



Conservation Career Compass User Instruction Manual

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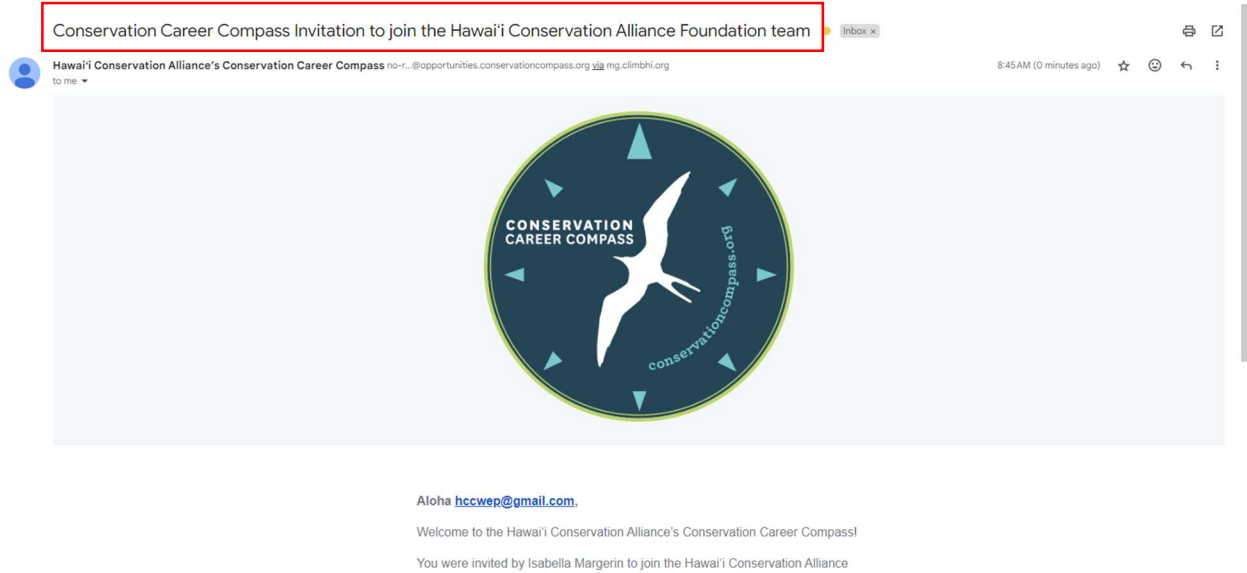
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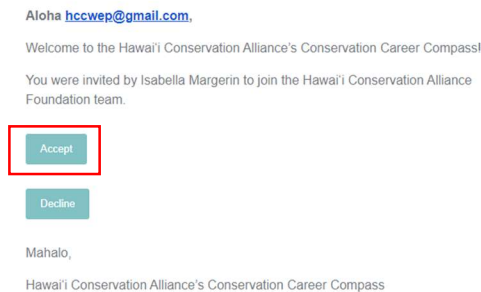
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How to Create Account When Sent Email Invitation (Organization)

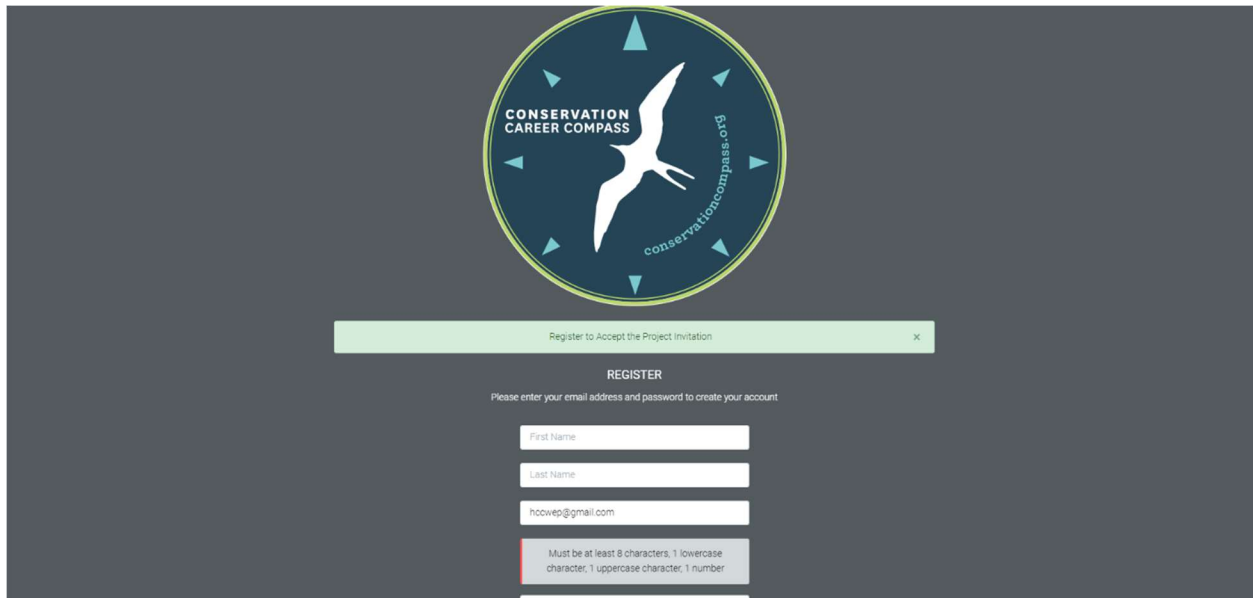
1. When you are invited to join an organization by your email you will receive an email in your Inbox entitled **“Conservation Career Compass Invitation to join the _____ (insert organization name) team.”**



