



# TRAUMA CENTER

Association of America

ADVOCACY • FINANCE • OPERATIONS

## Career Center: Non-Member Job Posting Instructions

Visit the link: <http://careers.traumacenters.org/>

**STEP 1:** Since your organization is a member of TCAA your listing will be free.

However, you will first need to create an account by selecting **POST A JOB** in the top right corner.



**STEP 2:** Please select the Basic Posting Package by clicking on the blue **GET STARTED** button under the Non-Member Price.

<b>Basic Posting</b>
90-Day Basic Posting
Single 90 day basic job posting
<b>Member Price</b>
<b>\$0.00</b>
<b>GET STARTED</b>
<b>Non-Member Price</b>
<b>\$199.00</b>
<b>GET STARTED</b>

**STEP 3:** Find the “I Am Not a Member” white text-box and click **Continue** (This creates a new career center account).

**I Am Not a Member**

Non-members and guests may still access the benefits of the Career Center. Although you do not have all the benefits that members get, you can still post jobs, search resumes, and more from inside your recruiting account. Please proceed here.

[Click Here To Continue](#)

**STEP 4:** Complete the New Users Create an Account Form with your organization's information and then click on **Create My Account**

**New Users Create an Account**

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**Your Information**

\* First Name

\* Last Name

Job Title

\* Email Address

\* Re-enter Email Address

\* Phone Number

Ext

Fax Number

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**Your Company's Information**

\* Company

\* Organization Type  Ad Agency  
 Employer  
 Recruiting Firm

\* Address

Address 2

\* City

\* State / Province   
 Other

\* Zip / Postal Code

\* Country

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**Security**

\* Password

\* Re-enter Password

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**Terms and Conditions**

Check here to indicate that you have read and agree to the terms of the [Usage Agreement](#) and [Privacy Policy](#).

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**STEP 5:** Type of Job posting should automatically have (Non-Members) 90-day Basic Posting selected. Scroll down to complete Job Posting information in form.

Type of Job Posting		
Product	Duration	Cost
<input type="radio"/> (Members) 90-Day Basic Posting Single 90 day basic job posting	90 days	\$0.00
<input checked="" type="radio"/> <b>(Non-Members) 90-Day Basic Posting</b> Single 90 day basic job posting	90 days	\$199.00
<input type="radio"/> (Members) Enhanced Package	90 days	\$99.00

**STEP 6:** Once you have entered your job posting information, you can preview it or click **Continue**. The next page gives you options of add-ons for purchase. You can select **No Thanks**, to opt-out of add-ons and go to the payment page.

### Review/Finalize Your Order

Please review your order and then choose a payment method below to complete the order. If you have any questions or encounter any problems, please call 860-437-5700.

Order Summary		
Item	Job Board	Price
<input checked="" type="checkbox"/> 90-Day Basic Posting	Trauma Center Association of America	\$199.00

Have a coupon? Enter it here:

**Total:** \$199.00

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**Who should receive billing & receipt information?**

Send receipts & invoices to me  
Kayla Barna  
Kayla@traumacenters.org  
108 Gateway Blvd  
 Mooresville, North Carolina 28117  
 United States

Send receipts & invoices to a new contact

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Pay by Credit Card	Pay by Check / Invoice
Name on Card <input type="text"/>	When you choose to pay by check / invoice your order will be completed immediately and you will be issued an email invoice.  Purchase / IO # <input type="text"/> <small>optional</small>
Card Number <input type="text"/>	
Card Type <input type="text" value="Visa"/>	
Expiration <input type="text" value="January (1)"/> <input type="text" value="2017"/>	
CVV2 Code <input type="text"/> <small>what is this?</small>	
ZIP <input type="text"/> <small>optional</small>	
Purchase / IO # <input type="text"/> <small>optional</small>	<input type="button" value="Pay by Check / Invoice"/>
<small>Note: Press the button only once to avoid double charges to your credit card. Please be patient as it may take a moment to process.</small>	