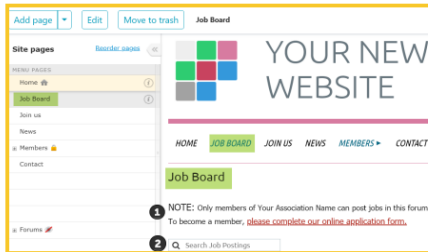


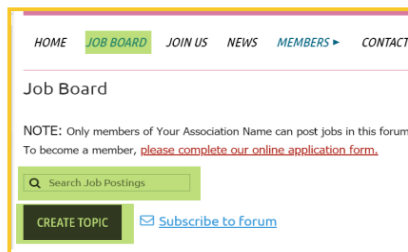
Wild Apricot Cheat Sheet # 16

Setting Up a Job Board

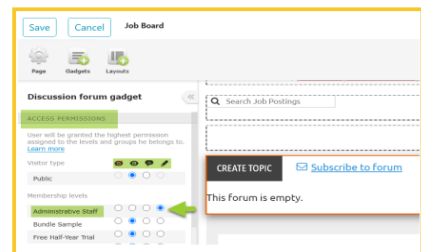
with Wild Apricot Discussion forum and Forum update gadgets



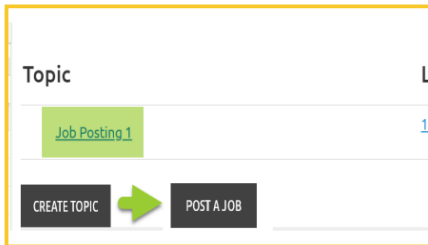
- 1 Create a new site page. Title the page Job Board or Job Posts. Add to Menu.



- 2 Add these 2 content gadgets:
 - Search with retitle as "Search Job Postings"
 - a Discussion forum
 - click Save

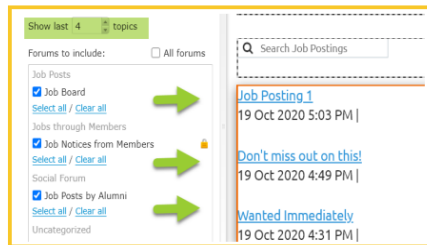


- 3 Set the Discussion forum access permissions:
 - create post for administrators
 - read only for all other levels
 - no access for levels that can't see jobs

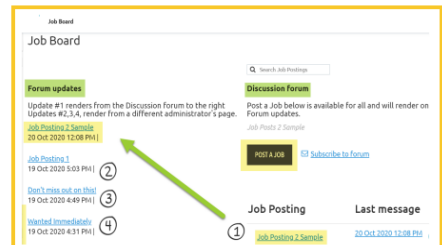


- 4 To change the "Create Topic" button to "Post A Job", use the Wild Apricot Text Manager.

Download the Text Manager at:
<https://waxm.newpathconsulting.com/watm>



- 5 Use forum updates to show 1 or more job boards:
 - Administrator Only posts
 - Members posts or Board of Directors only
 - Alumni jobs



- 6 The Forum updates gadget can display recent job postings. Job postings in a forum can be featured in a forum updates gadget on another page like the home page, for example.

Created by Ruth Fishman | version October 20, 2020

Cheat Sheet #16 - Setting up a Job Board

Note: Forum gadgets and Forum updates can not be both used on the same site page together with i.e. a Membership Directory. If both gadgets are needed, use two separate site pages and a button to link to the other site page. Read more about [singular gadgets](https://gethelp.wildapricot.com/en/articles/187) at <https://gethelp.wildapricot.com/en/articles/187>

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