

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://workinggolden.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.

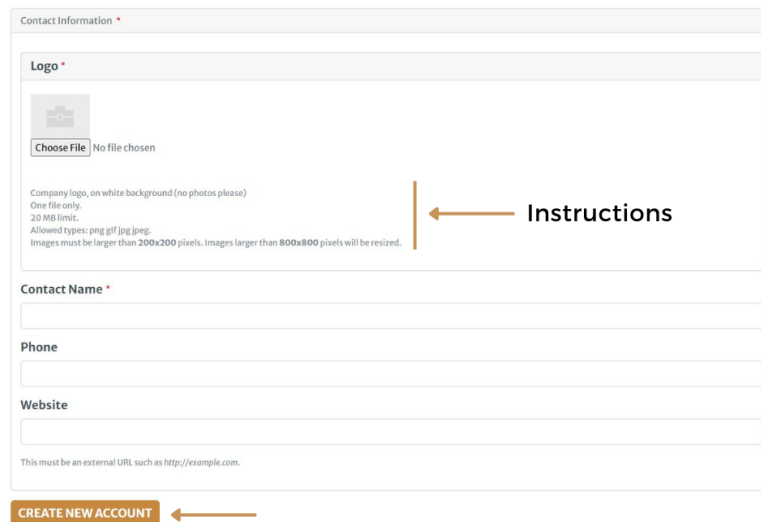
Please note:

- 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 instructions 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.

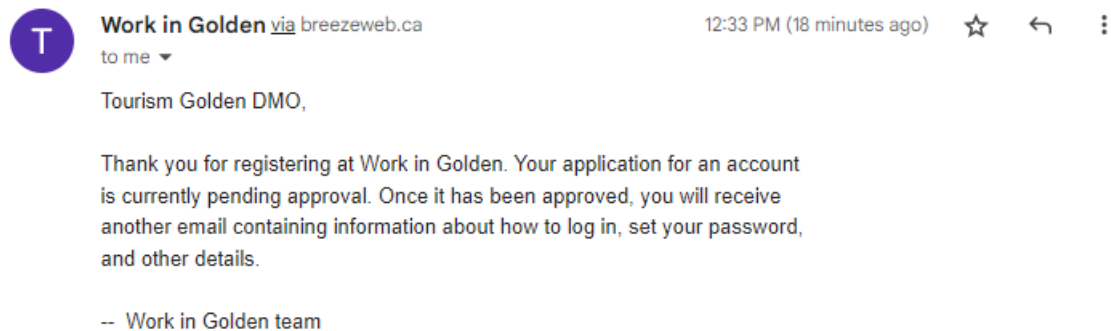
7. Click on the brown *Create new account* button.



The screenshot shows a web form titled "Contact Information". It has a "Logo" section with a "Choose File" button and a "No file chosen" message. Below this, there are instructions: "Company logo, on white background (no photos please)", "One file only.", "20 MB limit.", "Allowed types: png gif jpg jpeg.", and "Images must be larger than 200x200 pixels. Images larger than 800x800 pixels will be resized." An orange arrow points from the word "Instructions" to the instruction text. Below the logo section are three input fields: "Contact Name", "Phone", and "Website". A note below the website field says "This must be an external URL such as http://example.com.". At the bottom of the form is a brown button labeled "CREATE NEW ACCOUNT" with an orange arrow pointing to it from the right.

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.

- 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:



- Once your account is approved, you will receive another email** containing information about logging in, resetting your password, and other details.