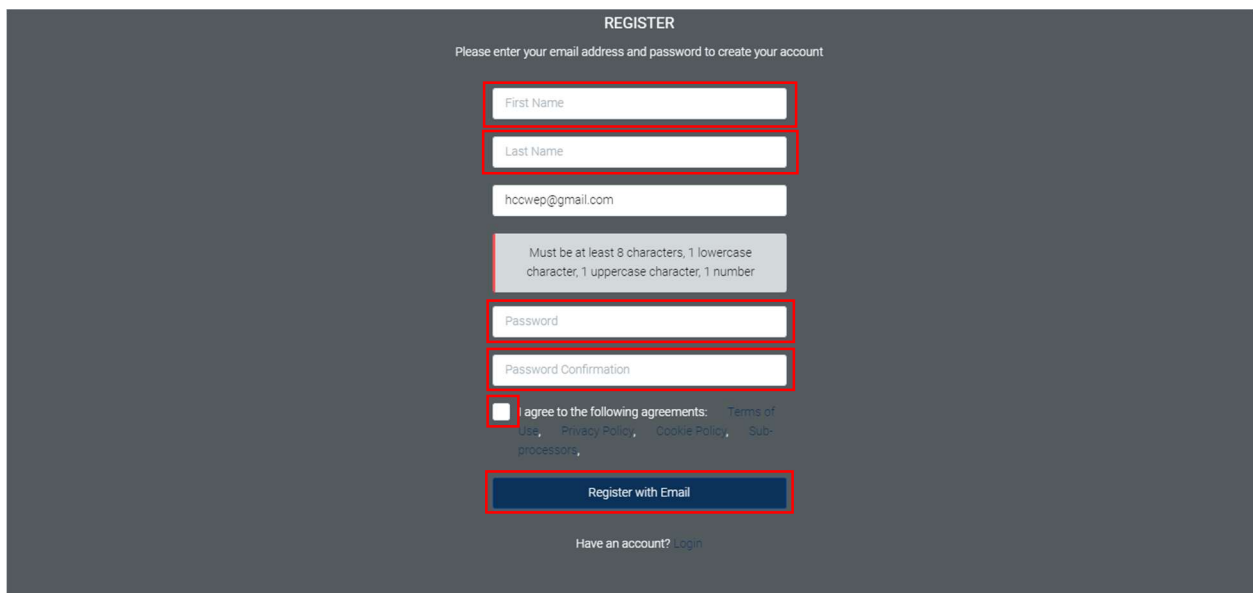
2. At the bottom of this email there are two buttons to either **“Accept”** or **“Decline”** the invitation. In this case we are going to click the **“Accept”** button.



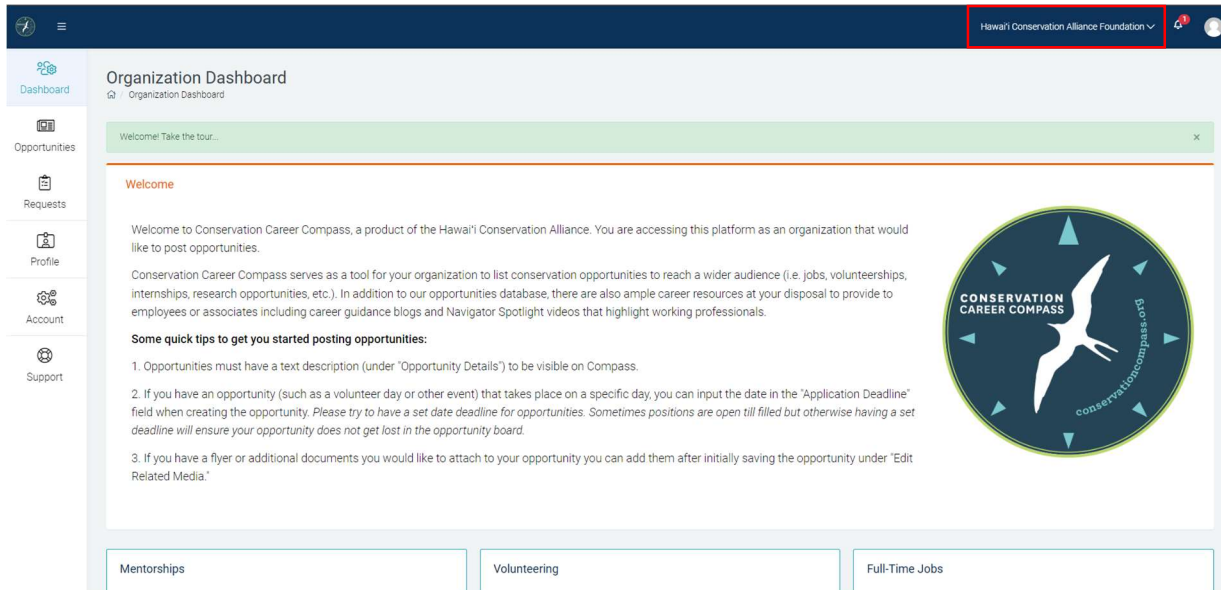
3. After you click the **“Accept”** button you will be taken to the Conservation Career Compass registration page. This is where you will register to accept the project invitation.



