

# Employment and Classified Advertising

## Frequently Asked Questions

### Basic Information:

1. **Pricing:** A 30 day posting is \$75 for CBA members (must be signed into website using a CBA member number) and \$100 for nonmembers.
2. **How do I get the member price?** You must be logged into the main CBA website ([www.cobar.org](http://www.cobar.org)). Click on the “login” tab in the upper right and enter in your information.
3. **What is my log-in information?** Unless you have changed it, your user name is your CBA member number and your password is your last name. If this is not working or you are unsure of your number, please call 303-860-1115 and ask the receptionist to look up your website log-in information.
4. **Is there a space limit?** There is a 600 character limit, including spacing.

### Submitting the Ad:

1. **Is the ad placed online right away?** Yes
2. **Is the ad placed on both the DBA and CBA sites?** No just CBA. We no longer post ads on the DBA site, this is the ONLY place for classified advertising with the Bar, print or electronic.
3. **What is a blind box?** This enables the advertiser to receive responses without showing their email address. There will be a “Reply here” button above the ad which takes the applicant to a form where they can enter in their information, and attach a resume and cover letter. This form and all attachments will be sent automatically to the email address you provide.
4. **What is the List Serve?** This is one of the CBA opt-in email lists that sends out an email when a new job is posted on the website. If you choose yes, your posting will be emailed directly to approximately 1500 CBA members. This is free of charge.
5. **Can my billing address differ from the address that the CBA has for me?** Yes, the billing or contact information for the ad does NOT have to match the CBA record of the member ID the ad is being placed under.
6. **Can I place an ad for more than 30 days?** Yes, enter in the number of months you want to run in total where it says “how many months.” You must pay for the entire run when you post the ad. Note, if you decide to take down the ad before the end of the time period you paid for, you will not receive a refund.
7. **Can I place an ad for less than 30 days?** Yes, you may take the ad down early but our minimum charge is for one full month so you will not receive a refund.
8. **Can I change the ad once it is up? How do I take it down early?** To make any changes, log into the website and click on the “My Cobar” tab. Look under the heading “CBA purchases” where it will say “edit, view or copy classified or employment ads purchased.” To take the ad down, select “No” where it says “Show Ad on Site.”

### Troubleshooting:

1. **I’m logged in but the site is charging me the full \$100, why?** If you have an ALA membership or any type of complimentary membership, you will not receive the discounted rate. You must sign into the website under the membership number of a full dues paying CBA member.
2. **Why is my credit card being declined?** Please double check that the billing address you have entered matches the credit card’s actual billing address. If you are signed into the website as someone else, during the check-out process you will be able to enter in a different billing address if needed.
3. **When I try to complete the purchase, it sends me back to the log-in screen and I don’t get a confirmation, did it work?** Most likely not, as the ads are posted immediately and it would show up on the website if it went through. It is most likely your browser which is the problem, you will need to download the most recent version and try again.
4. **Why can’t I see the full ad?** You most likely went over the 600 character limit. Please double check your character count (including spacing) in a word document or some other word processing program before pasting your text into the ad box.

***Please double check that you are being charged the correct amount before completing the transaction.  
Advertisements are non-refundable. Still have questions? Call the CBA at 303-860-1115.***