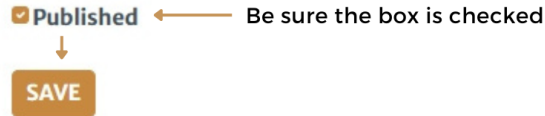
To log in:

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

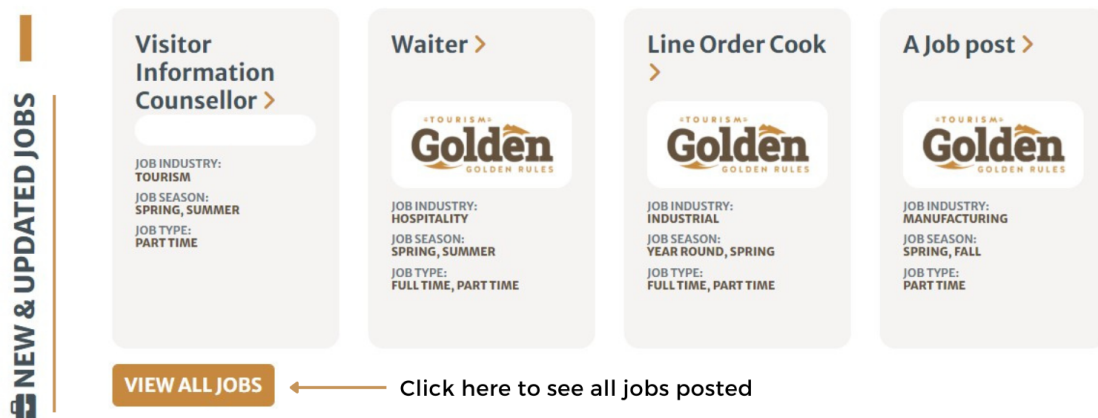
- Go to <https://workinggolden.ca/>
- Log in to your WIG account by using your email and password.

A screenshot of the Work in Golden website's login page. The header features the 'WORK IN GOLDEN.CA' logo with the tagline 'AUTHENTIC. MOUNTAIN. COMMUNITY.' and navigation links for 'JOB SEARCH', 'POST A JOB', 'FAQS', and a 'GET JOB ALERTS' button. Below the header, there are three links: 'Log in', 'Create new account', and 'Reset your password'. The 'Log in' link is highlighted with an arrow. The main form contains two input fields: 'Email address *' and 'Password *'. Below the email field, a note states 'You can use your email address to login.' Below the password field, a note states 'Enter the password that accompanies your username.' At the bottom of the form is a 'LOG IN' button, which is also pointed to by an arrow.

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.



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.



To manage your job posts:

1. Go to <https://workinggolden.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 **Employer Dashboard**. You can view, edit, unpublish, or delete them.



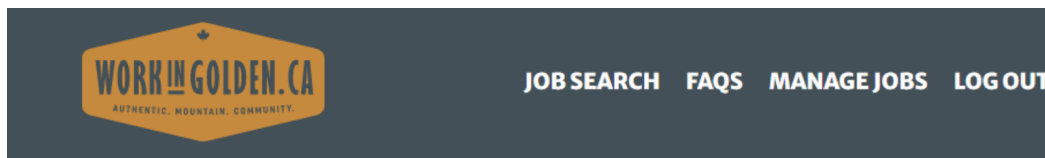
Employer Dashboard ← You will see all your postings here

Title	Published	Updated ▾
Visitor Information Counsellor	✓	Thu, 01/12/2023 - 11:42