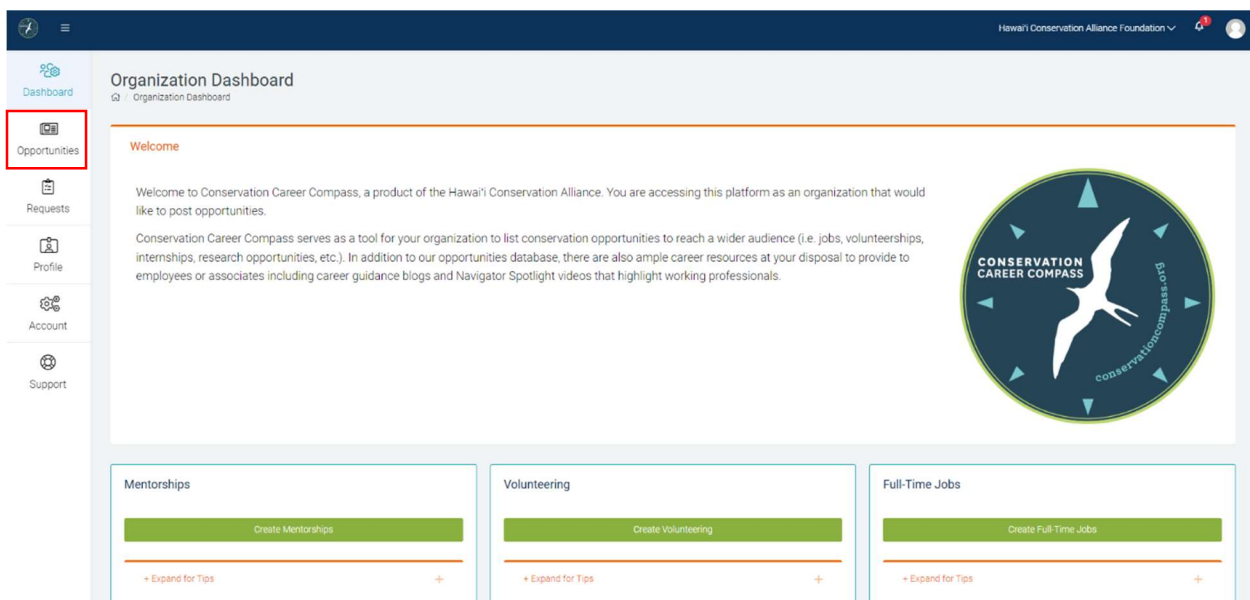
4. On the registration page you will be asked to enter your *First Name, Last Name, and create an account password*. The email that the invitation was sent to should already be populated in the email field. After checking the **“I agree to the following agreements”** button you will then click the **“Register with email”** button.



5. You will then be taken to the **“Organization Dashboard”** which should look something like the image below. You will see all organizations that you can post opportunities for in the top right of your screen. You are now registered and can begin to post opportunities for your organization!

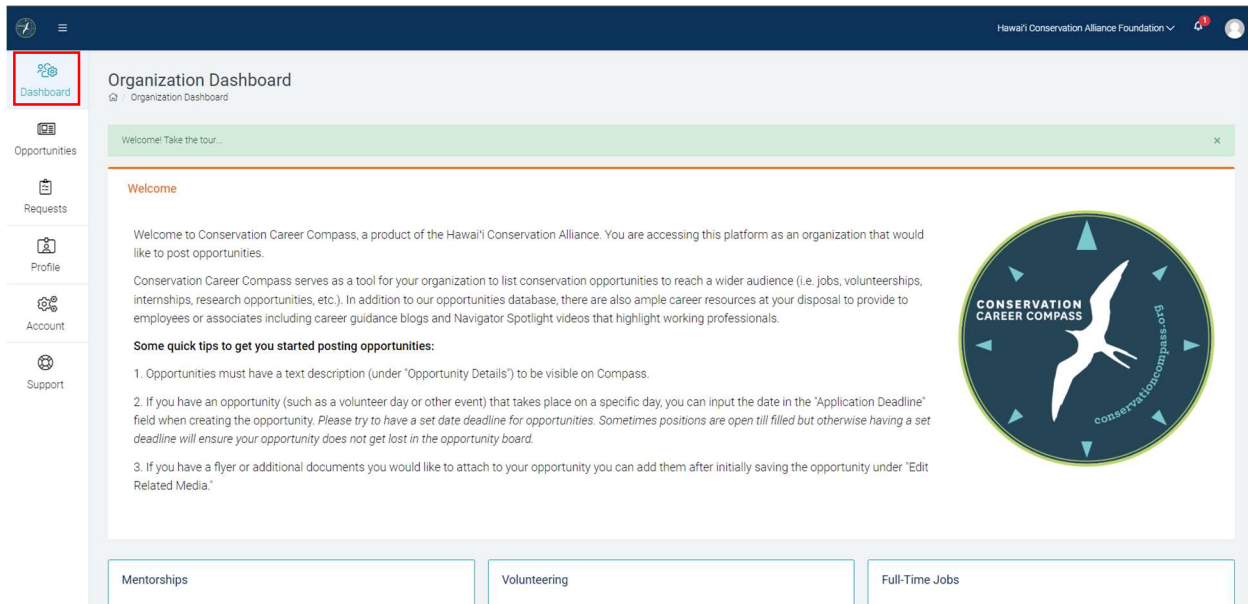


6. You can manage all opportunities you have created under **“Opportunities”** in the same bar on the lefthand side of your screen.

