

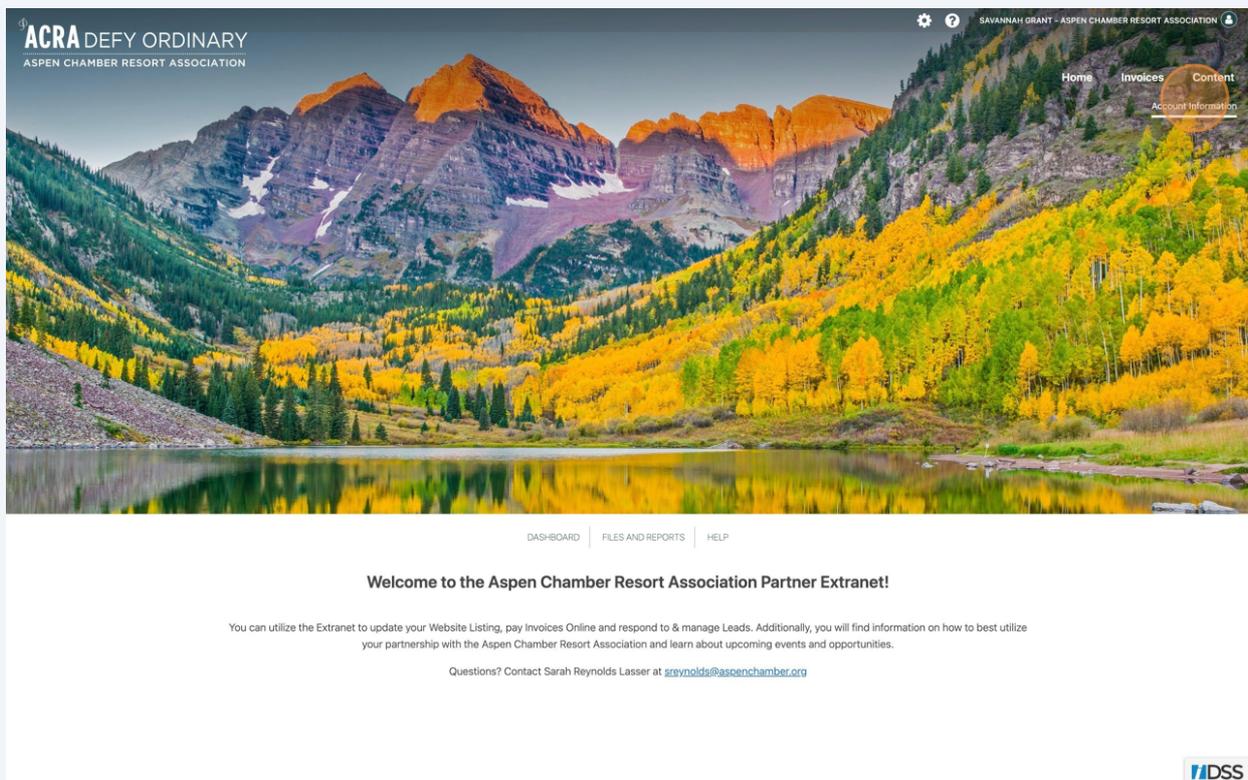
# Posting to the ACRA Job Board

1

Navigate and login into the ACRA Member Portal at <https://aspenchamber.idss.com/extranet/>

2

From the homepage, navigate to Content and select Account Information



3

On the next page, scroll down to the bottom of the page to the Details section. Select Add.

Jessica Hite	Director of Marketing	JHite@aspenchamber.org	DELETE	EDIT
Sarah Reynolds Lasser	(970) 925-1940	sreynolds@aspenchamber.org	DELETE	EDIT
Taylor Smith		tsmith@aspenchamber.org	DELETE	EDIT
Eliza Voss	(970) 925-1940	evoss@aspenchamber.org	DELETE	EDIT
Liz Watson	(970) 925-1940	lwatson@aspenchamber.org	DELETE	EDIT

### Description

Name	Description	Edit
Nonprofit->Non-Profit->Visitor Website Listing	Welcome to Aspen, Colorado and the Aspen Chamber Resort Association. This is the official guide to Aspen Events, Lodging, Shopping & Dining. -br />	EDIT
Xtra Add On Fees->Top Billing Category Listing - \$TBD->Visitor Website Listing		EDIT

