Destiny USA Website Merchant Login

How-To Guide

Destiny USA is excited to launch our new website, which gives you, our tenants, more power and ability to post valuable information like sales, jobs, events and more—directly from your mobile device.

However, before using the new website, EVERYONE must go through the sign-up process again to the Merchant Portal, which this step-by-step guide details thoroughly. What does this mean? Your old login information is no longer valid, and you will need to follow the directions found within this guide for creating a new account.

But don't worry, it's as easy as 1, 2, 3!

This document is designed for any level of technical skill. But if you would like more assistance, you can view a pre-recorded webinar training video with step-by-step instructions HERE. Also, please feel free to reach out to Destiny USA marketing team member Mike Lepore with questions or concerns via the following email address: webhelp@destinyusa.com.

Please note: when you publish a post on the new website, it can take up to 48 hours for our team to approve your post Monday through Friday (no weekends), so please get your sales in before 4:00 p.m. on Friday.

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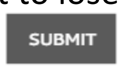
1. Mobile

1a. Registration

- Step 1: Navigate to merchant login page www.destinyusa.com/Merchants
- Step 2: Tap “Register Account” at the bottom 

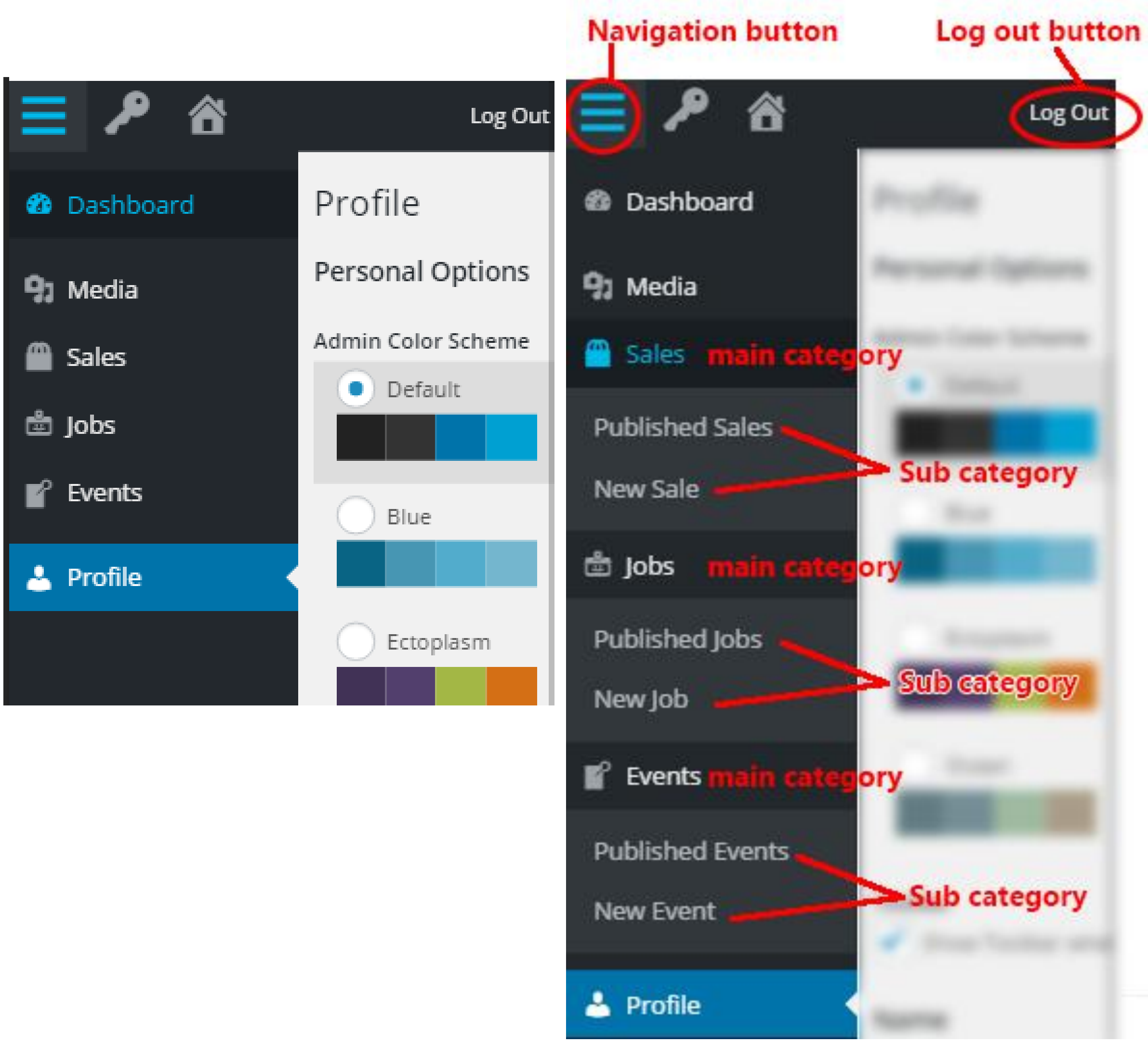
    - Here you will be prompted to fill out a form that we use for to register tenants.
        - Enter the Destiny USA-provided “Entry Code.” The entry code is a predefined password that will be shared with you by the Destiny USA Marketing team privately. If you do not have the code, please contact Mike Lepore at webhelp@destinyusa.com.
        - Select YOUR Store
        - **Enter** your STORE’S phone number
        - Enter your FIRST NAME, LAST NAME
        - Enter your EMAIL: this address should be the best way for us to contact you, as we will send you Mall Updates via our tenant communication newsletter
        - Enter the title of your position (IE: Manager)
        - Enter a desired Username
            - Please use discretion when making a username
        - Enter a desired Password
            - Try not to lose it, but if you do, we are here to help
        - Tap SUBMIT 