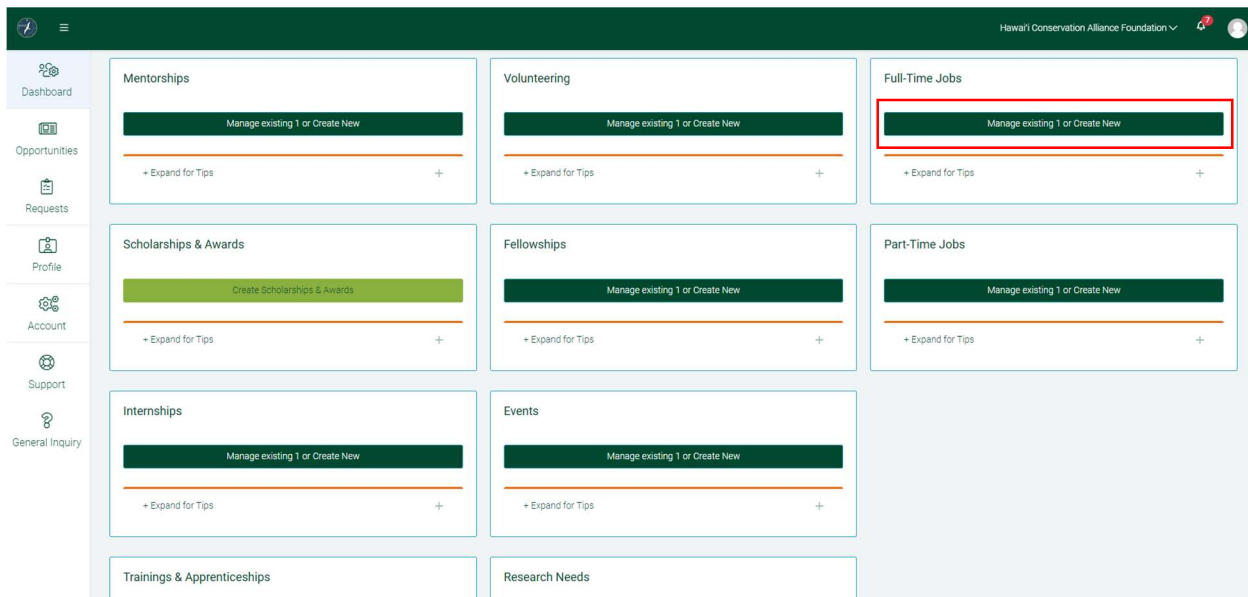


How to Upload Opportunity

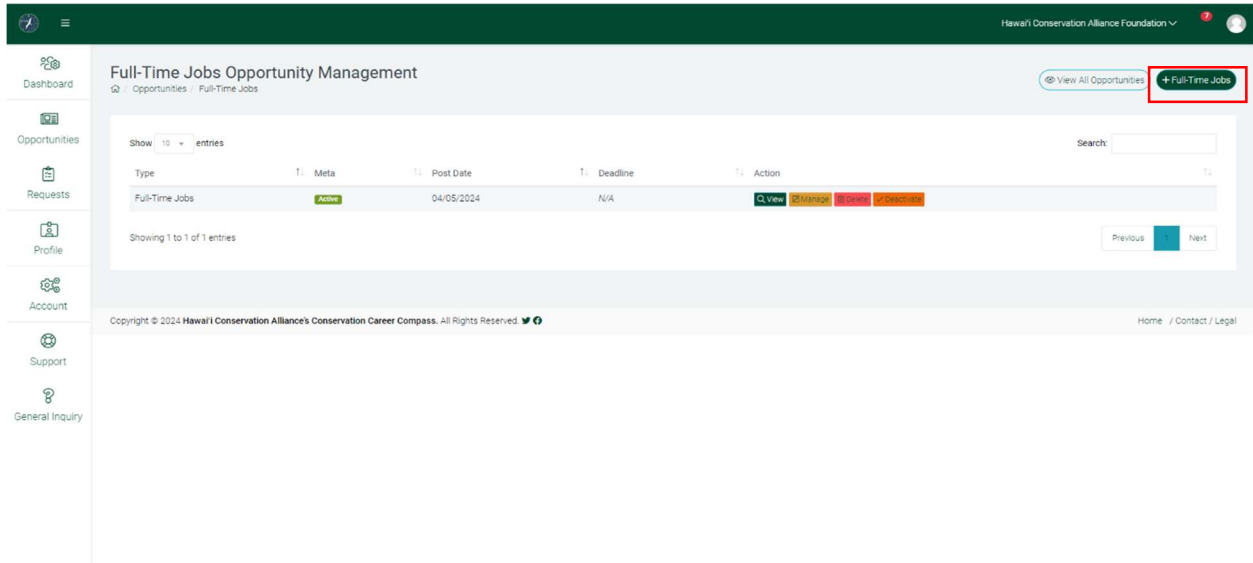
1. Go to **Organization Dashboard**.



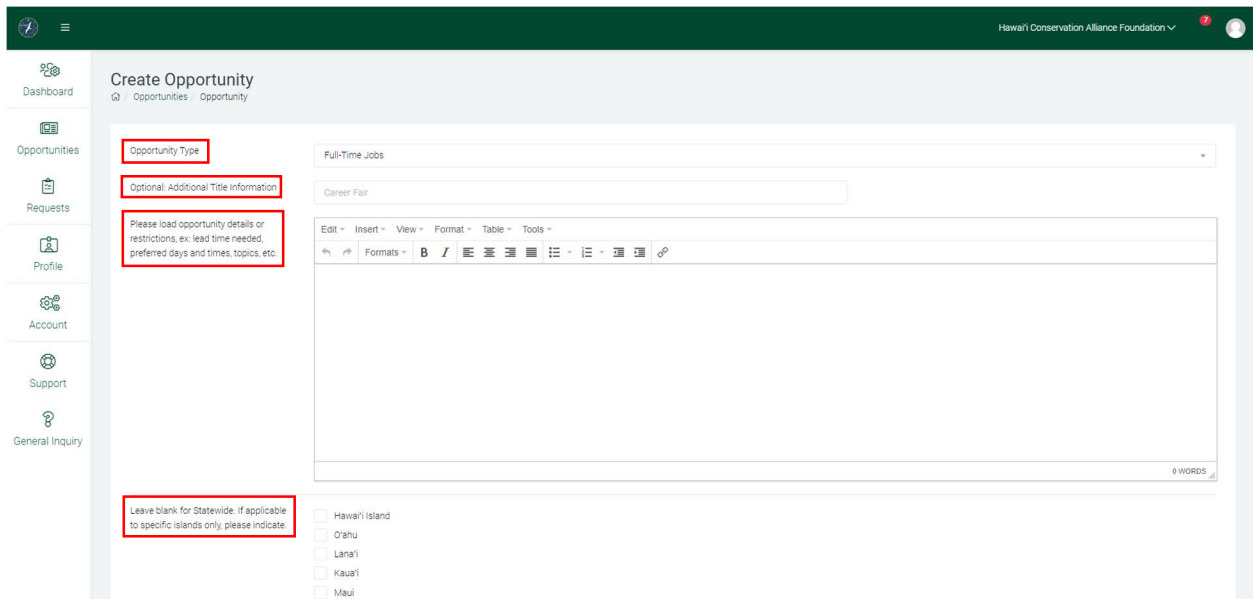
2. You will see different opportunity types listed at bottom of page: **Mentorships, Volunteering, Full-Time Jobs, Fellowships, Part-Time Jobs, Internships, Events, Trainings & Apprenticeships**, and **Research Needs**. In this case we are going to select **“Full-Time Jobs”** by clicking the **“Manage existing 1 or Create New”** button underneath.



