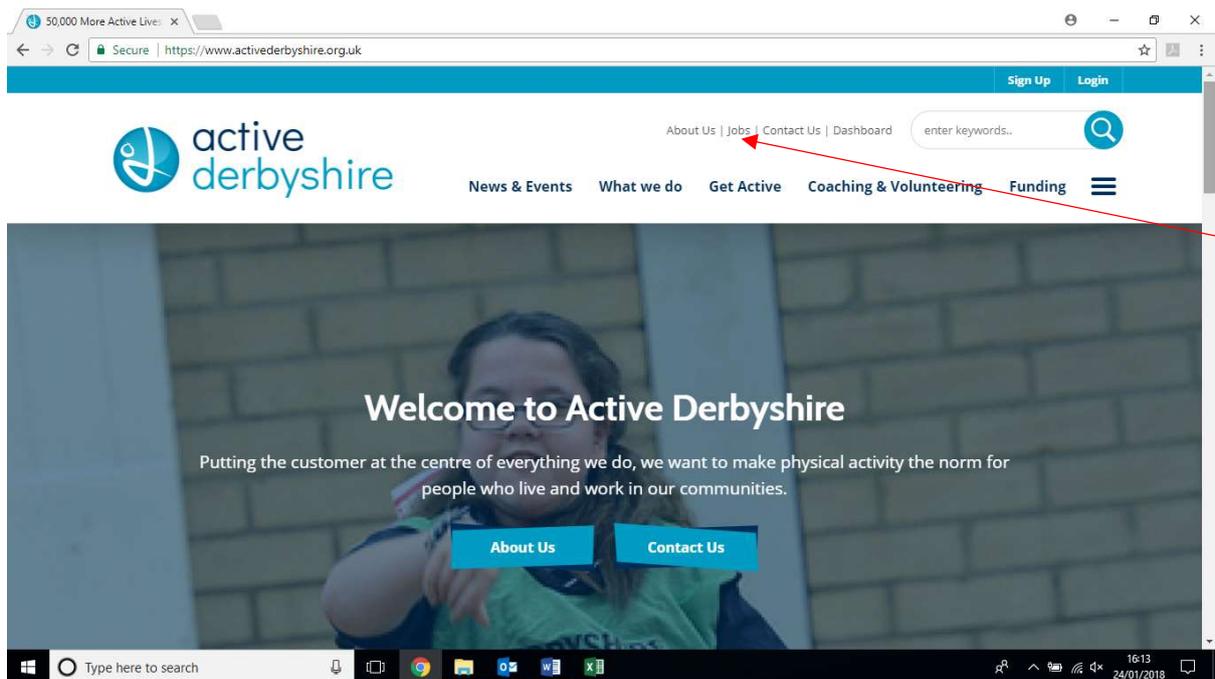


To upload a job advert on to the Active Derbyshire website go to [www.activeDerbyshire.org.uk](http://www.activeDerbyshire.org.uk)

To add a job you need to be a registered website user and create an account with an e-mail address and password. If you already have an account click 'Login' in the top right-hand corner of the home page. To create an account click 'Sign Up' in the top right-hand corner on the home page.



Once you are logged in click on the 'Jobs' link at the top of the home page.



Next, click on the button which says 'Add Job'.

The screenshot shows the 'Jobs' section of the Active Derbyshire website. At the top, there is a navigation bar with the site logo and menu items like 'News & Events', 'What we do', 'Get Active', 'Coaching & Volunteering', and 'Funding'. Below the navigation, there are buttons for 'Add Job', 'Admin', and 'Switch to Voluntary Opportunities'. The main content area displays a list of jobs, with the first one being 'NCS Team Leader' at Sheffield United Community Foundation. A red arrow points to the 'Add Job' button. On the right side, there is a search and filter sidebar with options for salary range and job types.

To add the job to the website, complete the relevant fields on the form. Those fields marked with a red asterisk (\*) must be filled in, the other fields are optional.

The summary will appear on the jobs search results page with a link to the full job advert.

The screenshot shows the 'Add New Job' form. The form is titled 'Add New Job' and has a tab labeled 'ABOUT THE JOB'. It contains three main sections: 'Title of Job\*' with a text input field, 'Organiser / Associated Organisation:' with a search input field and a note about linking to existing organizations, and 'Summary\*' with a text area and a note that it is limited to 100 words. The form is set against a light blue background with the Active Derbyshire logo and navigation menu at the top.

If you would like to add supporting documents to the job advert, such as a job description or person specification, these files can be uploaded under the 'Supporting documents' heading. Click on 'Choose File' and then navigate to where the document is saved on your computer

and double click on the file. If you would like to add another file click 'Add Another' and repeat the process.