- Step 3: Check your email
    - **Open email, and Tap the activation link**

1b. Login

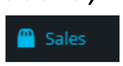
- Step 1: Now that you have a username and password, return to the merchant login page www.destinyusa.com/Merchants
- Step 2: Enter your username and password and tap LOGIN 

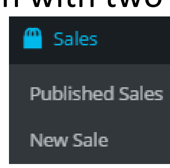
- Step 3: Now that you are logged in, notice the navigation bar on the top of your browser
- Step 4: Familiarize yourself with the new layout
    - There are four header icons: three lines, a key, a house and Log out. You will only need to use the three-lined symbol, this is where you will can start posting Sales, Events and Jobs.



1c. Sales

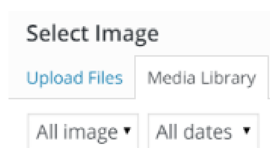
1ci. How To Post a new Sale

- Step 1: Tap the three-lined symbol on the top navigation bar 
  - This will open a side bar navigation on the left of your browser
  - You will see: Dashboard, Media, Sales, Jobs, Events and Profile.
- Step 2: Tap on **Sales** 

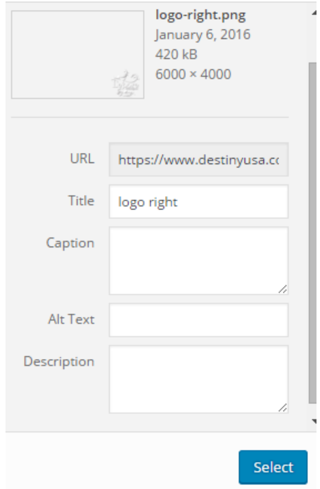
  - This will open a drop down with two sub category pages: *Published Sales* and *New Sales* 

    - The *Published Sales* sub-category is where you can edit, delete and update current or past sales. This will be discussed further in 1cii.
- Step 3: Tap the sub category "New Sales"
  - This will open a new page
    - You can always navigate back by tapping on the three-lined symbol at the top navigation bar. 
  - This new page is where you can start creating your **<u>new sales</u>** ad.

    - The top text box under heading New Sale labeled *Enter title here* is where your sale’s title will be displayed. Keep it short and simple (IE: All Boots 50% Off!) and leave the main part of your sale for the body. Your store name is auto populated on the sales page and will not be needed in the title.
- Step 4: Add the body copy for the sale in the large text box below the *Title* text box.
    - Note there are two tabs on this text box, make sure you remain in the VISUAL tab.
    - This text box will give you all the features you will need to customize your post, feel free to try them all out to obtain your desired look.
- Step 5: Add an Image UNDER 2MB (If you choose not to upload an image, your store logo will be used automatically)
    - Scroll down the page until you reach the SALES box. Here you will find **Featured Image, No Image Selected** and a button labeled **Add Image**
        - Tap Add Image, and a new page will open 

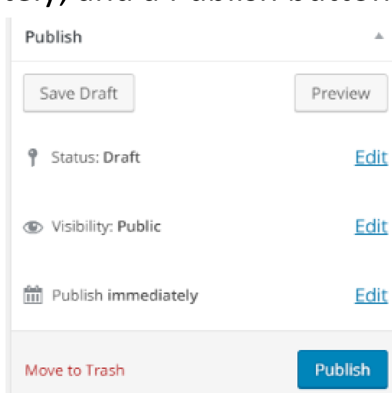
            - At the top of the page there are two tabs: **Upload Files** and **Media Library** 

        - Under **Media Library** you can select previously uploaded images. If you know the image’s **date added, title, caption, alt text, or description,** you can use the search bar. (note: you do not need to know all 5 or exact phrases)
        - Under the **Upload Files** tab, you will have one button in the middle of your page labeled *Select Files.* This will open up your device’s native image selector. As each device is different, you will need to know how to navigate to the desired image stored on your device.
            - Once selected, a new panel will open on the right, with text boxes that you will need to fill, including: **title, caption, alt text, and description**



        - It is important that you change the title to something you will remember if you plan to use this image again.
        - IMPORTANT: add alt text to your image as this is what will show up for anyone using a device for visual assistance. Additionally, it is what will appear if the image suddenly disappears.
    - Once all of the text boxes are filled, tap *Select* at the bottom.

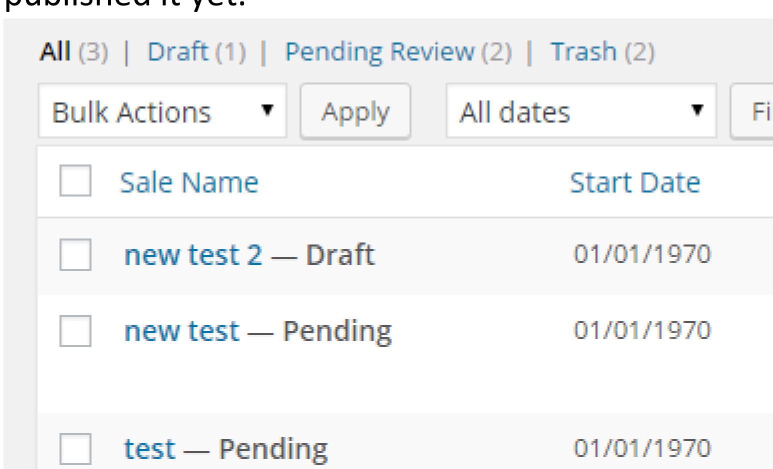
- Step 6: Add a SALE START and END DATE located in the sales box underneath the *Featured Image*.
  - Tap the white box underneath **Sale Start Date***
    - This will open up a calendar and tap the appropriate start date. The date follows a mm/dd/yyyy format.
  - Tap the white box underneath **Sale End Date***
    - This will open up a calendar and tap the appropriate end date. The date follows a mm/dd/yyyy format.
- Step 7: PUBLISH your sale.
  - Now that all required boxes are filled, navigate to the PUBLISH box. Here you will see a Save Draft button, Preview button, Status: Draft, Visibility: Public, Publish: Immediately, and a Publish button.