3. After selecting **“Manage existing 1 or Create New”** you will select the button in the top right corner of the page that says **“+ Full-Time Jobs”**.



4. This will take you to the **“Create Opportunity”** page where you will be able to fill in the information for the opportunity you would like to post including **opportunity type** (in this case Full-Time Jobs is already selected), **additional title information** (opportunity title), **opportunity details** (i.e. position description), **island** (leave blank if statewide), and **application deadline** (which can be left blank if no deadline). **NOTE: If you have a volunteer opportunity or event set on a specific date you can input the date in the “Application Deadline” field. If you have reoccurring opportunities with dates, please input them separately. OPPORTUNITIES MUST HAVE A TEXT DESCRIPTION (OPPORTUNITY DETAILS) TO BE VISIBLE ON COMPASS.**



- Once you have input all the necessary information for your opportunity, select **“Save”** at the bottom of the page to save the opportunity and make the posting live.

Dashboard

Opportunities

Requests

Profile

Account

Support

General Inquiry

Leave blank for Statewide. If applicable to specific islands only, please indicate.

Hawaii Island

Oahu

Lanai

Kauai

Maui

Molokai

Lanai

Kaho'olawe

Ni'ihau

Papahānaumokuākea

Partnership: Conservation Career Compass

Application Deadline: Leave blank if application is ongoing

Save

- After clicking **“Save”** you should be taken to a page, like the one seen below, that shows the finished opportunity listing. The opportunity is now live for your organization. If you would like to upload any files in relation to the opportunity, you can upload those at the bottom of the page under the **“Edit Related Media”** section. You can select the type of media you want to upload, select files from your computer, and then save. If you need to edit the opportunity in the future you can go to the **“Dashboard”** page again to see all opportunities.

Dashboard

Opportunities

Requests

Profile

Account

Support

General Inquiry

Show Full-Time Jobs: [Manage](#) [Refresh](#) [Duplicate](#)

Opportunity created successfully!

