Employment and Classified Postings FAQ

Basic Information:

1. **Pricing:** A 30 day posting is $200 for CBA members and $350 for nonmembers.

2. **How do I get the member price?** You must be logged into the main CBA website (www.cobar.org). Click on the "member 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.

5. **Can I access my old ad postings?** No, once your job has expired you will no longer be able to access it or the applications associated with it via the website.

Submitting the Ad:

1. **Is the ad placed online right away?** Yes. You enter in your ad, pay by credit card and it posts immediately.

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 both bar associations, print or electronic.

3. **I am not a member but someone in my office is, can I use their login?** Yes

4. **Is there a blind box?** Blind box replies are automatic, once posted the ad will have an "Apply" button beneath it. All replies will be emailed to the e-mail address you enter when posting the ad (does not have to be the email associated with the member's account you are using). The applicant will not see the email address their reply is being sent to or the company name if you do not put it in the text of the ad.

5. **Is there a way to remove the "Apply" button?** No. If you would prefer people to apply through your website, please state that in the text of the ad, including the website they should apply via.

6. **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.

7. **Can I place an ad for more than 30 days?** Yes, select the number of months you want to run in total where it says "How long would you like to run this ad?" 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.

8. **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.

Editing Your Ad:

1. **Can I change the ad once it is up?** To make any changes, log into the website and click on the "My Cobar" tab, top right. Look under the heading "Employment and Classified Ads" and "View My Job Postings". Click on the edit button of the ad you would like to change. Make sure to update your changes at the bottom of the page.

2. **How do I take it down early?** To take the ad down, while in the edit mode as explained above, select "No" where it says "Show Ad on Site." Make sure to update your changes at the bottom of the page. Please note, once an ad has expired, you can no longer access it or the applications associated with it via the website.

Accessing applications and invoices:

1. **Can I access the applications via the website?** Yes. You will automatically be emailed all applications to your posting but if you would like to access them via the website, log into the website and click on the "My Cobar" tab, top right. Look under the heading "Employment and Classified Ads" and "View My Job Postings". Click on the "View Applicants/Resumes" button.

2. **I need a copy of my receipt/invoice?** Log into the website and click on the "My Cobar" tab, top right. Beneath your name and membership status you will see an "invoices" button. All receipts will be listed here.

Troubleshooting:

3. **I'm logged in but the site is charging me the full $150, 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.

4. **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.

5. **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.

6. **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. There is also a character countdown at the bottom of the text box to help you monitor how much space you have remaining.

7. **I am not a member and when creating my web profile to apply to a job, it asks for my firm. I am unemployed.** You can simply type in your name here, you are not required to select one of the drop down firm names.

Policies:

1. You do not need to be a member of the CBA to post or apply to an ad, but you do need to create a website login.

2. All ads must be paid for with a credit card online by the poster before the ad is posted. Being invoiced and/or paying by check or cash is not an option.

3. **CBA staff CANNOT place ads on behalf of posters**; this is a self-service website only.

Please double check that you are being charged the correct amount before completing the transaction.
Advertisements are non-refundable.

Still have questions? Email classifieds@cobar.org