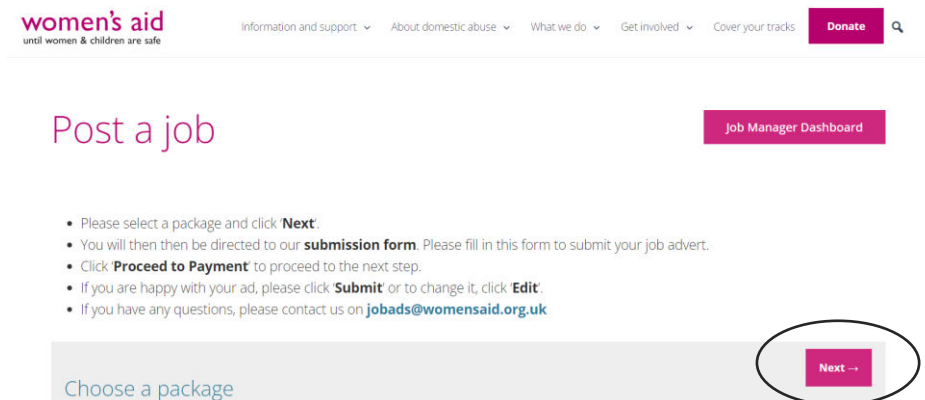
1. Visit our **jobs page** and click **'Post a job'**.



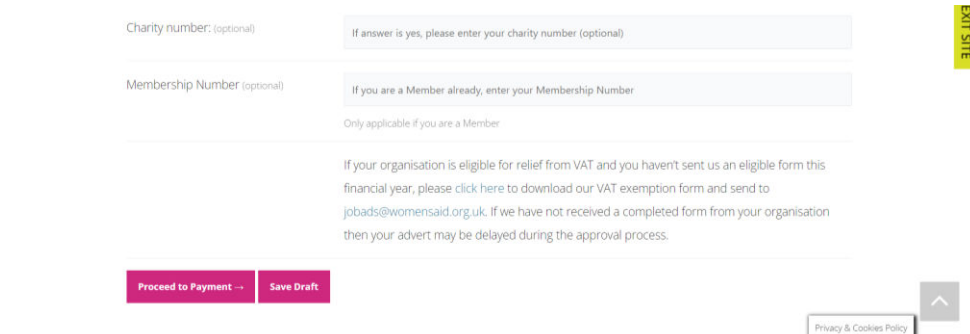
2. On **Advertising your job** click **'Submit your job advert today.'**



3. Select a **package** and click **'Next'**.



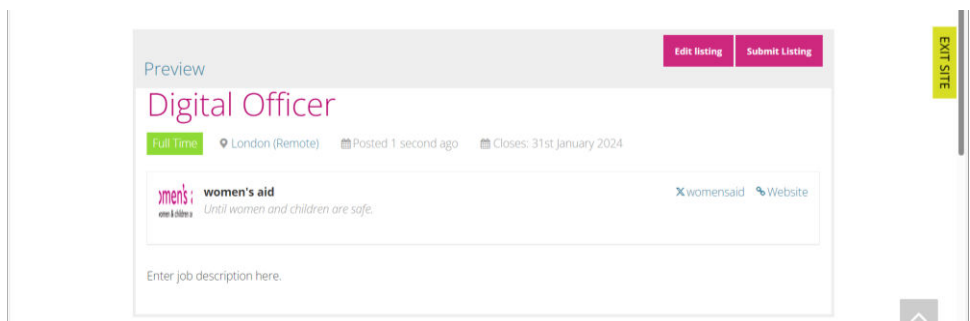
4. Complete the **submission form** and click **'Proceed to payment'**. You can also click **'Save draft'** to return to the listing another time.



The screenshot shows a submission form with the following elements:

- Charity number:** (optional) with a text input field and a note: "If answer is yes, please enter your charity number (optional)".
- Membership Number:** (optional) with a text input field and a note: "If you are a Member already, enter your Membership Number". Below this is a note: "Only applicable if you are a Member".
- VAT exemption information:** A paragraph stating: "If your organisation is eligible for relief from VAT and you haven't sent us an eligible form this financial year, please click here to download our VAT exemption form and send to [jobads@womensaid.org.uk](mailto:jobads@womensaid.org.uk). If we have not received a completed form from your organisation then your advert may be delayed during the approval process."
- Buttons:** Two buttons at the bottom: "Proceed to Payment --" and "Save Draft".
- Footer:** A "Privacy & Cookies Policy" link and an "EXIT SITE" button on the right side.

5. You can now **preview** your job listing here and make any edits by clicking **'Edit Listing'**.



The screenshot shows a preview of a job listing with the following elements:

- Header:** "Preview" on the left and "Edit Listing" and "Submit Listing" buttons on the right.
- Job Title:** "Digital Officer" in a large, bold font.
- Details:** "Full Time", "London (Remote)", "Posted 1 second ago", and "Closes: 31st January 2024".
- Logo and Tagline:** The "women's aid" logo with the tagline "Until women and children are safe." and a "Website" link.
- Text Area:** A placeholder text "Enter job description here." below the logo.
- Footer:** An "EXIT SITE" button on the right side.

6. Once the job listing is complete, select **'Submit Listing'** and enter your billing and payment details.

Your order		
Product		Subtotal
Job Advert - Member (VAT exempt)	Job Listing: Angharad Test 2 x 1	£65.00
Subtotal		£65.00
Total		£65.00

Credit Card (Stripe)

Pay with your credit card via Stripe.

Visa ending in 0363 (expires 11/26)

Use a new payment method

Card Number \*

1234 1234 1234 1234 [Autofill link](#)

Expiry Date \*      Card Code (CVC) \*

MM / YY      CVC

Save payment information to my account for future purchases.

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

**PLACE ORDER**

7. Your job advertisement has now been **submitted** and will be published to our job page **once reviewed by Women's Aid**.