Post Details

Business Name: Hawaii Conservation Alliance Foundation

Posted by: Isabella Margerin

Status: Active

Visibility: Standard

Partnerships: Conservation Career Compass

Deadline: N/A

Opportunity Details

Opportunity Details: Not Specified

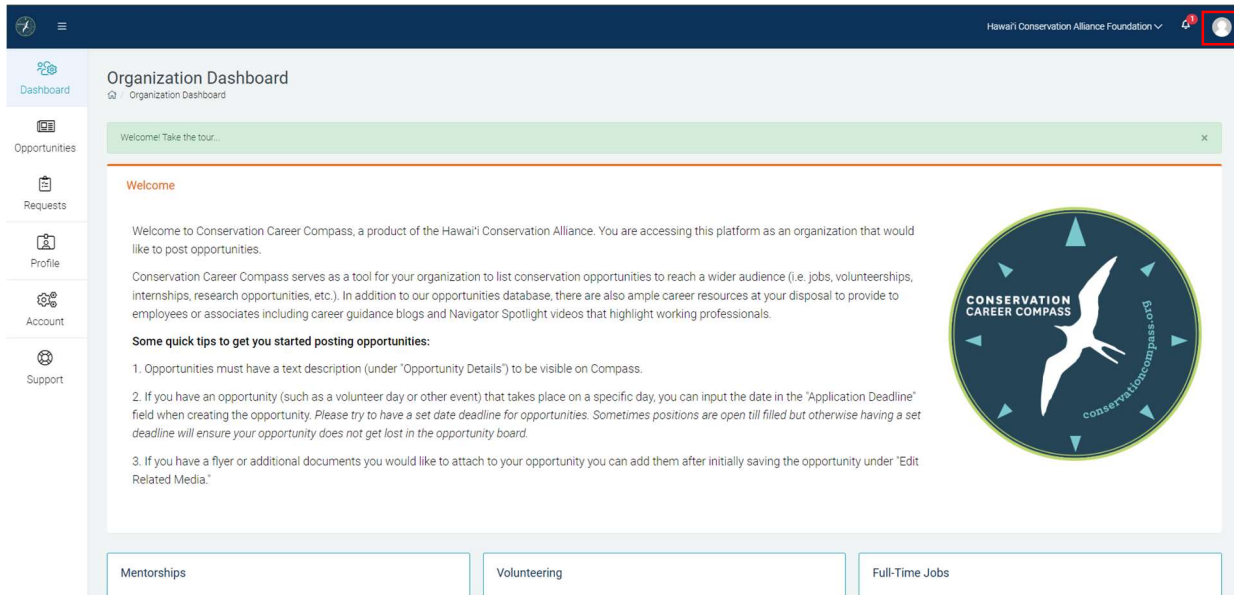
Edit Related Media

No Media Associated

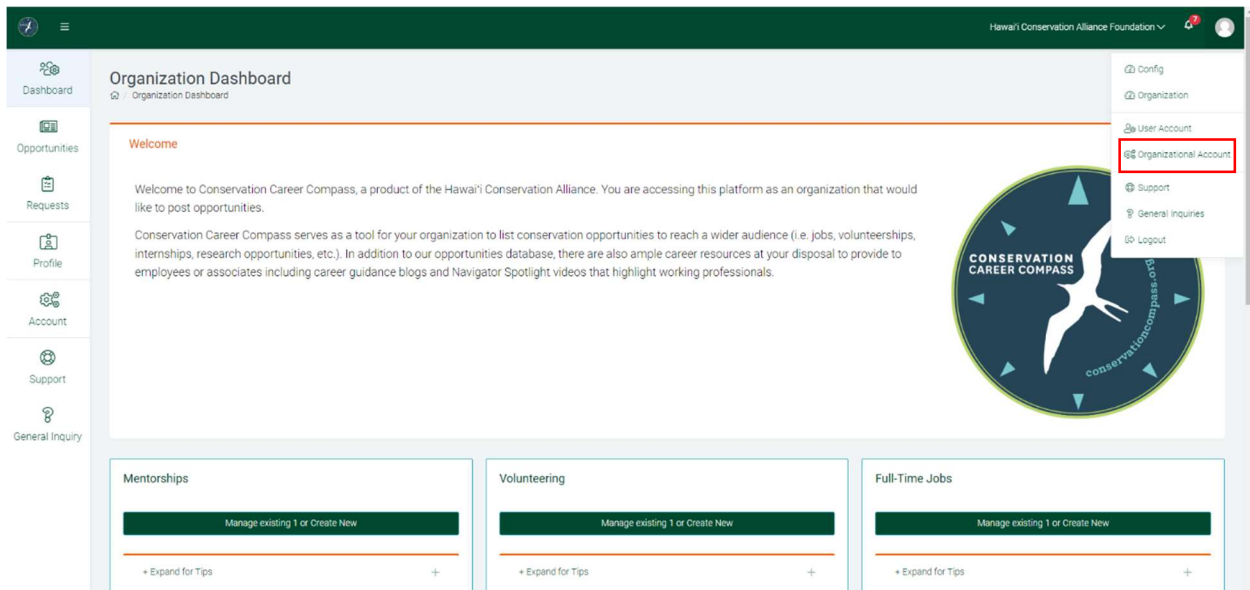
Upload Media Select the type of Media

How to Invite User to Your Organization Team

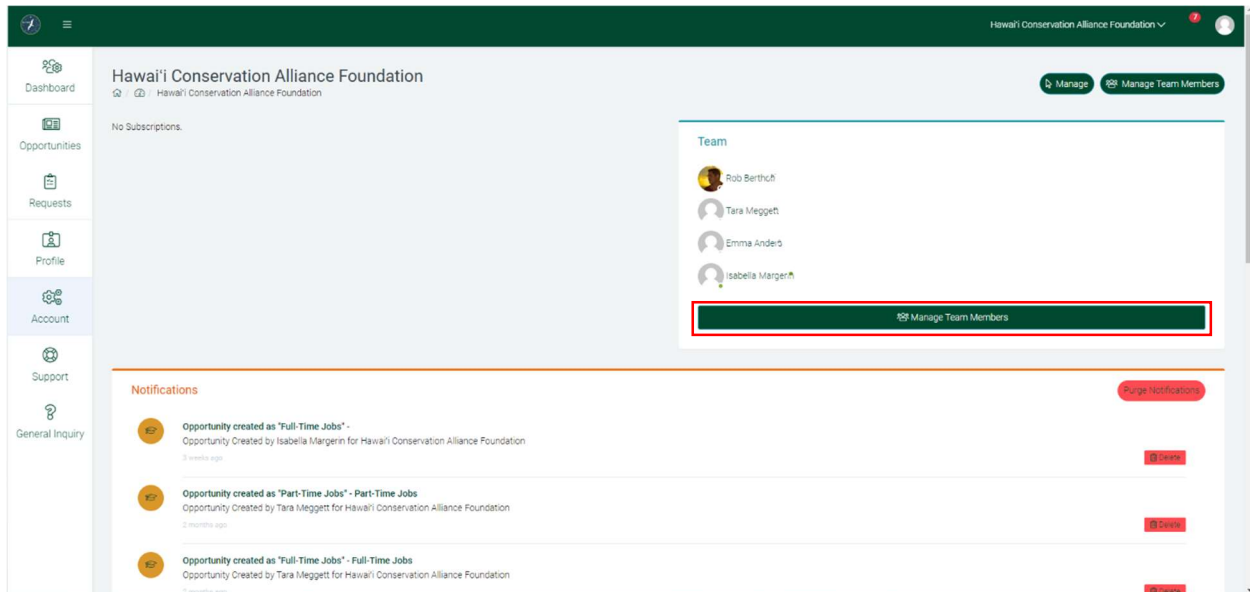
1. From the “**Organization Dashboard**”, click on the *profile icon* in the top right corner of the page.



