



# **Microsite Tutorial: Adding a Vacancy to your Microsite**

## How to Add a Vacancy to your Microsite

For each vacancy posted on our site you will also be required to attach each job to your microsite via the 'Vacancies' tab.

Firstly you'll need to log into the site, and select Microsite Management from your account page. Upon entering the microsite content screen, from the top navigation select '**Vacancies**'



Select 'Vacancies' from the menu bar at the top of the page.

You will see a list of vacancies which have already been attached to your microsite. In order to add new vacancies select 'Add New' at the bottom of the page.

## Microsite Management: Vacancies

Main Details | Content | Menu | Vacancies | View Microsite

Vacancy	
W&B1003CLJ - Senior Associate/Jnr Partner - Commercial, IP, or Corporate	Delete
W&B1002CLJ - Trainee	Delete

[Add New ▶](#)

Click here to attach a new vacancy.

Use the dropdown to select the vacancy you wish to attach to your microsite. If no further vacancies appear you will need to add the new vacancy first by returning to your account here:

<http://www.comparelegaljobs.com/employers/>

## Microsite Management: Vacancies

Main Details | Content | Menu | Vacancies | View Microsite



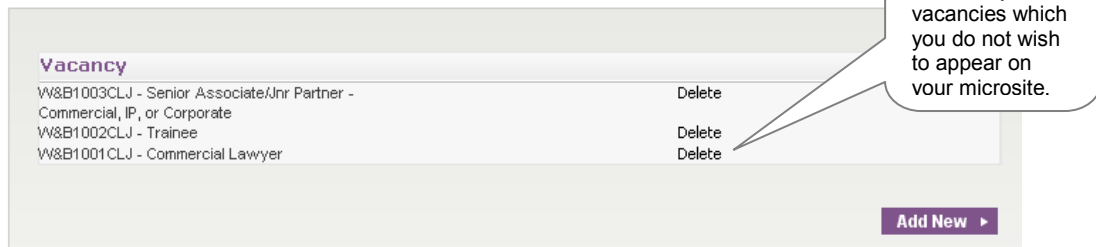
Select your vacancy from the dropdown and then click 'Insert'

Vacancy	
W&B1001CLJ - Commercial Lawyer	▼ Insert Cancel
W&B1001CLJ - Commercial Lawyer	Delete Delete

Your new vacancy has now been successfully attached to your microsite. In order to view the changes select 'View Microsite' from the top navigation bar.

## Microsite Management: Vacancies

Main Details | Content | Menu | Vacancies | View Microsite



Click here to view your microsite.

Click here to delete any vacancies which you do not wish to appear on your microsite.

Vacancy	
W&B1003CLJ - Senior Associate/Jnr Partner - Commercial, IP, or Corporate	Delete
W&B1002CLJ - Trainee	Delete
W&B1001CLJ - Commercial Lawyer	Delete

Add New ▶



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