

## How to create and manage saved searches and email alerts

If you're always searching for the same things (e.g. great communication jobs in Moosonee or fundraising runs in Halifax), set up a saved search to find new results faster. Even better, set up an email alert to hear about new results daily. Here's how:

### Login from the Career Centre

The screenshot shows the CharityVillage.com Career Centre homepage. At the top, there are logos for CharityVillage.com, ReStructure Non-Profit Consulting, and Mergers, Collaborations and Integration Services. Below the logos is a navigation menu with buttons for Main, Advertise, Jobs, News/Events, Training, Suppliers, Volunteer/Donate, Resources/Library, Links to NPOs, and QuickGuides. A green bar at the bottom of the navigation menu contains the text "Main Street : Career Centre" and "Français | Help | Contact Us".

The main content area features a "Welcome to the Career Centre" message and a blue button labeled "Employers >>>". Below this, there is a section titled "More than 80,000 jobs posted so far. Let us help you on your hunt!". This section includes a list of options: "Get job alerts by email", "Save listings", and "Save search criteria". A red box highlights the "Login" button, and a red arrow points to it from the left. Below the "Login" button is an orange "Register" button. To the right of the text is a photograph of a person wearing a hat and binoculars, looking through a field of tall grass.

Below the main content area is a section titled "Featured Career Centre Advertisers:" with a checkbox and a link to "more featured employers >".

The footer contains the CharityVillage.com logo and the following text: "About CharityVillage | Free Newsletter | Media Centre | Contact Us | Terms and Conditions of Use | Privacy Policy | © CharityVillage Ltd. All rights reserved."

From the Career Centre (or any page with a "Login" button), **click the "Login" button.**

If you aren't already registered, click the "Register" button.

## Login



[Main](#) [Advertise](#) [Jobs](#) [News/Events](#) [Training](#) [Suppliers](#) [Volunteer/Donate](#) [Resources/Library](#) [Links to NPOs](#) [QuickGuides](#)

[Français](#) | [Help](#) | [Contact Us](#)

**Main Street : Login**

## Login

**Email:**

ldnandan@gmail.com

1

Remember my email

**Password:**

\*\*\*\*\*

2

Log In

3

### Registered on our old system?

Just enter your email address and your current CharityVillage.com password.

[Forgot Password?](#)

[Not Registered?](#)

[Register to advertise](#)

[Register for alerts](#)

1. Enter your email address.
2. Enter your password.
3. Click the "Login" button.

If you can't remember your password, click the "Forgot Password?" link.

## Search listings from your Desk

[Searches/Alerts](#)

[Subscriptions](#)

[My account](#)

### Search

[Jobs](#)

[Volunteer Opportunities](#)

[Coming Events](#)





On the "Searches/Alerts" tab of your Desk, **click the type of listing that you'd like to search.** We'll search Jobs in this example.

## Enter search criteria or browse


### Job Search

<b>Quick Search</b>	<b>Advanced Search</b>	<b>Browse</b>
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Location: 	<input checked="" type="radio"/> By Postal Code 
	<input type="radio"/> By Region
All listings: 	25  km from postal code: <input type="text" value="M5W1E6"/>
Keywords: 	<input type="text" value="executive director"/>
	<input checked="" type="checkbox"/> Search title only

<b>Search</b> 
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<b>Popular:</b>	<b>Today's Jobs</b>	<b>All Jobs</b>	<b>RFPs</b>
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1. **Enter search criteria** on the Quick Search or Advanced Search tabs, or Browse listings by individual categories.
2. **Click the "Search" button** after you have entered your search criteria.

## Like the results? Save the Search

### Job Search

[Quick Search](#)[Advanced Search](#)[Browse](#)

### Job Search Results

[Summary View](#)[Detail View](#)[New Search](#)[Save Search](#) ?[Save Listing\(s\)](#) ?

Page 1 of 1 (2 items) &lt;&lt; &lt; [1] &gt; &gt;&gt; all

Date	Job Title	Organization	Region	Location	App. Deadline	Save
7/6/2009	<a href="#">Executive Director</a>	Camp Awakening	ON - Metro Toronto Area	Toronto(Eglinton-Yonge area)	8/15/2009	<input type="checkbox"/>
6/23/2009	<a href="#">Executive Director</a>	Artists Network of Riverdale	ON - Metro Toronto Area	Toronto	8/1/2009	<input type="checkbox"/>