        - *Status*: will automatically change to pending review when you Tap the publish button
        - *Visibility*: should remain public at all times
        - *Publish*: should remain set to immediately
    - Tap the PUBLISH button to post sale. This will open up the Sales sub category *Published Sales*, where you can monitor the sale status.
        - If you wish to save as draft instead of publishing, tap the Save Draft button
            - Drafts will show up in the Sales sub category Published Sales see 1cii. for more info.
        - If you would like to preview the sale first, tap the Preview button
- NOTE: All posts go through an approval process after you tap publish. The Post will be reviewed by a moderator who will then approve your post.

1cii. Edit a current Sale

- As long as a sale has been added, you can now check the status and make edits to current sales.
- Step 1: Tap the three-lined symbol on the top navigation bar.
    - This will open a side bar navigation on the left of your browser
    - You will see **Dashboard, Media, Sales, Jobs, Events** and **Profile**.
- Step 2: Tap Sales
- Step 3: Tap the sub category Published Sales
    - This will open a new page where you will have the ability to edit all pending sales and published sales, and delete sales and restore deleted sales.
    - Near the top of the page you have the ability to sort posts via: **All**, **Published**, **Pending** and **Trash**.
    - When sorting by All: Next to every post you will see the word ***Pending*** if it has yet to be approved by a moderator and the word ***Draft*** if you have not published it yet.



    - When sorting by Trash: you will see all sales that you have deleted.
        - Trash will not show up until you have at least one post that you have deleted
        - To remove a post:
            - Tap the check box next to the sale you would like to remove. This will add a check mark next to the sale name.
            - Tap the phrase Bulk Actions
                - This will open a screen where you can select Move to Trash
            - Tap “Move to Trash”
            - Tap Apply
- Step 4: To update a published or pending sale, tap the title of the sale that is highlighted in blue.
    - You will now be able to make changes the same way you did when you created your sale.
    - The only difference you might see is if the post has been approved and published, the publish button will now be an update button.
    - If the post has not been approved the publish button will remain as is.
- All changes made to existing sales will remove your current listing from the website until a moderator approves the new changes.

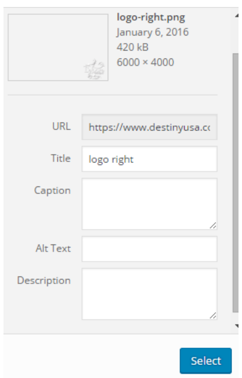
1d. Events

1di. Post a new Event

- Step 1: Tap the three-lined symbol on the top navigation bar.
    - This will open a side bar navigation on the left of your browser
    - You will see **Dashboard, Media, Sales, Jobs, Events** and **Profile**.
- Step 2: Tap Events
    - This will open a drop down with two sub category pages
    - **Published Events** and **New Event**
        - The Published Events sub category is where you will have the ability to **edit**, **delete** and **update** current or past events. This will be discussed further in 1dii.
- Step 3: Tap the sub category **New Event**
    - This will open a new page
        - You can always navigate back by tapping the three-lined symbol at the top navigation bar.
    - This new page is where you can start creating your new event posting.
    - The top text box under heading **New Event** labeled *Enter title here* is where your event title will be. Keep it short and simple (IE: Happy Hour from 5-6PM!)

and leave the main part of your event for the body. Your venue name is auto-populated on the Event page and will not be needed in the title.

- Step 4: Now that there is an event title, we can add the body of the event in the large text box below the Title text box.
    - Note there are two tabs on this text box, make sure you remain in the VISUAL tab.
    - This text box will give you all the features you will need to customize your post, feel free to try them all out to obtain your desired look.
- Step 5: **Add an Image** by selecting the **Add Media button** located in between the title and body text boxes
    - At the top of the page there are two tabs: **Upload Files** and **Media Library**
        - Under **Media Library**, you can select previously uploaded images. If you know the images: **date added, title, caption, alt text, or description** you can use the search bar (you do not need to know all 5 or exact phrases)



        - Under **Upload Files** tab, you will have one button in the middle of your page labeled *Select Files.* This will open up your devices native image selector. As each device is different you will need to know how to navigate to the desired image stored on your device.
            - Once selected, a new panel will open on the right, with text boxes that you will need to fill; **title, caption, alt** text, and **description.**
            - It is important that you change the title to something you will remember if you plan to use this image again.
            - It is extremely important to add alt text to your image as this is what will show up for anyone using a device for visual assistance, additionally it is what will show up if the image suddenly disappears.
        - Once all of the text boxes are filled tap *Select* at the bottom.
- Step 6: Add an event **start** and **end date** located in the Events box underneath the event body text box.
    - Tap the white box underneath **Event Start Date***

        - This will open up a calendar and tap the appropriate start date. The date follows a mm/dd/yyyy format.
    - Tap the white box underneath **Event End Date***
        - This will open up a calendar and tap the appropriate end date. The date follows a mm/dd/yyyy format.
- Step 7: **Publish** your Event.
    - Now that all required boxes are filled, navigate to the **Publish** box. Here you will see a **Save draft** button, **preview button**, **Status: Draft, Visibility: Public, Publish: immediately**, and a **publish** button.
        - Status: will automatically change to pending review when you tap the publish button
        - Visibility: should remain public at all times
        - Publish: should remain set to immediately
    - Tap the publish button to post your event. This will open up the Events sub category Published Events, where you can monitor the event status.
        - If you wish to save as draft instead of publishing, tap the **Save Draft** button
            - Drafts will show up in the Events sub category Published Events see 1dii. for more info.
        - If you would like to preview the event first, tap the Preview button
- All posts go through an approval process after you tap **PUBLISH**. The Post will be reviewed by a moderator who will then approve your post.

