Welcome to **Work in Golden**

You must register and create an account to log in to the site. Once you have your account, access to a dashboard to manage your postings.

It is easy! Please follow the instructions.

To register and create an account:

1. **Open your preferred web browser** on a computer, tablet or mobile device. Examples of web browsers include Google Chrome, Firefox or Safari.

2. **Type in your browser** https://workingolden.ca/

3. **Click on the _Post a Job_ label.** You will find it in the navigation bar at the top right of the page.

4. **Click on the brown _Create new account_ tab.**

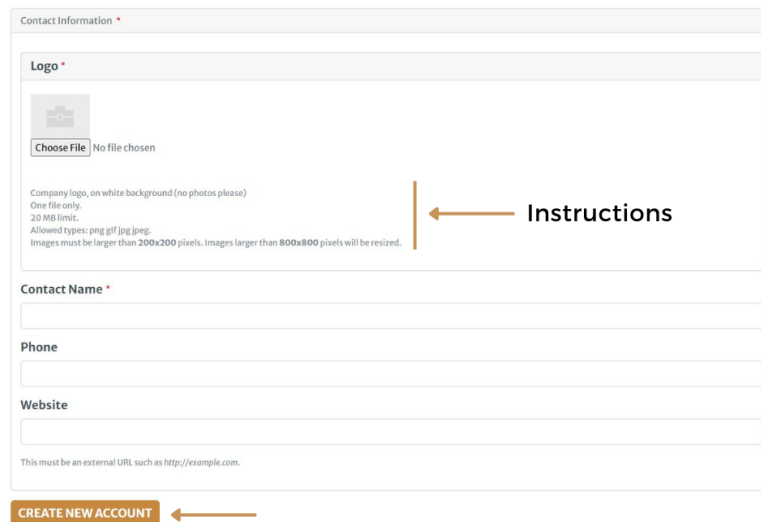**5. Register by using your email and creating a password that you will use for your login.**

Please note:

- You must use a valid email address. It is not made public and will only be used if you wish to receive a new password or certain news or notifications by email.

- Several special characters are allowed when creating a password, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign

6. Complete the contact information.

- Upload your logo image (no photos are allowed). Please read the <u>instructions</u> to use the right size, type of image, and pixels:

● Company logo, on white background.
● One file only.
● 20 MB limit.
● Allowed types: png, gif, jpg, jpeg.
● Images must be larger than 200x200 pixels. Images larger than 800x800 pixels will be resized.

- Add your name, phone number, and website address of the company, organization, or business you represent.

7. **Click on the brown *Create new account* button.**

Please note: If the logo does not show in your job offers posted, you should clear your browsing history, refresh the page, and view it again.

8. **You will receive an email with the notification of pending approval.** Check your spam or junk folders if you do not see it in your inbox. It will look similar to this:
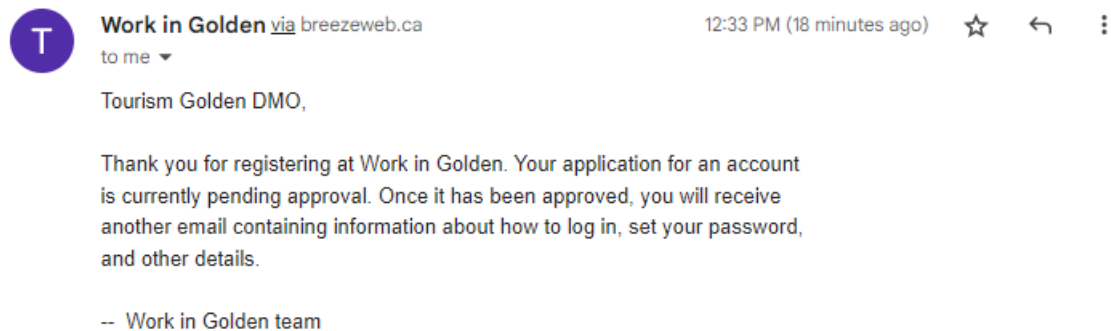
9. **Once your account is approved, you will receive another email** containing information about logging in, resetting your password, and other details.

To log in:

Once you have your account created, you are ready to log in.