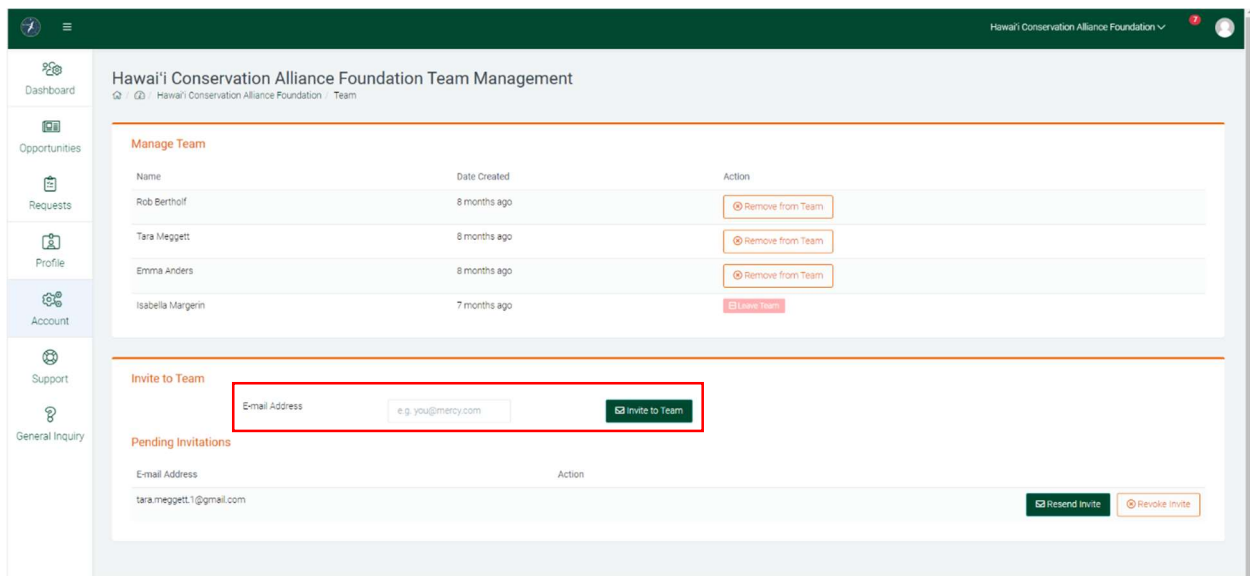
2. Click on “**Organizational Account.**”



3. Once on the **“Organizational Account”** page for your organization, click on **“Manage Team Members.”**

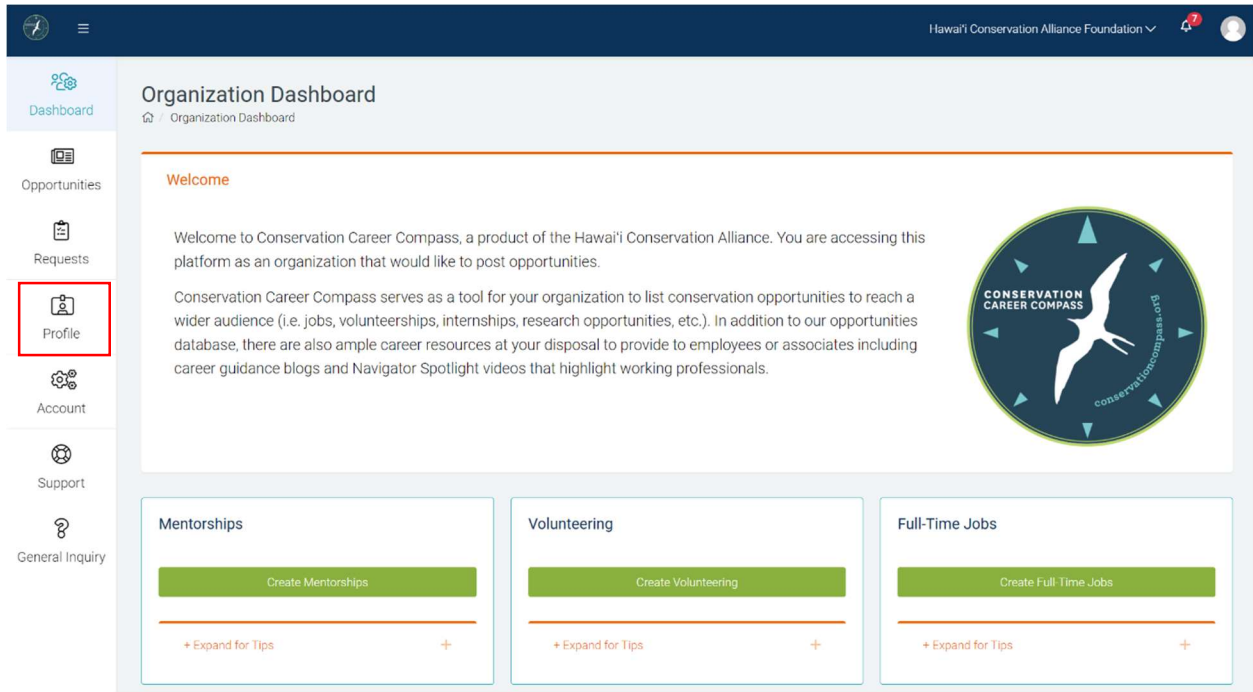


4. On the **“Team Management”** page for your organization, type in the email address for the contact you want to add to your team under **“Invite to Team.”** Then press the **“Invite to Team”** button on the right side of the page. You will be able to see pending invitations on this page as well as have the ability to resend invites and revoke invites. You can also remove people who have already been added to your organizations team on this page.