Page 1 of 1 (2 items) &lt;&lt; &lt; [1] &gt; &gt;&gt; all

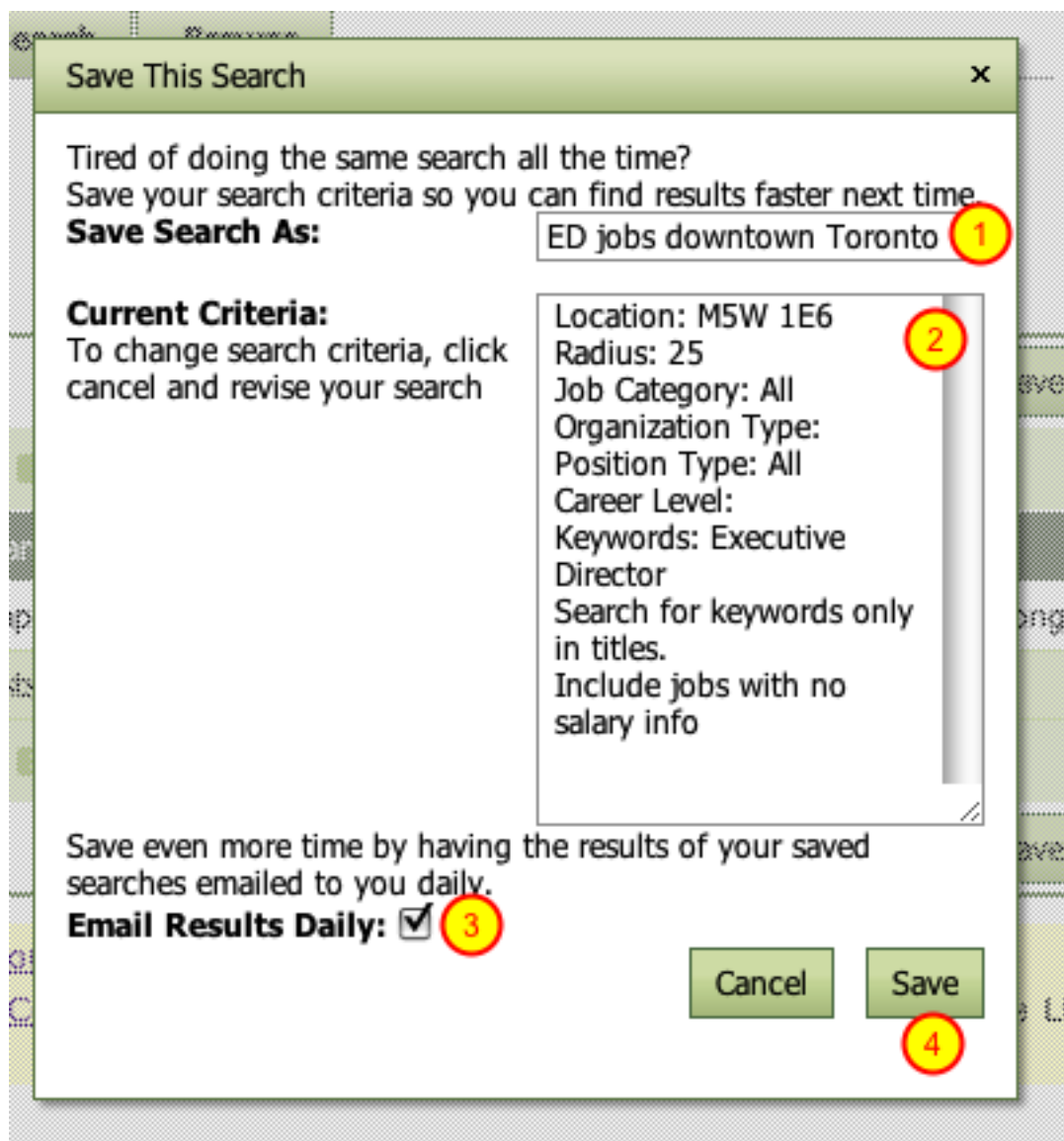
[New Search](#)[Save Search](#) ?[Save Listing\(s\)](#) ?

From the Search Results page, if you think "Ya, these are the sorts of listings that I'd like to hear about", **click the "Save Search" button** at the top or bottom of the page.

If the search results are too broad (wow -- 500!) or narrow (sorry, no listings match), click the "New Search" button and change your search settings.

Unless, of course, you really do only want to hear about Admin Coordinator jobs in Carbonear NL that pay \$300,000+ per year. If you're that discerning, continue on with the next step.

