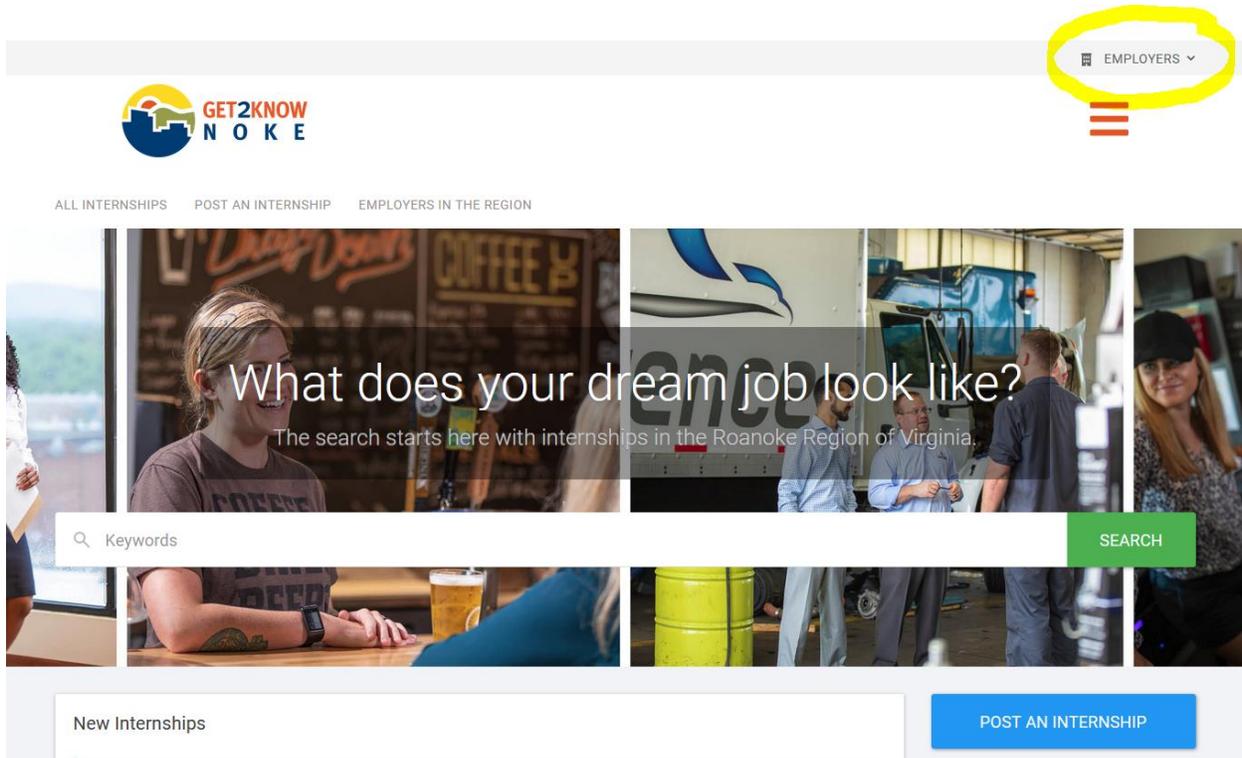


Add a Listing to the Get2KnowNoke Internship Board

Open to all Roanoke Region businesses. Free for Roanoke Regional Partnership investors. \$100 per listing for everyone else. Contact Erin Burcham, erin@roanoke.org, for more information.

