

CommunityLivingCareers.ca How-to Guide for Registering Your Organization

1. Navigate to: <https://www.communitylivingcareers.ca/>
2. Click "Register Your Organization" at the top.



3. Fill in all of the form fields. Don't forget to upload your organization's logo by clicking "Choose File".

Organization Logo
An optional field. Upload your organization logo here. PPNG or JPG are the acceptable formats, 512x512 pixels is the optimal size.

Choose File No file chosen

Accepted file types: png, jpg, jpeg, Max. file size: 128 MB.

4. Create a Username and Password.

Username (Required)
For your account details only.

Email (Required)
Your email address for logging in purposes

Password (Required)
For your account details only.

Enter Password

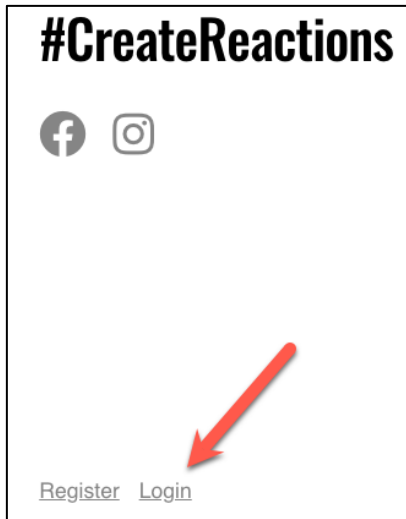
Confirm Password

SUBMIT

Now, you can keep your organization's information up-to-date in real-time. Once you create a username and password and hit SUBMIT, you will be able to come back to the site at any time and update your info. To do this, simply follow these steps:

1. Navigate to <https://www.communitylivingcareers.ca/>

2. Scroll to the very bottom of the page and click "Login".



3. You will be re-directed to the site's login page.

A screenshot of a login page. At the top, there is a green downward-pointing triangle and the word "LOGIN" in a large, bold, black font. Below this are two input fields. The first is labeled "Username (Required)" in red text. The second is labeled "Password (Required)" in red text. Below the password field is a checkbox labeled "Remember Me". At the bottom left is a button labeled "LOGIN".

4. Enter your username and password from step 4 above and hit LOGIN.
5. Update any information, including adding or changing your logo, and hit SUBMIT at the bottom.

A screenshot of a registration form. At the top left is a button labeled "SUBMIT". A red arrow points from the right towards this button. Below the button is a paragraph of text: "PLEASE NOTE: Registration notifications and updates will go to the registered email address above. Aggressive spam filters might mark this as junk, so if you don't receive any notifications please check your junk folder." At the bottom is a line of text: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply."

IMPORTANT: all registrations and updates must be approved by the BC CEO Network; therefore, your changes will not be reflected on the [Agency Directory](#) immediately. Please allow sufficient time for review and approval of content.