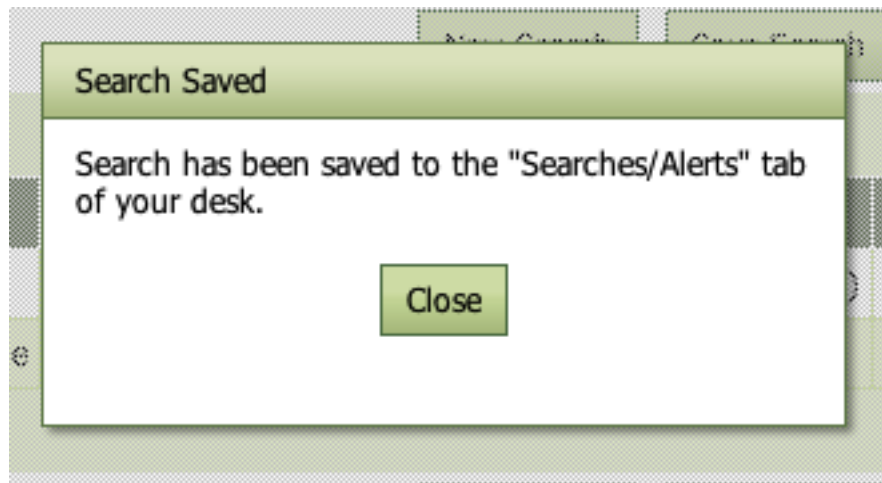
## Name your search and opt in or out of email alerts



After you click the "Save Search" button on the Search Results page, a small window will pop-up on your screen.

1. **Enter a name** for your saved search (e.g. "Friendly visiting volunteer", "fundraising runs", or "dream job") in the "Save Search As" field.
2. **Review the search criteria** that you have selected. If you want to change anything, click Cancel and update your search selections from the search page.
3. Want e-mail alerts about new listings that match your search criteria? If so, **leave the "Email Results Daily" box checked**. If you'd rather not receive email alerts, and want to manually check results, uncheck the "Email Results Daily" check box.
4. **Click "Save"** to save your search criteria to your Desk.

## Search Saved Confirmation



After you have successfully saved your search and email alert criteria, you'll see a small window pop-up, confirming that your listings have been saved to the "Searches/Alerts" tab on your Desk.

Click the "Close" button to return to your Search Results list.

## Reviewing Your Saved Searches

The screenshot shows a user's "My Desk" page. At the top right, there are links for "My Desk" and "Logout". A red arrow points to the "My Desk" link. Below this, the user's name "Lorraine Nandan's Desk" is displayed, along with membership and login information. There are tabs for "Searches/Alerts", "Subscriptions", and "My account". The "Search" section lists "Jobs", "Volunteer Opportunities", and "Coming Events". The "Saved Searches and Email Alerts" section includes radio buttons for "Email Alerts are: On/Off" and "Alert Format: HTML/Plain Text". Below this is a table of saved searches, which is highlighted with a red box. The table has columns for Type, Email Alert, Name, Results, Edit, and Delete. The "Need Help?" and "Sector News & Resources" sections are also visible on the right side of the page.

Type	Email Alert	Name	Results	Edit	Delete
JOB	<input checked="" type="checkbox"/>	ED jobs downtown Toronto			
VOLUNTEER	<input checked="" type="checkbox"/>	Friendly visiting			
VOLUNTEER	<input checked="" type="checkbox"/>	Virtual volunteer gigs			
EVENT	<input checked="" type="checkbox"/>	Dance events			


To return to your Desk anytime, just **click the "My Desk" link** in the top right corner of your screen on any page.


**Note:** if you **aren't** logged in, the buttons will say "Login | Register".

















When you're on your Desk page, scroll down to the "Saved Searches and Email Alerts" section.

## Manage Your Email Alerts

### Saved Searches and Email Alerts

**Email Alerts are:**  On   Off

**Alert Format:**  HTML   Plain Text

Type	Email Alert	Name	Results 	Edit 	Delete 
JOB	<input checked="" type="checkbox"/>	ED jobs downtown Toronto			
VOLUNTEER	<input checked="" type="checkbox"/>	Friendly visiting			
VOLUNTEER	<input type="checkbox"/> 	Virtual volunteer gigs			
EVENT	<input checked="" type="checkbox"/>	Dance events			

Here are some highlights of how you can manage your Saved Searches and Email Alerts:

1. Going on vacation or found a new job? Turn all of your alerts off by clicking the "Off" button.
2. Change the delivery format of your emails from HTML to Plain Text. Just click the button beside the version you prefer.
3. Results: Click the "Results" icon to pull up the latest results that match your saved search criteria.
4. Edit: Click the "Edit" icon to open the search form and edit/update your search criteria.
5. Delete: Not using a saved search or e-mail alert anymore? Click the "Delete" icon to get rid of it.
6. Email Alert check boxes: Want to turn an individual email alert on or off because you don't need it right now? Uncheck the "Email Alert" box beside the individual alert (remember, to turn them all on or off, use the button in instruction #1 above).

Still have questions about how to create and manage saved searches and email alerts? [Contact the HelpDesk](#). We're happy to lend a hand!