

Advertising in BLD

Step-by-Step Guide to Uploading, Editing and Deleting your Adverts

Please refer to this guide before uploading your advertisements or whenever you need further information about uploading, editing and deleting your advertisements:

To create a job advertisement for the site where you do not have a current subscription, follow the steps below:

1. Ensure that you are already listed on the site. This must be done in any event whether or not payment has already been made off or on-line.
2. Ensure that you are logged on using the members' icon (pen) on every page; input your username (your password) and your own unique chosen password.
3. Buy your subscription on-line by [clicking here](#) (however, please note this is from the 31st March 2006 and you need to have been listed and logged on). You can pay off-line by cheque by [emailing](#) of your preferred package so that we can invoice you and obtain payment.
4. Please note for on-line payments clicking the above link takes you to the page where our various advertising packages and rates are listed. Click the package you want and follow the on-line payment instructions. Whilst you can pay off-line by cheque your advertisement cannot be created or uploaded until the off-line payment has been made.
5. Choose the package or packages you want. Be careful that the package you choose not only meets your current but your future needs too.
6. Once you have paid, your subscription details are displayed. Then click on "My Account" on the right hand column (which is highlighted in red) and then click the "Orders, Subscriptions & Job Advertisements" link at the top of the page, above "Contact Details".
7. On that page click on the name of the current subscription you wish to use to create your advertisement – this is at the bottom of the page. Clicking that link takes you to the job advertisement management page, headed "My Job Advertisements". You will find a link entitled "Click here to add a new job". Click on that link.
8. The above link will take you to the next page where you fill in all of the details you wish to submit about your vacancy. Do remember these simple pointers:
 - o The system will not let you enter a vacancy with a start date that is before the application deadline. This is for obvious reasons.
 - o The system will try to save you time by entering your personal contact details as the contact details for the position. If this is not suitable then you can simply over-write them on the form.
 - o Your job posting cannot be viewed on the expiry of your posting, expiry of the subscription, when it has been withdrawn by you or where the application deadline has passed.
 - o Follow the steps below for creating a job advertisement where you already have a current subscription.

To create a job advertisement for the site where you have paid a current subscription, follow the steps below:

1. Ensure that you are already listed on the site. This must be done in any event whether or not payment has already been made off or on-line.
2. Ensure that you are logged on using the members' login icon (the pen) and inputting your username (email address) and your unique password.
3. Click on the "Orders, Subscriptions & job Advertisements" link at the top of the page, above "Contact Details". This brings you to the job advertisement management page.
4. On that page click on the name of the current subscription you wish to use to create your advertisement – this is at the bottom of the page. Clicking that link takes you to the job advertisement management page, headed "My Job Advertisements". If you have posts left to create on that subscription, you will find a link entitled "Click here to add a new job". Click on that link.
5. The above link will take you to the next page where you fill in all of the details you wish to submit about your vacancy. Do remember these simple pointers:
 - o The system will not let you enter a vacancy with a start date that is before the application deadline. This is for obvious reasons.
 - o The system will try to save you time by entering your personal contact details as the contact details for the position. If this is not suitable then you can simply over-write them on the form.
 - o Your job posting cannot be viewed on the expiry of your posting, expiry of the subscription, when the posting has been withdrawn by you or where the application deadline has passed.

To edit or withdraw an existing job advertisement, follow the steps below:

1. Ensure that you are already listed on the site. This must be done in any event whether or not payment has already been made off or on-line.
2. Ensure that you are logged on using the members' login icon (the pen) and inputting your username (email address) and your unique password.
3. Click on My Job Adverts which is highlighted in red on the right hand side. This brings you to your job advertisement management page and will list all your current job advertisements.
4. Click "Edit/Withdraw" under the job you wish to edit or withdraw. You will be taken to a form listing all the job details. Edit and click ok or delete, as appropriate.