

User Guide for Website - JOIN Section

How to be a User:

1. Must be an authorised representative of a parish or organisation in the Roman Catholic Archdiocese of Singapore
2. You have an account on the website. If not, parishes and listed organisations may request at <http://www.catholic.sg/registration>
3. Registered user have access to JOIN submission and EVENT submissions

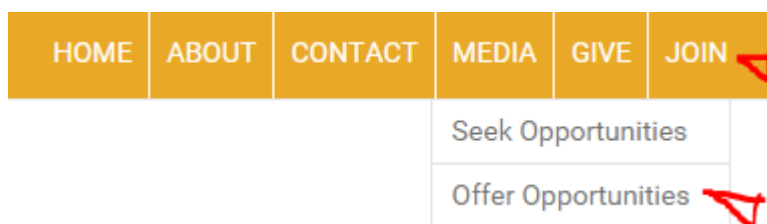
Opportunity Submission Guidelines:

1. Please proceed to log-in for posting of an opportunity
2. All postings are reviewed. Please allow for 2 working days before your posting is displayed
3. Ensure that your contact email and/or website address/es are accurately submitted
4. We reserve the right to withhold or edit any posting that do not comply with regulations
5. Postings remain online for a maximum of 30 days and will expire automatically

How to post a JOIN Submission:

VIEW Short Training Video at <http://youtu.be/dXUqYq6unFs>

1. Click on JOIN and OFFER OPPORTUNITIES in the TOP MENU



2. Click on SIGN IN

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Have an account?  [Sign in](#) You must sign in to create a new listing.

3. Login using your email, password or if you can't remember, click on LOST YOUR PASSWORD

Login for Event and Job Submissions

Please note the following:

- Login only if you wish to submit posts in the JOIN or EVENT sections
- Access to this section is available only to authorised representatives of a parish or organisation in the Roman Catholic Archdiocese of Singapore
- If you are an authorised representative but do not have an account yet, [click here to register](#)
- If you have forgotten your password, click on the below link – "Lost your password?"

Email
youremail@catholic.org.sg

Password
••••••••

Remember me

LOGIN

[Lost your password?](#)

4. Key in your post details:

Title

Location (optional)
Leave this blank if the location is not important

Job type

Description
B I

Application email/URL

- TITLE:** Easy to understand title for your posting
- LOCATION:** Your full address (including postal code) if you want it displayed
- JOB TYPE:** Select from the drop menu
- DESCRIPTION:** Describe the criteria and details of your posting
- APPLICATION URL/EMAIL:** Website for respondents to visit to apply or an email address

Company Details

Company name	<input type="text" value="Archbishop's Communications Office"/>
Website (optional)	<input type="text" value="http://"/>
Tagline (optional)	<input type="text" value="Briefly describe your company"/>
Video (optional)	<input type="text" value="A link to a video about your company"/>
Twitter username (optional)	<input type="text" value="@yourcompany"/>
Logo (optional)	<input type="button" value="Choose File"/> No file chosen

Maximum file size: 8 MB.

[PREVIEW →](#)


- f. COMPANY NAME: The name of your organisation or parish
- g. WEBSITE: Your official website address
- h. OTHERS: Self-explanatory and you may leave blank
- i. Click on PREVIEW

Preview

[← EDIT LISTING](#) [SUBMIT LISTING →](#)

Website and Social Media Engineer

Full Time | 31 Victoria Street, Singapore 187997 | Posted 1 min ago

 **Archbishop's Communications Office**

Looking for a full-time staff to help with the ongoing development and maintenance of the official Archdiocesan website. Should be well versed also in Social Media. Please write in with your resume . Thank you!

5. At this point, you may either **EDIT LISTING** (brings you back to the form) or **SUBMIT LISTING**

Job submitted successfully. Your listing will be visible once approved.

6. The administrators will then check on your listing and approve it if everything is fine.
REMEMBER TO LOG OUT (footer bar on every page)