1. **Go to** https://workingolden.ca/

2. **Log in to your WIG account** by using your email and password.

3. **Once you log in, click on *Post a Job* label.**

4. **Complete the information required:** title, job description, compensation, job Industry, type, season, how to apply, link to the application (if applicable), and application email.

5. **Click on the brown *Save* button** once you have completed all fields required.

☑ Published ← Be sure the box is checked
↓
SAVE
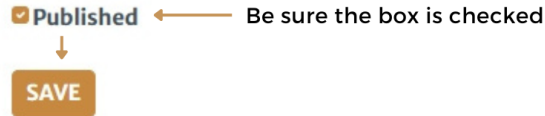
6. **Check if the information published is correct** by clicking on the *Manage Jobs* label or scrolling to the *New & Update Jobs* section in the home and clicking on the *View All Jobs* button.

Click here to see all jobs posted
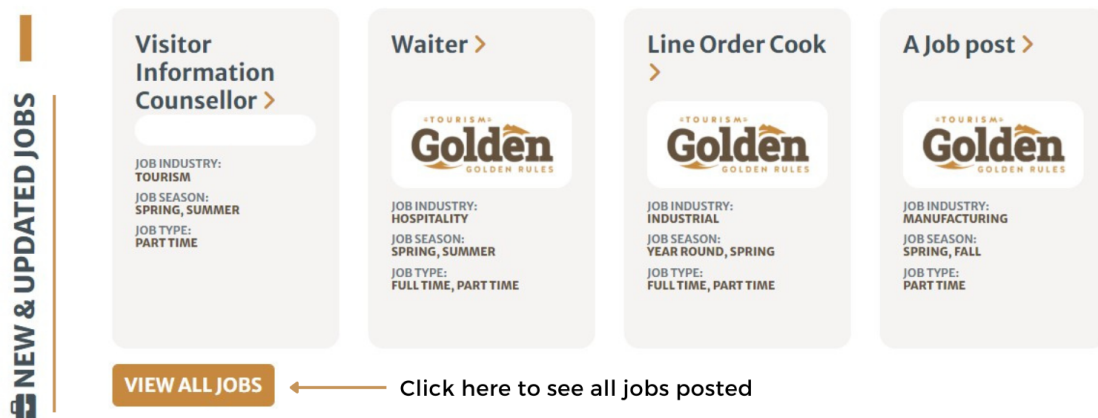
To manage your job posts:

1. **Go to** https://workingolden.ca/

2. **Log in to your WIG account** by using your email and password.

3. **Click on the *Manage Jobs* label.** Remember that you will find it in the navigation bar at the top right of the site.

4. **Click on any of the jobs you have posted in the <u>Employer Dashboard</u>.** You can view, edit, unpublish, or delete them.
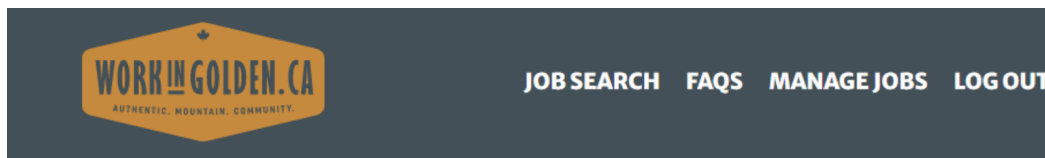

Employer Dashboard ← You will see all your postings here

Title		Published	Updated ▼
Visitor Information Counsellor	Edit	✓	Thu, 01/12/2023 – 11:42

