## How To Post (Job Opportunities, Training, Events, Resources, And News) on TDIN Website

- 1. Go to http://tdin.ca
- 2. Click LOGIN and enter your login information



3. On the home tab, select the category which you want to post. Example resource or an opportunity



Example: Adding a new opportunity

| Home | About 🔻      | Resources 🝷 | Training 🝷 | Events  | Logou         | t Profile                   | Search     |            |          |
|------|--------------|-------------|------------|---------|---------------|-----------------------------|------------|------------|----------|
|      |              |             |            |         |               |                             |            | Hid        | e Tags 🔺 |
| Find | Opport       | unities by  | topic:     |         |               |                             |            |            |          |
| Adv  | ocacy        | Bulletins   | OVID-19    | Drop-In | Emergenc      | v Food Security Harm Reduct | ion Health | 1          |          |
| Hou  | sing & Ho    | meless Im   | migration  | Incom   | e Indigeno    | us Job Posting Legal LGBT   | IQ25 Men   | Mental Hea | alth     |
| ow/  | ODSP         | Peers Sen   | iors Sex   | Work    | Social Enterp | rise Substance Use Transit  | Veterans   | Women Y    | outh     |
|      |              |             |            |         |               |                             |            |            |          |
| 🔁 Ad | d a Opportun | lity        |            |         |               |                             |            |            |          |

4. A new window will open. Fill in the required fields then click add opportunity at the end of the page to submit your posting to TDIN for approval.

|                                |   |   |  |   |   |   |   |   |   | indicates a required fiel |              |   |  |
|--------------------------------|---|---|--|---|---|---|---|---|---|---------------------------|--------------|---|--|
| Job Title <b>*</b>             |   |   |  |   |   |   |   |   |   |                           |              |   |  |
| Please supply a title for this |   |   |  |   |   |   |   |   |   |                           |              |   |  |
|                                |   |   |  |   |   |   |   |   |   |                           |              |   |  |
| Description                    |   |   |  |   |   |   |   |   |   |                           |              |   |  |
| Paragraph 🝷 👘 🥜 🔆              | 4 | è |  | Ω | E | Ξ | ∃ | в | I | U                         | <u>A</u> • / | - |  |
|                                |   |   |  |   |   |   |   |   |   |                           |              |   |  |

5. To prevent spam posts, TDIN will approve member posts within one business day. If you require assistance, please contact TDIN Member Support Coordinator at <a href="mailto:support@tdin.ca">support@tdin.ca</a>