1dii. Edit a current Event

- As long as an Event has been added, you can now check the status and make edits to current Events.
- Step 1: Tap the three-lined symbol on the top navigation bar. 
    - This will open a side bar navigation on the left of your browser
    - You will see **Dashboard, Media, Sales, Jobs, Events** and **Profile**.
- Step 2: Tap Events
- Step 3: Tap the sub category **Published Events**
    - This will open a new page where you will have the ability to edit all pending events and published events. Delete events and restore deleted events.
    - Near the top of the page you have the ability to sort posts via: **All, Published, Pending** and **Trash**.

        - When sorting by **All**: Next to every post you will see the word **Pending** if it has yet to be approved by a moderator and the word **Draft** if you have not published it yet.
        - When sorting by **Trash**: you will see all events that you have deleted.
            - **Trash** will not show up until you have at least one post that you have deleted
            - To REMOVE a Post
                - Tap the check box next to the event you would like to remove. This will add a check mark next to the event name.
                - Tap the word **Bulk Actions**
                    - This will open a screen where you can select **Move to Trash**
                - Select **Move to Trash**
                - Tap **Apply**
- Step 4: To update a published or pending event, tap the title of the event that is highlighted in blue.
    - You will now be able to make changes the same way you did when you created your event.
    - The only difference you might see is if the post has been approved and published, the publish button will now be an update button.
    - If the post has not been approved, the publish button will remain as is.
- All changes made to existing event will remove your current listing from the website until a moderator approves the new changes.

1e. Jobs

1ei. Post a new Job

- Step 1: Tap the three lined symbol on the top navigation bar
    - This will open a side bar navigation on the left of your browser
    - You will see **Dashboard, Media, Sales, Jobs, Events** and **Profile**.
- Step 2: Tap on Jobs
    - This will open a drop down with two sub category pages
    - **Published Jobs** and **New Job**
        - The **Published Jobs** sub category is where you will have the ability to **edit, delete** and **update current** or **past jobs** offers. This will be discussed further in 1eii.
- Step 3: Tap the sub category **New Job**
    - This will open a new page
        - You can always navigate back by tapping the three-lined symbol at the top navigation bar. 

    - This new page is where you can start creating your new Job offer.
    - The top text box under heading New Job labeled *Enter title here* is where your Job title will be. Keep it short and simple (IE: Sales Associate) and leave the main part of your Job offer for the body. Your store name is auto populated on the jobs page and will not be needed in the title.
- Step 4: Add the body of the job offer in the large text box below the Title text box.
    - Note there are two tabs on this text box, make sure you remain in the VISUAL tab.
    - This text box will give you all the features you will need to customize your post, feel free to try them all out to obtain your desired look.
- Step 5: Attach an online application redirect link (if your company has one)
    - Below the job description body there is a box labeled **Jobs** with a text box where you can copy and paste your companies' application URL.
- Step 7: **Publish** your Job offer.
    - Now that all required boxes are filled navigate to the publish box. Here you will see a **Save draft button**, **preview button**, **Status: Draft**, **Visibility: Public**, **Publish: immediately**, and a **Publish** button.
        - Status: will automatically change to pending review when you tap the publish button
        - Visibility: should remain public at all times
        - Publish: should remain set to immediately
    - Tap the publish button to post new job offer. This will open up the Jobs sub category Published Jobs, where you can monitor the Job offer status.
        - If you wish to save as draft instead of publishing tap the Save Draft button
            - Drafts will show up in the Job sub category Published Jobs see 1eii. for more info.
        - If you would like to preview the Job first, tap the **Preview** button
- All posts go through an approval process after you tap **Publish**. The post will be reviewed by a moderator who will then approve your post.
- **Job offers do not have an end date, so it is your responsibility to remove them as positions have been filled.**

1eii. Edit a current Job

- As long as a job has been added, you can now check the status and make edits to current job offers.
- Step 1: Tap the three-lined symbol on the top navigation bar. 
    - This will open a side bar navigation on the left of your browser

- You will see **Dashboard, Media, Sales, Jobs, Events** and **Profile**.

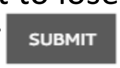
- Step 2: Tap **Jobs**
- Step 3: Tap the sub category **Published Jobs**
  - This will open a new page where you will have the ability to edit all pending jobs and published jobs. Delete jobs and restore deleted jobs.
  - Near the top of the page you have the ability to sort posts via: **All, Published, Pending** and **Trash**.
  - When sorting by All: Next to every post you will see the word pending if it has yet to be approved by a moderator and the word Draft if you have not published it yet.
  - When sorting by Trash: you will see all job offers that you have deleted.
    - To remove a post
      - Tap the check box next to the job offer you would like to remove. This will add a check mark next to the job name.
      - Tap the word **Bulk Actions**
        - This will open a screen where you can select **Move to Trash**
      - Select **Move to Trash**
      - Tap **Apply**
- Step 4: To update a published or pending Job, tap the title of the Job offer that is highlighted in blue.
  - You will now be able to make changes the same way you did when you created your job.
  - The only difference you might see is if the post has been approved and published, the publish button will now be an update button.
  - If the post has not been approved the publish button will remain as is.
- All changes made to existing jobs will remove your current listing from the website until a moderator approves the new changes.

