Posting the Daily Apartment/Job Listings to ACC’s Website

* Go to <https://www.squarespace.com/> (get login info from Hwei-Ling)

In the sidebar click pages > scroll down to resources > “Job & Apartment Listings”

* Click the + button up top in the sidebar by the title and gear
* Title: “Job listings/Room Listings”, follow the format on the page
* To include the image
	+ Click the black/grey droplet that should appear next to every line (for our purposes, click whichever one is underneath the text you’ve written)
	+ Click image
	+ Click add an image and select the listing from your computer
	+ Check off “lightbox” which allows the image to be enlarged
	+ Hit apply and you’re done!
* If you’ve completed the post, click save & publish
* If you’re not completely finished but would like to save the post as a draft to finish later, just hit save (do not publish anything unfinished please!)
* **To share to Facebook:**
	+ Click “photo/video” above the status box, upload a relevant photo.
	+ OR create a new status and then click the small camera icon and attach the image from there (**must be BEFORE you add the link or they will take away the option**). Don’t worry if it looks huge FACEBOOK WILL RESIZE THE IMAGE once it’s posted.
	+ Add a caption, and be sure to link them to <http://www.amherstcommunityconnections.net/job-apartment-listing/> at the end!
	+ Example pictured below, take a look at the more current listings on our FB for format changes!



* **To share on Twitter: (work in progress…)**
* Simply click the share to twitter button on the posting directly from the website (if it’s there--sometimes it doesn’t work?) and add a caption!
	+ If the share button is NOT there, then just use a link.
	+ “ACC has taken the work out of your job or apartment search, check out our updated listings!”
* Same thing goes for posting any new “In the Limelight” posts!