### Details

Name	Type	Parent	Edit
Logos Only	Logos & General Info		EDIT
Part-Time Seasonal Guest Services Representatives	Job Posting		EDIT
Special Events	Job Posting		EDIT

ACRA DEFY ORDINARY  
ASPEN CHAMBER RESORT ASSOCIATION

DSS

4

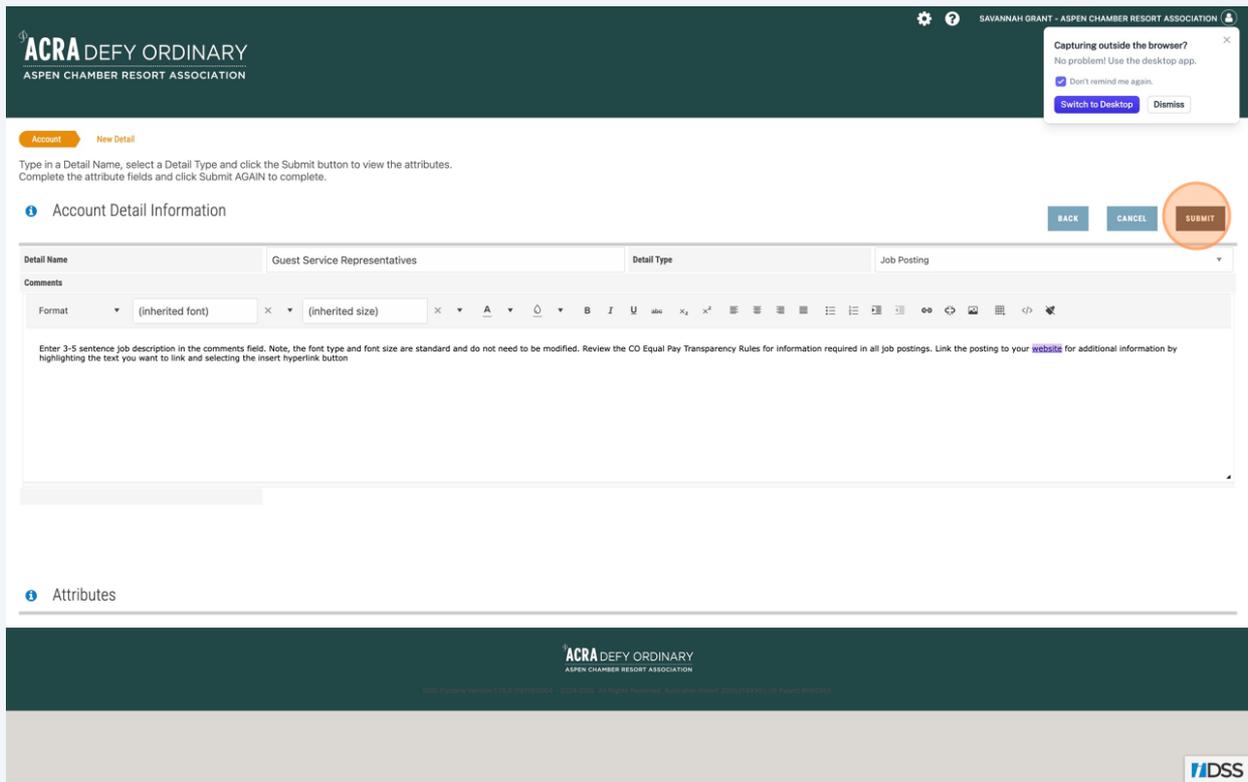
In the Details Name enter the job title. From the drop-down menu on Details Type select Job Posting. In the text box, enter 3-5 sentence job description in the comments field. Review the [CO Equal Pay Transparency Rules](#) for information required in all job postings. Link the posting to your website for additional information by highlighting the text you want to link and selecting the insert hyperlink button.