1f. Logout

- Step 1: Tap log out in the top right hand corner of the page

2. Desktop

2a. Registration

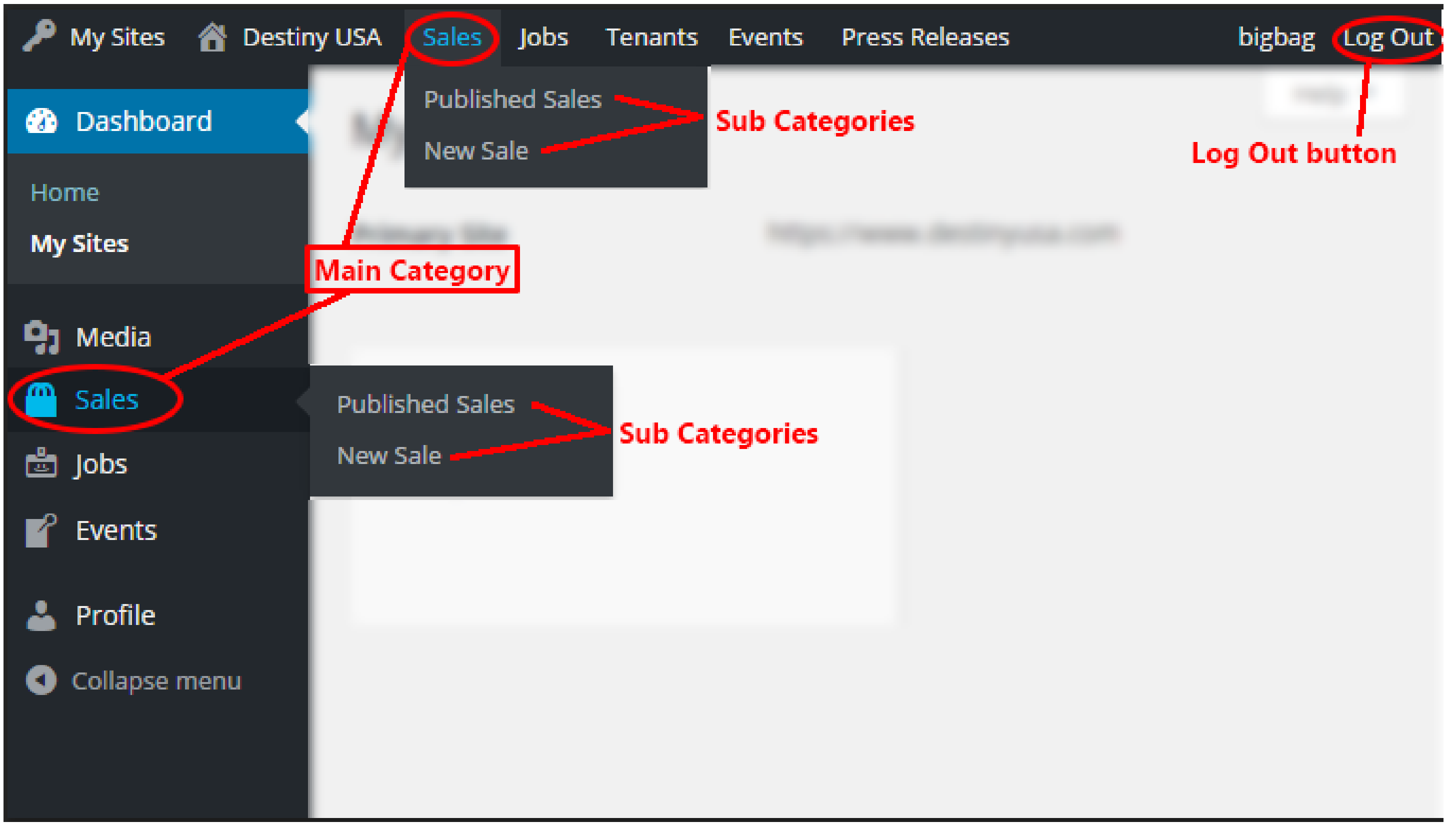
- Step 1: Navigate to merchant login page www.destinyusa.com/Merchants
- Step 2: Click Register Account
    - Here you will be prompted to fill out a form that we use for to register tenants.
        - Enter the Destiny USA-provided "Entry Code." The entry code is a predefined password that will be shared with you by the Destiny USA Marketing team privately. If you do not have the code, please contact Mike Lepore at webhelp@destinyusa.com.
        - Select YOUR Store
        - **Enter** your STORE'S phone number
        - Enter your FIRST NAME, LAST NAME
        - Enter your EMAIL: this address should be the best way for us to contact you, as we will send you Mall Updates via our tenant communication newsletter
        - Enter the title of your position (IE: Manager)
        - Enter a desired Username
            - Please use discretion when making a username
        - Enter a desired Password
            - Try not to lose it, but if you do, we are here to help
        - Click SUBMIT 

- Step 3: Check your email
    - **Open email, and click the activation link**

2b. Login

- Step 1: Now that you have a username and password you can go back to the merchant login page www.destinyusa.com/Merchants
- Step 2: Enter your username and password and click submit
- Step 3: Familiarize yourself with the new layout
    - Now that you are logged in you will notice the navigation bar on the top of your browser and on the left. These are for the most part identical with the exception to the **log out** button in the top far right pane. For consistency purposes this guide will always reference the left pane.
    - You should never need to click; My Sites, Destiny USA and Dashboard or Media.

