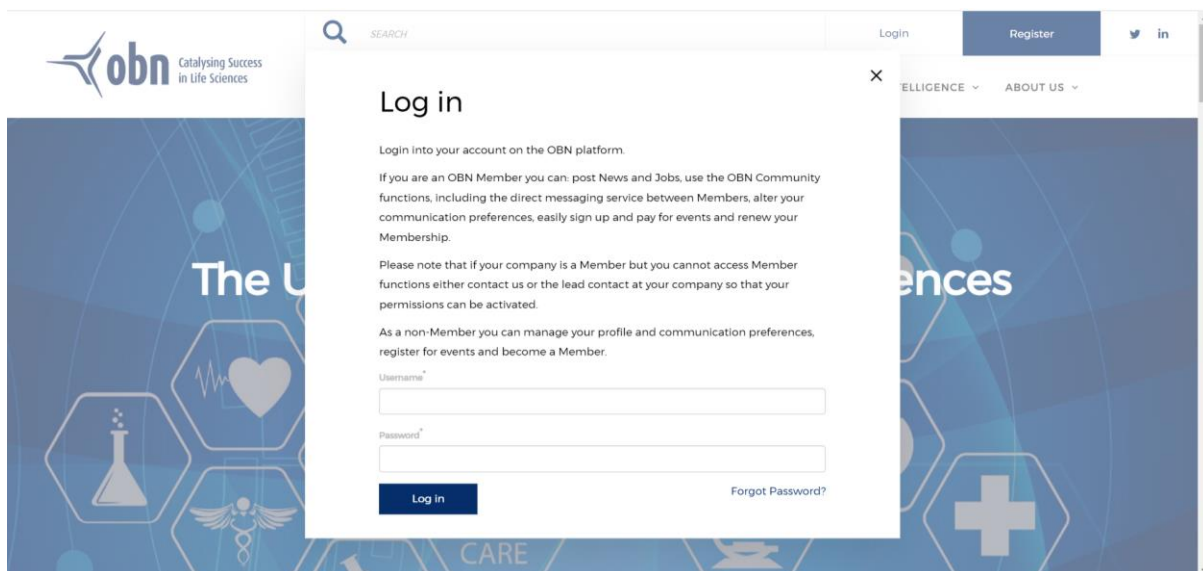


## OBN Member – Adding Jobs

Visit [www.obn.org.uk](http://www.obn.org.uk) and 'Login' top right.



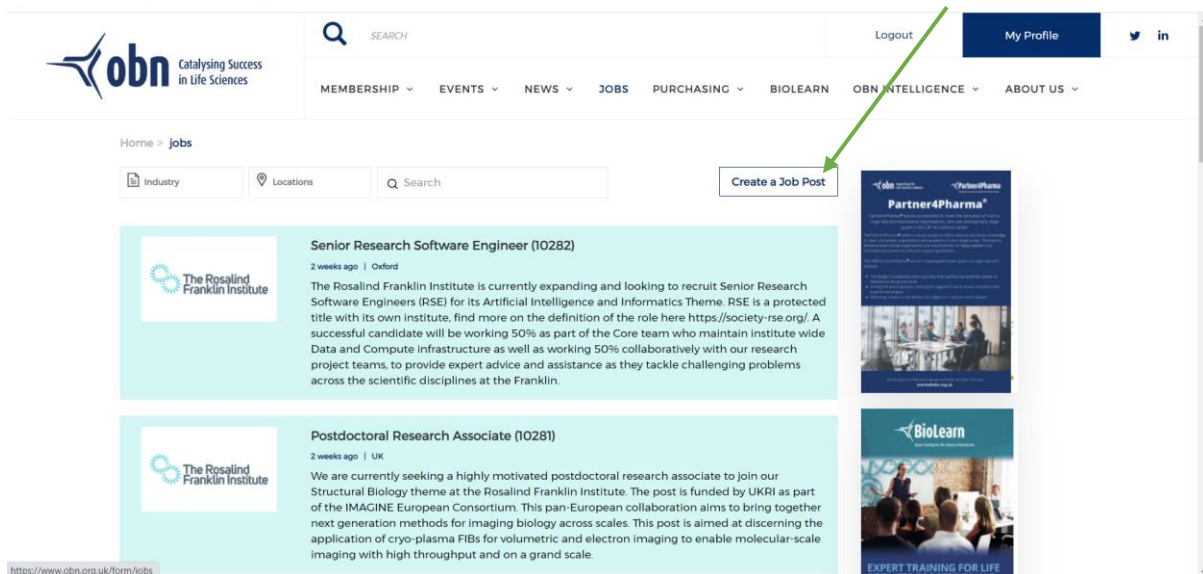
Use the email address and password created for your Glue Up account (if you haven't registered for a Glue Up account – click 'Register'), and if you can't remember your password, click 'Forgot Password?'.



Once logged in go to 'Jobs'.



Here you'll be able to view all job posts. Click 'Create a Job Post' to add your job to the list.



Complete the following sections:

**Title** – Add your job title

**Summary** – Add summary text for the preview of the job post

**Body** – Add full copy of the job details

**Job Type** – Select from the drop down menu

**Job Sector** – Select from the list of options

**General Location** - Select from the drop down menu

**Job Contact** – Choose either Email or Link URL for the contact details

**File** – Upload job specification or other corresponding documents

**Company Name** – Add your company name

**Company Logo** – Upload your company logo

**Company Address** – Add your company address

**Company Website** – Add your company web address

**‘Submit’** your news article to be approved by OBN.