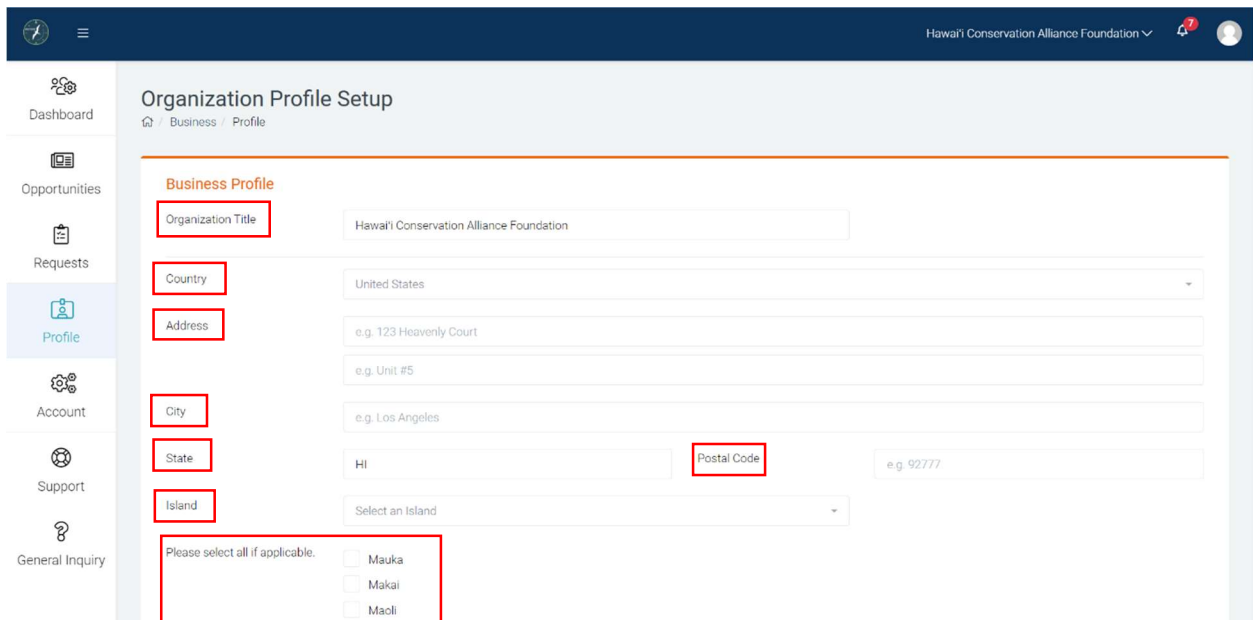
How to Edit Your Organization Profile

1. On your **“Organization Dashboard”** select **“Profile”** on the left handside of the webpage.



The screenshot shows the 'Organization Dashboard' for the Hawaii Conservation Alliance Foundation. The left sidebar contains navigation options: Dashboard, Opportunities, Requests, Profile (highlighted with a red box), Account, Support, and General Inquiry. The main content area features a 'Welcome' message, a circular logo for 'CONSERVATION CAREER COMPASS', and three action cards for 'Mentorships', 'Volunteering', and 'Full-Time Jobs', each with a 'Create' button and an 'Expand for Tips' link.

2. This will take you to the **“Organization Profile Setup”** page. On this page is your **“Business Profile.”** In the top section you can edit your *Organization Title* and *Organization Address*. You can also select what *island* you are located on. Please also select whether you are a *Mauka, Makai, or Maoli* organization.



The screenshot shows the 'Organization Profile Setup' page. The left sidebar is the same as the dashboard. The main content area is titled 'Business Profile' and contains several form fields: 'Organization Title' (filled with 'Hawaii Conservation Alliance Foundation'), 'Country' (dropdown menu showing 'United States'), 'Address' (two lines, with examples 'e.g. 123 Heavenly Court' and 'e.g. Unit #5'), 'City' (dropdown menu showing 'e.g. Los Angeles'), 'State' (dropdown menu showing 'HI'), 'Postal Code' (text field with example 'e.g. 92777'), and 'Island' (dropdown menu showing 'Select an Island'). At the bottom, there is a section 'Please select all if applicable.' with three radio button options: 'Mauka', 'Makai', and 'Maoli'.

3. Below this you can select what kind of organization you are: *Natural Area Reserve, Park, Program, Project Site, Refuge, or Other*. Next select whether you are a *Community Org., Federal, Non-Profit, Private, or State*. You can then input a *text description* of your organization.

The screenshot shows the profile page for the Hawaii Conservation Alliance Foundation. On the left is a navigation menu with options: Dashboard, Opportunities, Requests, Profile (selected), Account, Support, and General Inquiry. The main content area has three sections:

- A section titled "Please select all if applicable.." with checkboxes for: Natural Area Reserve, Park, Program, Project Site, Refuge, and Other.
- A second section titled "Please select all if applicable.." with checkboxes for: Community Org, Federal, Non-Profit, Private, and State.
- A rich text editor with a toolbar (Edit, Insert, View, Format, Table, Tools) and a text area containing the following text: "The Hawai'i Conservation Alliance Foundation is a 501C3 non-profit organization that serves as a backbone organization to support the collaborative work of the Hawai'i Conservation Alliance. The Alliance is a partnership of 27 different organizations and agencies that work to conserve and restore the biocultural resources of Hawai'i."

4. The last part of your organization profile to input is organization contact information. **PLEASE ENSURE YOU INPUT A WEBSITE.** There is also room to input *your organization email, phone number, Facebook URL, Twitter URL, Instagram URL, and Organization Size*. Once you have completed or finished updating your organization profile click the **“Save”** button.

The screenshot shows the contact information section of the profile page. The left navigation menu is the same as in the previous screenshot. The main content area contains the following fields:

- Website: www.hawaiiconservation.org/foundation
- Email: capacity@hawaiiconservation.org
- Phone: e.g. 808-123-4567
- Url Facebook: https://www.facebook.com/HawaiiConservation/
- Url Twitter: https://twitter.com/hcafriends
- Url Instagram: https://www.instagram.com/hawaiiconservation/
- Orgsize: 1-49

At the bottom of the form is a large orange "Save" button. The footer of the page contains the text: "Copyright © 2024 Hawai'i Conservation Alliance's Conservation Career Compass. All Rights Reserved. Home / Contact / Legal"