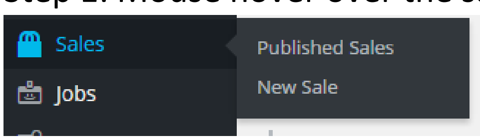
- Each category on the left has sub categories to help you get exactly where you are trying to go.
- **Sales,** has two sub categories Published Sales and New Sale
- **Jobs,** has two sub categories Published Jobs and New Job
- **Events,** has two sub categories Published Events and New Events



2c. Sales

2ci. Post a new Sale

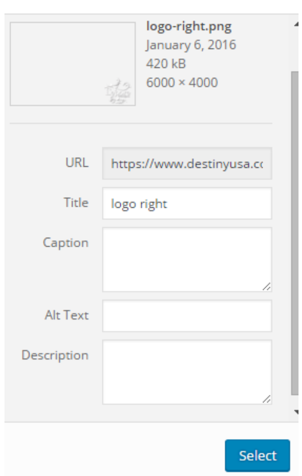
- Step 1: Mouse hover over the sales category on the left pane



  - You will see the two sub categories Published Sales and New Sales
    - The Published Sales sub category is where you will have the ability to edit, delete and update current or past sales. This will be discussed further in 2cii.
    - If you accidently just click the Sales category it will open up the Published Sales page by default, don't fret follow step 2
- Step 2: Click the sub category New Sale (on left pane)
  - This will open a new sale form page
    - You can always navigate back by clicking the back button on your browser or one of the category / sub categories on the left pane

- This new page is where you can start creating your new sales ad.
- The top text box under heading New Sale labeled *Enter title here* is where your sale title will be. Keep it short and simple and leave the main part of your sale for the body. Your store name is auto populated on the sales page and will not be needed in the title.

- Step 3: Now that there is a sale title we can add the body of the sale in the large text box below the Title text box.
  - Note there are two tabs on this text box, make sure you remain in visual.
  - This text box will give you all the features you will need to customize your post, feel free to try them all out to obtain your desired look.
- Step 4: Add an Image (If you choose not to upload an image your store logo will be used automatically)
  - Scroll down the page until you reach the sales box. Here you will find **Featured Image,** No image selected and a button labeled Add Image
    - Click add image, a new page will open
      - At the top of the page there are two tabs: Upload Files and Media Library
    - Under Media Library you can select previously uploaded images. If you know the images: date added, title, caption, alt text, or description you can use the search bar. (you do not need to know all 5 or exact phrases)
    - Under Upload Files tab you will have one button in the middle of your page labeled *Select Files.* This will open up your devices native image selector. As each device is different you will need to know how to navigate to the desired image stored on your device.
      - Once selected a new panel will open on the right, with text boxes that you will need to fill; title, caption, alt text, and description



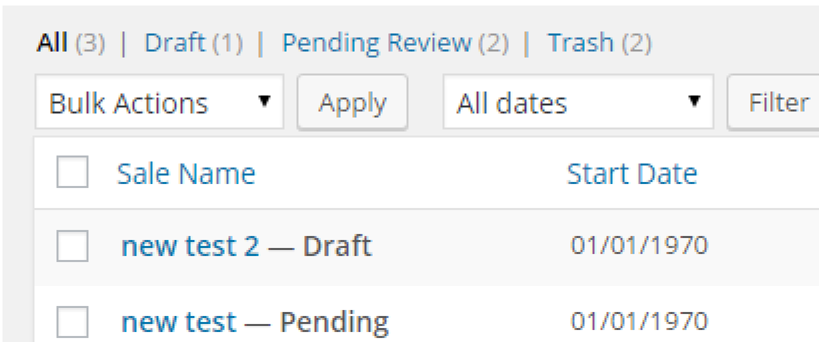
      - It is important that you change the title to something you will remember if you plan to use this image again.

            - It is extremely important to add alt text to your image as this is what will show up for anyone using a device for visual assistance, additionally it is what will show up if the image suddenly disappears.
        - Once all of the text boxes are filled click *Select* at the bottom.
- Step 5: Add a sale start and end date located in the sales box underneath the featured image.
    - Click the white box underneath **Sale Start Date***
        - This will open up a calendar and click the appropriate start date. The date follows a mm/dd/yyyy format.
    - Click the white box underneath **Sale End Date***
        - This will open up a calendar and click the appropriate end date. The date follows a mm/dd/yyyy format.
- Step 6: Publish your sale.
    - Now that all required boxes are filled navigate to the publish box. Here you will see a Save draft button, preview button, Status: Draft, Visibility: Public, Publish: immediately, and a publish button.
        - Status: will automatically change to pending review when you click the publish button
        - Visibility: should remain public at all times.
        - Publish: should remain set to immediately
    - Click the publish button to post sale. This will open up the Sales sub category Published Sales, where you can monitor the sale status.
        - If you wish to save as draft instead of publishing click the Save Draft button
            - Drafts will show up in the Sales sub category Published Sales see 2cii. for more info.
        - If you would like to preview the sale first click the Preview button
        - All posts go through an approval process after you click publish. The Post will be reviewed by a moderator who will then approve your post.