The screenshot shows the ACRA Defy Ordinary web application interface. At the top, there is a dark green header with the logo and navigation links. Below the header, there are tabs for 'Account' and 'New Detail'. The main content area is titled 'Account Detail Information' and contains a form with the following fields:

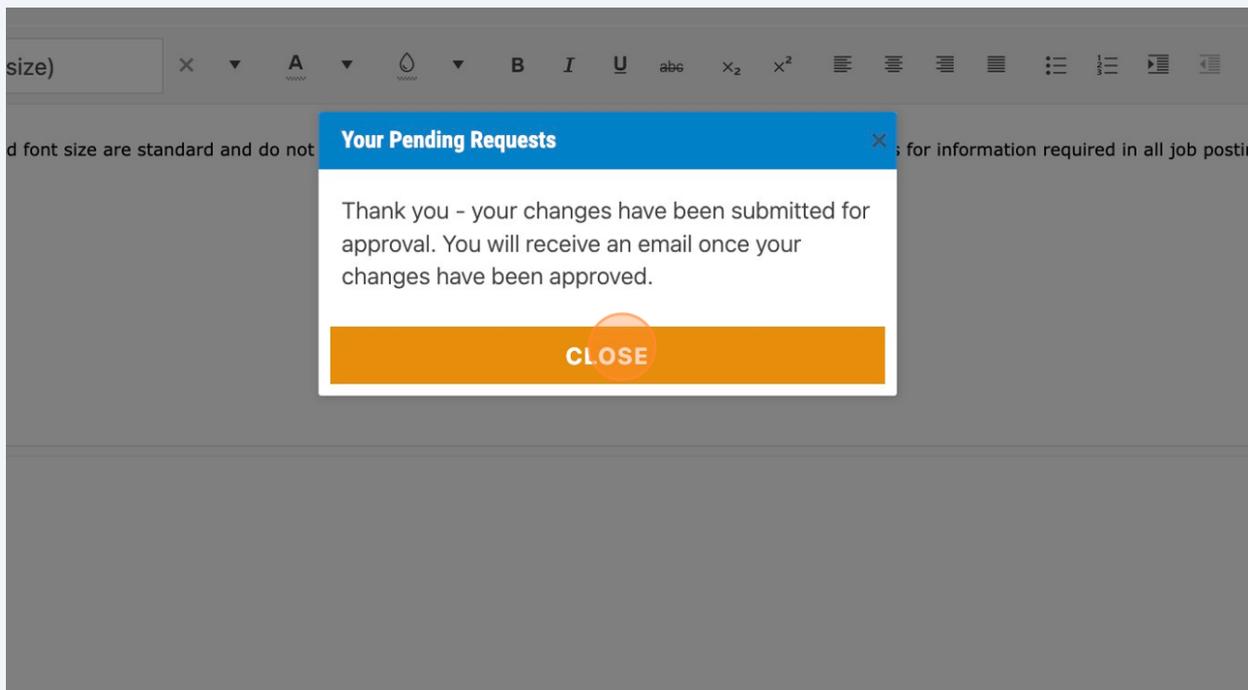
- Detail Name:** A text input field with an orange circle highlighting it.
- Detail Type:** A dropdown menu currently set to 'Unspecified'.
- Comments:** A large text area with a rich text editor toolbar above it. The toolbar includes options for font style, size, color, bold, italic, underline, link, and unlink.
- Attributes:** A text input field.

At the bottom of the form, there are 'BACK', 'CANCEL', and 'SUBMIT' buttons. The footer of the page includes the ACRA Defy Ordinary logo and the DSS logo.

5 Select the Submit button once all information is entered.



6 On the pending requests pop up select close.



7

In the Attributes section, select the job posting start date and the job posting end date. Align the end date with the web deal expiration date. Please allow 1 business day for your job to post.

The screenshot shows the ACRA Defy Ordinary web portal interface. At the top, the logo and navigation links are visible. The main content area is titled 'Account Detail Information' and includes a 'Comments' section with a rich text editor. Below this is the 'Attributes' section, which contains several input fields and buttons. The 'Job Posting End Date' and 'Web Deal Expiration Date' fields are both set to 7/23/2024. A 'SUBMIT' button is circled in orange.

**Account Detail Information**

Detail Name: Guest Service Representatives | Detail Type: Job Posting

**Attributes**

Classified Ad	<input type="button" value="Choose File"/> No file chosen <input type="button" value="UPLOAD"/>	Job Posting End Date	<input type="text" value="7/23/2024"/>
Job Posting Start Date	<input type="text" value="7/22/2024"/>	Web Deal Expiration Date	<input type="text" value="7/23/2024"/>