How to 'post' something on your icanbea… profile
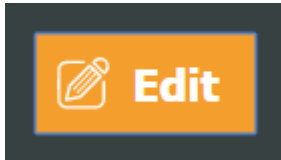
The **Edit button** is your friend. If you've been setup as a profile administrator, you should see the Edit button on profiles that you're entitled to edit.

 If you don't see this button on your organisation's profile, contact us at team@icanbea.org.uk

- **Log In** to icanbea… and make sure you're viewing the organisation page that you wish to post from
- Click on the **View Jobs/Posts** counter in the coloured bar at the top right of your profile
- Click on the **Edit button** in the bottom right of the screen
- Click on the **pencil icon**
- Click on the orange **'+ Create'** command in the top left of the dialogue box that appears and fill in the details of the post, before clicking the **'OK' butto**n to make the post

Tips

- The **Title tab** is for tagging your post and getting it to show up where you want it. Use the '**Excerpt**' for sentence or two that will show up in your post's preview
- **Mandatory details for the post are marked with an asterisk**
- **Title*** is the heading that appears for the post on your page and relevant industry or sector news feeds
- **Slug*** is the last bit of the internet address for your post. The slug is automatically created based on the title of the post, but can't be the same as another existing slug on the site. If the form says that there's and issue with the slug, try adding some letters or number onto the end of it. Your initials or the initials of your organisation will usually do the trick. Once you've created the post, you can use the post's internet address to share it in emails, websites and other social media.

- **Post Type*** determines whether the post you're making is a Job, an Event or an Article. This helps users find and filter your content. Selecting the appropriate type opens up additional fields where relevant.
- **Industries / Sectors*** determines where else on icanbea… your post will show up, other than on your organisations profile or wall.
- **If you are posting a job** please consider adding a **Job type, Closing Date, Salary, City and County and URLs (Internet links) to more info and any application process.**
- **If you are posting an event,** please consider using the **Event Date** filed in addition to any instructions you're putting in the text.

How to edit or change something on your icanbea… profile

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Click on the **Edit button**, then click the section of the page or image that you wish change. Dialogue boxes will open up for each section for you to make any changes you wish. When you're done, click the main Edit button again.

If you have any queries or issues about using the site then get in touch with the team: team@icanbea.org.uk