2cii. Edit a current Sale

- As long as a sale has been added you can now check the status and make edits to current sales.
- Step 1: Mouse hover over the sales category on the left pane
    - You will see the two sub categories Published Sales and New Sales

    - If sales has been previously clicked the sub categories will now just show on the left pane and will not reappear when you mouse hover the sales category.
- Step 2: Click the sub category Published Sales (on left pane)
    - This will open a new page where you will have the ability to edit all pending sales and published sales. Delete sales and restore deleted sales.
    - Near the top of the page you have the ability to sort posts via: All, Published, Pending and Trash.
    - When sorting by All: Next to every post you will see the word pending if it has yet to be approved by a moderator and the word Draft if you have not published it yet.

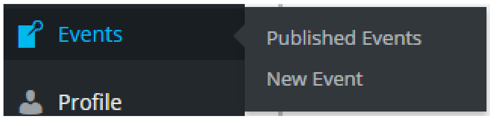


    - When sorting by Trash: you will see all sales that you have deleted.
        - Trash will not show up until you have at least one post that you have deleted
        - To remove a post
            - Click the check box next to the sale you would like to remove. This will add a check mark next to the sale name.
            - Click the word Bulk Actions
                - This will open a screen where you can select Move to Trash
            - Select move to trash
            - Click Apply
- Step 3: To update a published or pending sale click the title of the sale that is highlighted in blue.
    - You will now be able to make changes the same way you did when you created your sale.
    - The only difference you might see is if the post has been approved and published, the publish button will now be an update button.
    - If the post has not been approved the publish button will remain as is.
- All changes made to existing sales will remove your current listing from the website until a moderator approves the new changes.

2d. Events

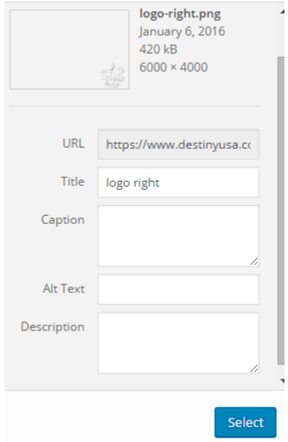
2di. Post a new Event

- Step 1: Mouse hover over the Events category on the left pane



  - You will see the two sub categories Published Events and New Event
    - The Published Events sub category is where you will have the ability to edit, delete and update current or past events. This will be discussed further in 2dii.
    - If you accidently just click the Events category it will open up the Published Events page by default, don't fret follow step 2
- Step 2: Click New Event sub category (on left pane)
  - This will open a new events form page
    - You can always navigate back by clicking the back button on your browser or one of the category / sub categories on the left pane
  - This new page is where you can start creating your new event posting.
  - The top text box under heading New Event labeled *Enter title here* is where your event title will be. Keep it short and simple and leave the main part of your event for the body. Your store name is auto populated on the Event page and will not be needed in the title.
- Step 4: Now that there is an event title we can add the body of the event in the large text box below the Title text box.
  - Note there are two tabs on this text box, make sure you remain in visual.
  - This text box will give you all the features you will need to customize your post, feel free to try them all out to obtain your desired look.
- Step 5: Add an Image by selecting the Add Media button located in between the title and body text boxes
  - At the top of the page there are two tabs: Upload Files and Media Library
    - Under Media Library you can select previously uploaded images. If you know the images: date added, title, caption, alt text, or description you can use the search bar. (you do not need to know all 5 or exact phrases)
    - Under Upload Files tab you will have one button in the middle of your page labeled *Select Files.* This will open up your devices native image selector. As each device is different you will need to know how to navigate to the desired image stored on your device.

        - Once selected a new panel will open on the right, with text boxes that you will need to fill; title, caption, alt text, and description

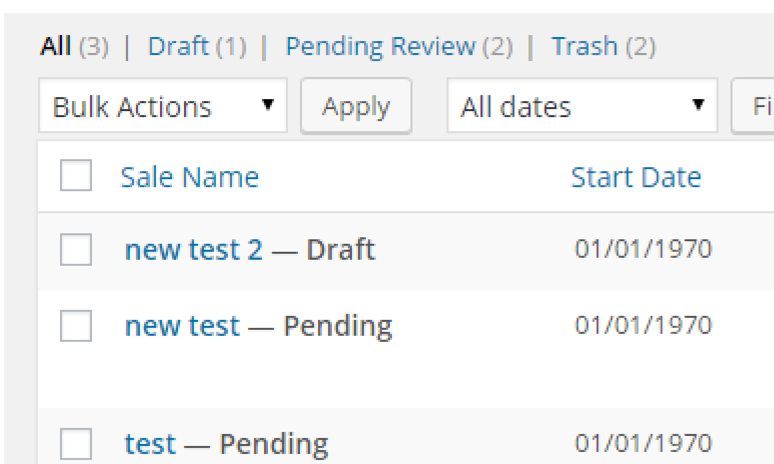


        - It is important that you change the title to something you will remember if you plan to use this image again.
        - It is extremely important to add alt text to your image as this is what will show up for anyone using a device for visual assistance, additionally it is what will show up if the image suddenly disappears.
    - Once all of the text boxes are filled click *Select* at the bottom.
- Step 6: Add an event start and end date located in the Events box underneath the event body text box.
    - Click the white box underneath **Event Start Date***
        - This will open up a calendar and click the appropriate start date. The date follows a mm/dd/yyyy format.
    - Click the white box underneath **Event End Date***
        - This will open up a calendar and click the appropriate end date. The date follows a mm/dd/yyyy format.
- Step 7: Publish your Event.
    - Now that all required boxes are filled navigate to the publish box. Here you will see a Save draft button, preview button, Status: Draft, Visibility: Public, Publish: immediately, and a publish button.
        - Status: will automatically change to pending review when you click the publish button
        - Visibility: should remain public at all times.
        - Publish: should remain set to immediately
    - Click the publish button to post your event. This will open up the Events sub category Published Events, where you can monitor the event status.
        - If you wish to save as draft instead of publishing click the Save Draft button

        - Drafts will show up in the Events sub category Published Events see 2dii. for more info.
      - If you would like to preview the event first click the Preview button
      - All posts go through an approval process after you click publish. The Post will be reviewed by a moderator who will then approve your post.