Click here to see your post

Click here to edit your post

POST A JOB

View Edit Delete
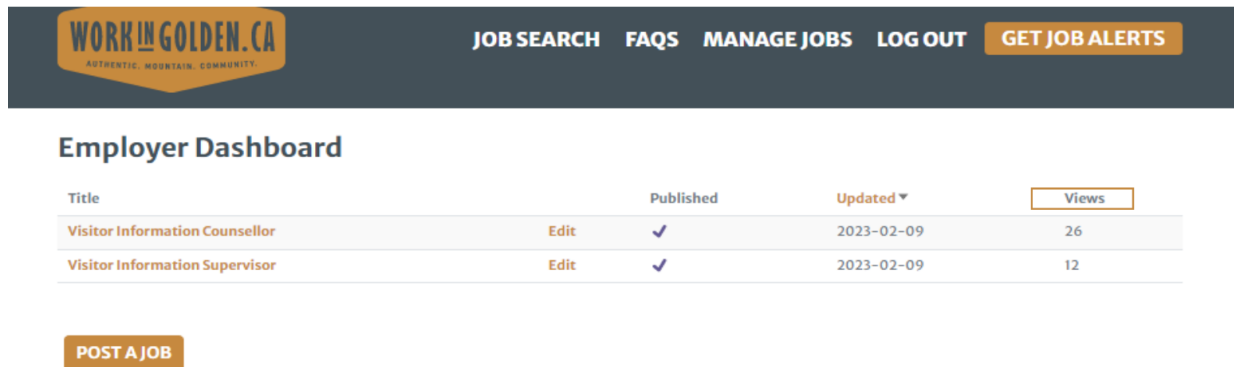
Title *

Visitor Information Counsellor

Job Description *

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If you want to save a posted job as a draft copy in your **Dashboard**, you can unpublish it by removing the check mark on the box *Published*. You will find it at the bottom of your post. To save changes remember to click on the brown *Save* button.

Remove the check mark

☑ Published → ☐ Published

SAVE Delete   SAVE Delete

Click to save changes in your post
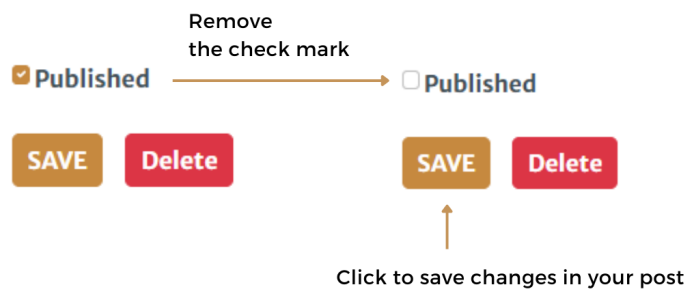
Please note: In your **Employer Dashboard** you also can see how many views your posted jobs are getting.

To reset your password:

1. **Go to** https://workingolden.ca/

2. **Click on the *Reset your password* tab.** Use your registered email and click on the *Submit* button. You will receive a one-time login link in your email.

3. **Click on the one-time login link you have received**. You will be redirected to the site, and a green prompt message will appear at the top of the page. You are ready to change your password.
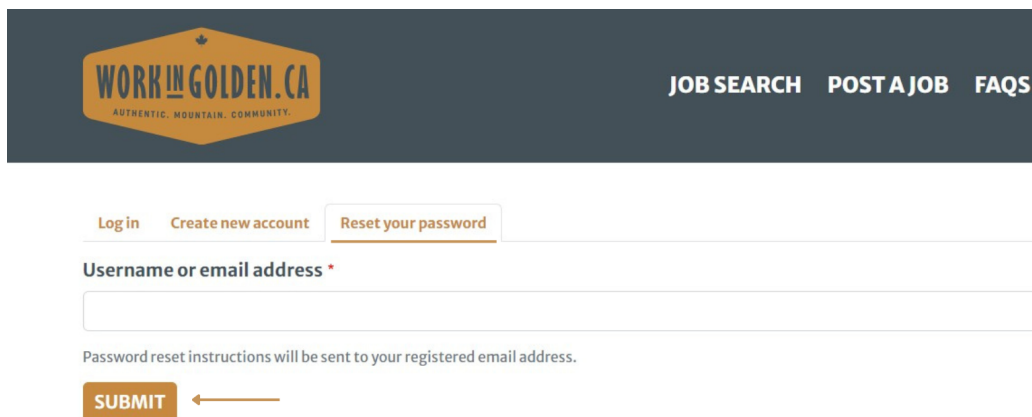
WORK IN GOLDEN.CA
AUTHENTIC. MOUNTAIN. COMMUNITY.

JOB SEARCH   **FAQS**   **MANAGE JOBS**   **LOG OUT**   **GET JOB ALERTS**

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.   ✕

My Account

View   Edit

Email address *