Thank you for your interest in sharing your opportunity with Travis AFB Service members, veterans, dependents, and military spouses!

To get started, we have a few basic instructions that will be necessary to post on our job board and a few rules to keep things running smoothly!

First, each individual employer will need to create a post as a **SINGLE** powerpoint slide. All jobs posted as more than this, will be removed. If you have a job with a lot of information you aren't sure will fit on a single slide, or multiple jobs, please consider posting a single slide with a link to your job postings. If you would like to have multiple employers on single slides, this is acceptable as well.

The Google Slides slide templates are available and optional for your use, but please feel free to use your own design!

Ex:

Ensure your link is something someone can type out.
(You can use Bitly to shorten your link   https://bitly.com/)

Please put the date that your position(s) close out somewhere on the slide.

After you have created this slide, you can follow the link provided at the bottom of the page and begin the posting process.

To post your slide after following the link:

FOR GMAIL USERS -
1. Click **File**
2. Click **Import Slides**
3. Click **Upload** at the top left
4. Click **Select file from your device**
5. Open your slide and let it upload
6. Once it uploads, click on the slide
7. Click **Import Slides**
8. Once your slide is uploaded, no need to save (GoogleDocs does this automatically)
9. Your slide is posted!! Please exit the slideshow and page.

FOR NON-GMAIL USERS -
1. In your *PowerPoint* slide application, save your slide as a JPEG File Interchange Format (**under File → Save As → Save As Type**)
2. Follow the link to the Job Board
3. Click **Slide**
4. Click **New Slide**
5. Click **Insert**
6. Click **Image → Upload from Computer**
7. Select your JPEG file
8. Adjust Size & Slide as desired
9. Once your slide is complete, no need to save (GoogleDocs does this automatically)
10.   Your slide is posted!! Please exit the slideshow and page.

Now, just a few Rules!

- ❖ When your job is filled, please let us know! It's important for us to track employment statistics and so that we can remove your posting to keep our board updated.
- ❖ Please DO NOT modify other's slides, we can see who modifies what and we will block you from posting further on our board if this occurs.
- ❖ Please DO NOT send your posting to us. This process was created to save time and allow us to focus on providing more assistance to our service members and families.
- ❖ If you **ARE** familiar with Google Slides and can make on the platform without affecting another employer's slides, feel free to make your slide directly in Slides.

** If you are having problems posting, try using a different browser **

Questions? Please contact **travisemploymentmanager@gmail.com**

Ready to share your opportunity? Click here!