2dii. Edit a current Event

- As long as an Event has been added you can now check the status and make edits to current Events.
- Step 1: Mouse hover over the Events category on the left pane
    - You will see the two sub categories Published Events and New Event
    - If Events has been previously clicked the sub categories will now just show on the left pane and will not reappear when you mouse hover the events category.
- Step 2: Click the sub category Published Events
    - This will open a new page where you will have the ability to edit all pending events and published events. Delete events and restore deleted events.
    - Near the top of the page you have the ability to sort posts via: All, Published, Pending and Trash.
    - When sorting by All: Next to every post you will see the word pending if it has yet to be approved by a moderator and the word Draft if you have not published it yet.



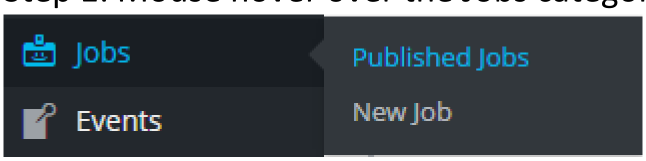
    - When sorting by Trash: you will see all events that you have deleted.
        - Trash will not show up until you have at least one post that you have deleted
        - To remove a post
            - Click the check box next to the event you would like to remove. This will add a check mark next to the event name.

        - Click the word Bulk Actions
            - This will open a screen where you can select Move to Trash
        - Select move to trash
        - Click Apply
- Step 3: To update a published or pending event click the title of the event that is highlighted in blue.
    - You will now be able to make changes the same way you did when you created your event.
    - The only difference you might see is if the post has been approved and published, the publish button will now be an update button.
    - If the post has not been approved the publish button will remain as is.
- All changes made to existing event will remove your current listing from the website until a moderator approves the new changes.

2e. Jobs

2ei. Post a new Job

- Step 1: Mouse hover over the Jobs category on the left pane



    - You will see the two sub categories Published Jobs and New Job
        - The Published Jobs sub category is where you will have the ability to edit, delete and update current or past job offers. This will be discussed further in 2eii.
        - If you accidently just click the Jobs category it will open up the Published Jobs page by default, don't fret follow step 2
- Step 2: Click New Job sub category (on left pane)
    - This will open a new jobs form page
    - This new page is where you can start creating your new Job offer.
    - The top text box under heading New Job labeled *Enter title here* is where your Job title will be. Keep it short and simple and leave the main part of your Job offer is for the body. Your store name is auto populated on the jobs page and will not be needed in the title.

- Step 3: Now that there is a job title we can add the body of the job offer in the large text box below the Title text box.
    - Note there are two tabs on this text box, make sure you remain in visual.
    - This text box will give you all the features you will need to customize your post, feel free to try them all out to obtain your desired look.
- Step 4: Attach an online application redirect link (if your company has one)
    - Below the job description body there is a box labeled Jobs with a text box where you can copy and paste your companies' application URL.
- Step 5: Publish your Job offer.
    - Now that all required boxes are filled navigate to the publish box. Here you will see a Save draft button, preview button, Status: Draft, Visibility: Public, Publish: immediately, and a publish button.
        - Status: will automatically change to pending review when you click the publish button
        - Visibility: should remain public at all times.
        - Publish: should remain set to immediately
    - Click the publish button to post new job offer. This will open up the Jobs sub category Published Jobs, where you can monitor the Job offer status.
        - If you wish to save as draft instead of publishing click the Save Draft button
            - Drafts will show up in the Job sub category Published Jobs see 2eii. for more info.
        - If you would like to preview the Job first click the Preview button
- All posts go through an approval process after you click publish. The post will be reviewed by a moderator who will then approve your post.
- **Job offers do not have an end date so it is your responsibility to remove them as positions have been filled.**

2eii. Edit a current Job

- As long as a job has been added you can now check the status and make edits to current job offers.
- Step 1: Mouse hover over the Jobs category on the left pane
    - You will see the two sub categories Published Jobs and New Job
    - If Jobs has been previously clicked the sub categories will now just show on the left pane and will not reappear when you mouse hover the Jobs category.
- Step 2: Click the sub category Published Jobs (on left pane)
    - This will open a new page where you will have the ability to edit all pending jobs and published jobs. Delete jobs and restore deleted jobs.

- Near the top of the page you have the ability to sort posts via: All, Published, Pending and Trash.
- When sorting by All: Next to every post you will see the word pending if it has yet to be approved by a moderator and the word Draft if you have not published it yet.
- When sorting by Trash: you will see all job offers that you have deleted.
  - To remove a post
    - Click the check box next to the job offer you would like to remove. This will add a check mark next to the job name.
    - Click the word Bulk Actions
      - This will open a screen where you can select Move to Trash
    - Select move to trash
    - Click Apply

- Step 4: To update a published or pending Job click the title of the Job offer that is highlighted in blue.
  - You will now be able to make changes the same way you did when you created your job.
  - The only difference you might see is if the post has been approved and published, the publish button will now be an update button.
  - If the post has not been approved the publish button will remain as is.
- All changes made to existing jobs will remove your current listing from the website until a moderator approves the new changes.

2f. Logout

- Step 1: Click log out in the top right hand corner of the page