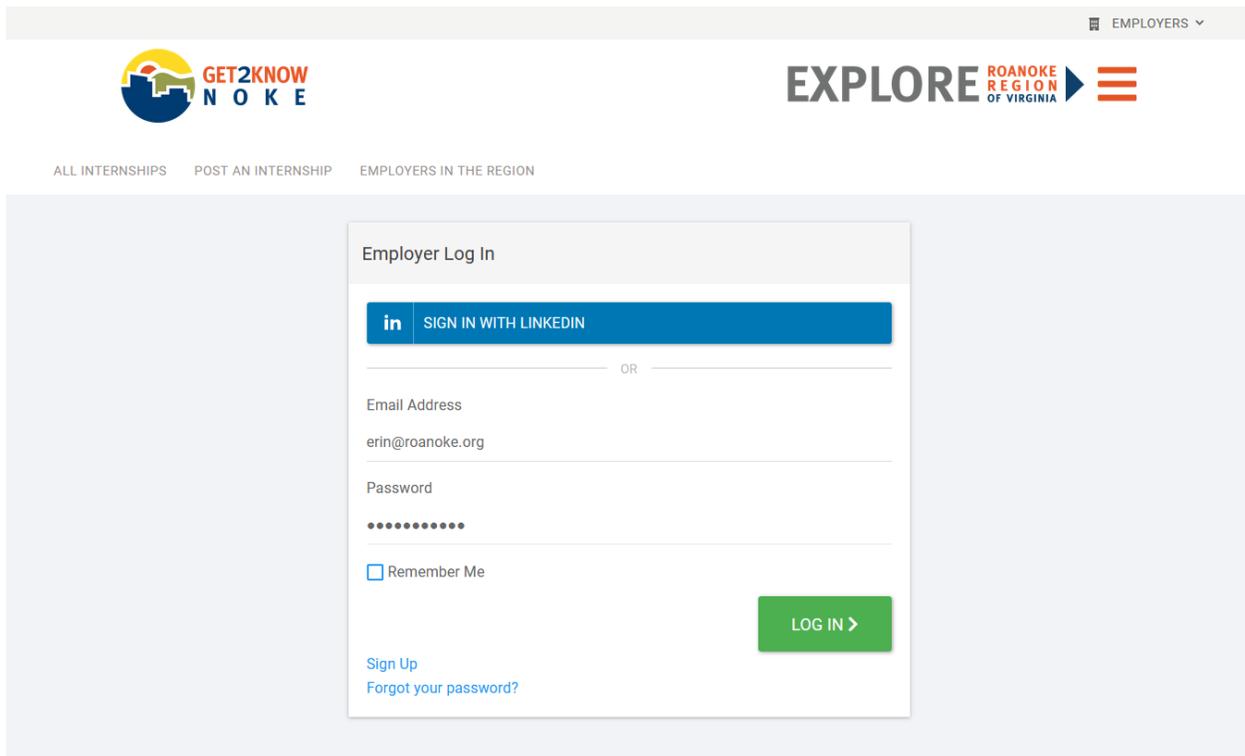
<https://internship.get2knownoke.com/>

1. Click Employers in the top RIGHT corner.



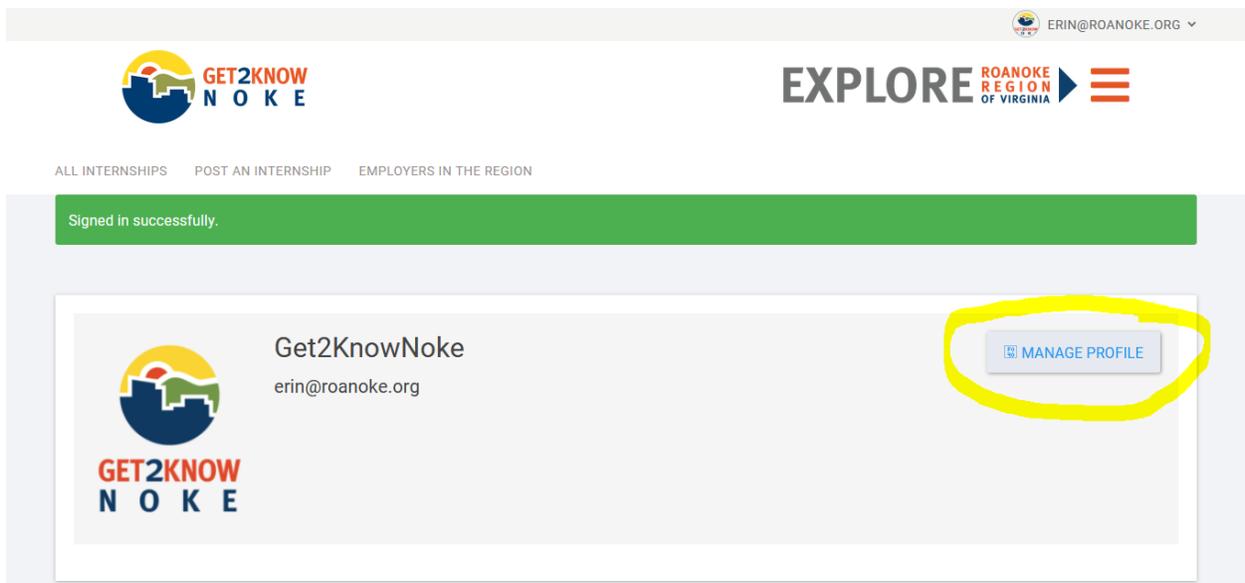
The screenshot shows the homepage of the Get2KnowNoke website. The logo is in the top left, and the navigation menu includes 'ALL INTERNSHIPS', 'POST AN INTERNSHIP', and 'EMPLOYERS IN THE REGION'. The 'EMPLOYERS' dropdown menu is highlighted with a yellow circle. The main banner features the text 'What does your dream job look like?' and 'The search starts here with internships in the Roanoke Region of Virginia.' Below the banner is a search bar with a 'SEARCH' button. At the bottom, there is a 'New Internships' section and a 'POST AN INTERNSHIP' button.

2. Log in using the username (your email address) and password you got via email.



The screenshot shows the 'Employer Log In' form on the Get2KnowNoke website. The page header includes the 'GET2KNOW NOKE' logo, the 'EXPLORE ROANOKE REGION OF VIRGINIA' logo, and a navigation menu with 'ALL INTERNSHIPS', 'POST AN INTERNSHIP', and 'EMPLOYERS IN THE REGION'. The 'EMPLOYERS' dropdown menu is open. The login form contains a 'SIGN IN WITH LINKEDIN' button, an 'OR' separator, an 'Email Address' field with 'erin@roanoke.org', a 'Password' field with masked characters, a 'Remember Me' checkbox, and a 'LOG IN >' button. There are also links for 'Sign Up' and 'Forgot your password?'.