Click here to see your post

Click here to edit your post

POST A JOB



View Edit Delete

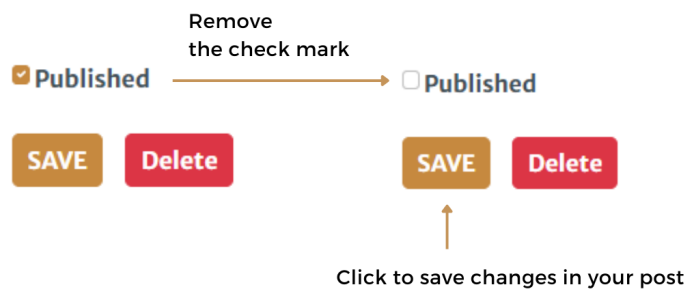
Title *

Visitor Information Counsellor

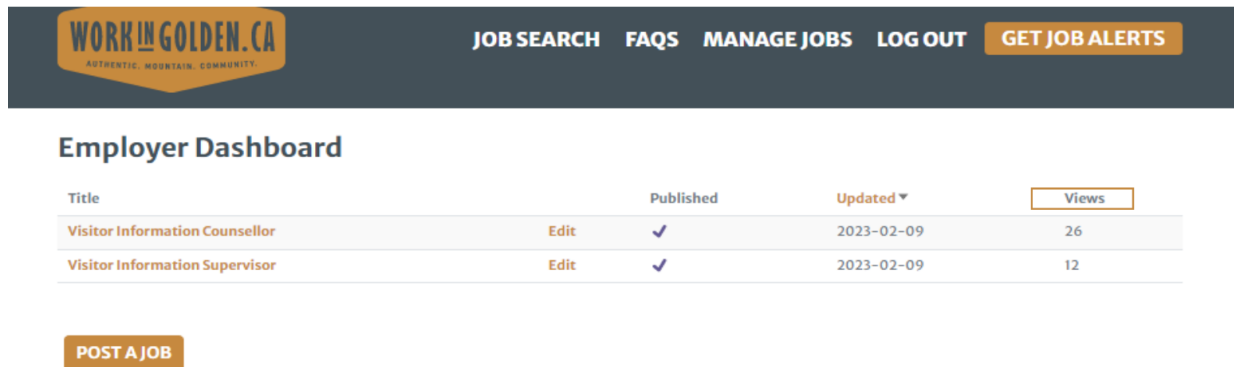
Job Description *

B I [Link] [List] [List] Paragraph [Dropdown] [Dropdown]

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.



Please note: In your **Employer Dashboard** you also can see how many views your posted jobs are getting.



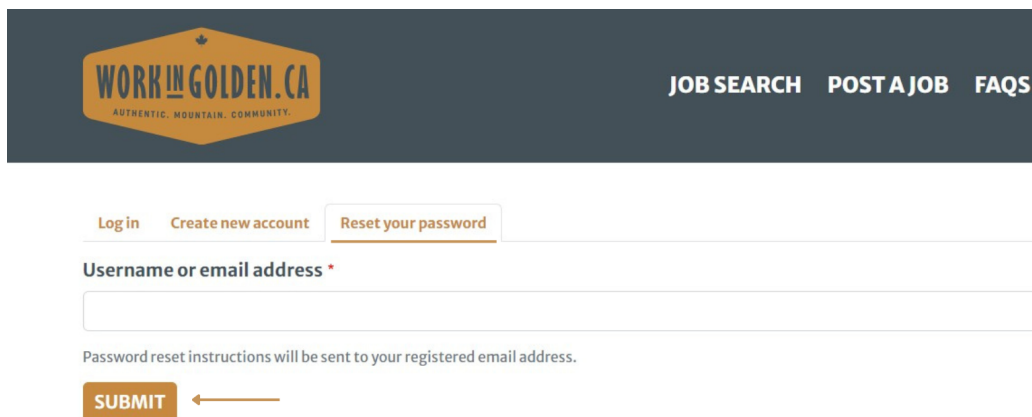
The screenshot shows the top navigation bar with the logo 'WORK IN GOLDEN.CA AUTHENTIC MOUNTAIN COMMUNITY' and links for 'JOB SEARCH', 'FAQS', 'MANAGE JOBS', 'LOG OUT', and 'GET JOB ALERTS'. Below the navigation is the 'Employer Dashboard' section. It contains a table with the following data:

Title		Published	Updated ▼	Views
Visitor Information Counsellor	Edit	✓	2023-02-09	26
Visitor Information Supervisor	Edit	✓	2023-02-09	12

Below the table is a 'POST A JOB' button.

To reset your password:

1. Go to <https://workinggolden.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.



The screenshot shows the password reset form. At the top, there are three tabs: 'Log in', 'Create new account', and 'Reset your password'. Below the tabs is a text input field labeled 'Username or email address *'. Below the input field is a note: 'Password reset instructions will be sent to your registered email address.' At the bottom of the form is a 'SUBMIT' button with a left-pointing arrow.

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.



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 *