Contract:  
 N/A  Contract/Temporary  Permanent  Maternity Cover

Job Reference:  
Job application reference

**SUPPORTING DOCUMENTS**

Add New:  
Any files associated with your job application.  
 No file chosen

**APPLICATION DETAILS**

External Website:

**CONTACT INFORMATION**

Contact Name:

Contact Telephone:

At the bottom of the form, under 'Administration' there is the option to share the advert on other CSP websites across the country without having to complete the form again. If you select 'Yes' the advert will appear on every CSP website which use the SportSuite system. If you select 'No' it will appear solely on the Active Derbyshire website. If you select 'Share with selected members of Team SportSuite' you can specify which other websites it will appear on.

Contact Email:

**ADMINISTRATION**

Would you like to share this job with other members of Team SportSuite?  
 Yes  No  Share with selected members of Team SportSuite

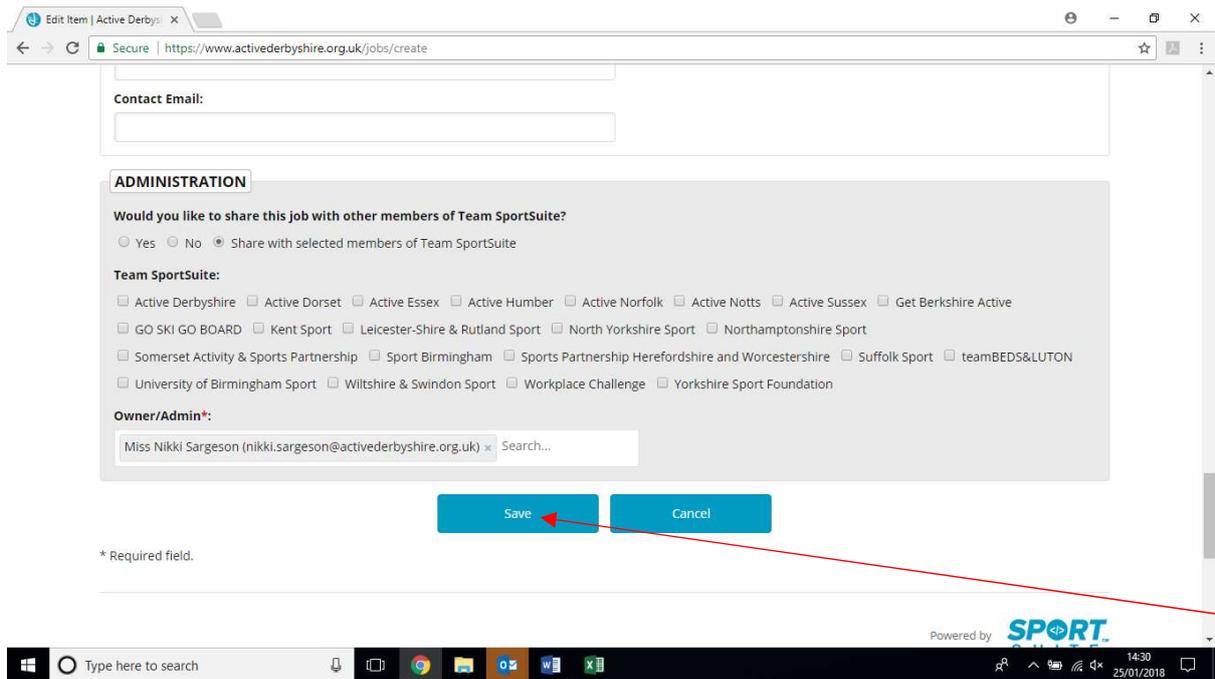
Team SportSuite:

- Active Derbyshire
- Active Dorset
- Active Essex
- Active Humber
- Active Norfolk
- Active Notts
- Active Sussex
- Get Berkshire Active
- GO SKI GO BOARD
- Kent Sport
- Leicester-Shire & Rutland Sport
- North Yorkshire Sport
- Northamptonshire Sport
- Somerset Activity & Sports Partnership
- Sport Birmingham
- Sports Partnership Herefordshire and Worcestershire
- Suffolk Sport
- teamBEDS&LUTON
- University of Birmingham Sport
- Wiltshire & Swindon Sport
- Workplace Challenge
- Yorkshire Sport Foundation

Owner/Admin\*:  
 Search...

\* Required field.

Once you have completed the form click 'Save'.



If you have admin rights to the Active Derbyshire website the job advert will go 'live' immediately. If not, the advert will need to be approved by an administrator before it will appear on the website. Once you have saved the advert a notification will be sent to an administrator who will check and approve the advert, if suitable, as soon as possible. Adverts will automatically be removed from the website/s once the closing date for the job has passed.