3. Click MANAGE PROFILE to set company details, including contact information, business profile, or change your logo.



The screenshot shows the user profile page after a successful login. A green banner at the top reads 'Signed in successfully.'. The user profile card displays the 'Get2KnowNoke' logo, the company name 'Get2KnowNoke', and the email address 'erin@roanoke.org'. A 'MANAGE PROFILE' button is highlighted with a yellow circle. The page header is identical to the previous screenshot, showing the 'EMPLOYERS' dropdown menu is now closed and the user's email 'ERIN@ROANOKE.ORG' is displayed in the top right corner.

4. Fill out your profile information. The recommended logo size is 320x400 pixels or larger. You can also upload a cover image and view what the public view of your profile looks like. Don't forget to add a nice description of your business in the large description box at the bottom of the screen. Click UPDATE (bottom right corner) when you are done.

The screenshot shows an 'Employer Profile' form with the following sections:

- Contact Info:** Fields for Email Address (erin@roanoke.org), Phone, Company name (Get2KnowNoke), Website (i.e. http://www.yourdomain.com), Street address, and City, State.
- Media:** A logo for 'GET2KNOW NOKE' with 'CHANGE' and 'REMOVE' buttons below it. Below the logo is a 'Cover Image' field with an 'UPLOAD IMAGE' button.
- YouTube ID:** i.e. nhfare9sW4c
- Vimeo ID:** i.e. 171175244
- Description:** A large text area with a rich text editor toolbar (bold, italic, underline, link, list, indent, undo, redo, image) above it. The word 'Description' is circled in yellow.
- UPDATE:** A green button with a checkmark and the text 'UPDATE' in the bottom right corner, also circled in yellow.

5. Click the DASHBOARD button at the top when you are finished.

6. POST a new internship listing. All Roanoke Regional Partnership investors have an unlimited number of internship listings included in their account for free.

7. Click the red POST A JOB VIA THIS PURCHASE button to add a new internship listing. (Any active listings will appear in the Your Jobs section below.)

The screenshot shows the user profile for 'Get2KnowNoke' with the email 'erin@roanoke.org' and a 'MANAGE PROFILE' button. Below the profile is the 'Your Active Products' section, which lists 'Investor Internship Posting' with 'Unlimited' jobs, a '90 Days' posting length, and 'Never' expiration. A red button labeled 'POST A JOB VIA THIS PURCHASE' is highlighted with a yellow circle. At the bottom, the 'Your Jobs' section is active, showing a table with columns for Title, Applies, Status, Posted, Expires, and Actions. An orange message bar at the bottom of the table states 'You have not posted any Jobs.'

8. Enter internship information, including a title for the position such as “Engineering Internship,” location, and check the box for Internship, Co-op, or Apprenticeship. Fill in a description of the position. Add an optional salary for the internship. Add a web address to your website, company logo (it will use your company logo by default if you do not add anything here), and how people should apply (by email or URL). Click PREVIEW JOB when you are done.

Post a Job

Creating as part of the Package: Investor Internship Posting

Job Title TEST Internship

Job Location Roanoke, VA, USA

Job Type Internship Co-op Apprenticeship

Description

B *I* U

Post info about the best internship ever here. Use keywords such as what majors you are looking for.

Compensation \$ Enter amount + Add Range USD Annually

Additional compensation information (benefits, etc.)

Show compensation to job seekers *Recommended!*

Company Name Get2KnowNoke

Company URL

Company Logo

How to Apply Apply by Email Apply by URL

Applications for this job will be sent to the email address you specify.

Additional Application Instructions

Contact Email

9. If the preview looks good, click SUBMIT. If not, you can go back and edit it.

The screenshot shows the GET2KNOW NOKE website interface. At the top right, there is a user profile icon and the email address ERIN@ROANOKE.ORG. The main navigation bar includes the GET2KNOW NOKE logo and a hamburger menu icon. Below the navigation, there are links for ALL INTERNSHIPS, POST AN INTERNSHIP, and EMPLOYERS IN THE REGION. The main content area is divided into two columns. The left column contains a breadcrumb trail 'Post > Preview > Confirm', a section titled 'Preview your Job Posting', and a text box explaining that this is how the job posting will appear to job seekers. The right column shows a preview of a job posting titled 'TEST Internship' by 'Get2KnowNoke' in Roanoke, VA, USA, with a compensation of \$15 Hourly. The posting is dated August 06, 2019. At the bottom of the preview, there are two buttons: '< EDIT' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a yellow circle.

10. Your posting will be live on the site almost immediately at <https://internship.get2knownoke.com/>