

## **How To Place An Ad**

You can [e-mail](#) your ad directly to us or you can [submit it](#) using our electronic system by first creating an account with ASEE. There is no charge for creating an account.

### **Ad Placement Instructions**

- First create your login account. If you are an ASEE member, you can omit this step and just login to your account. This will take you directly to the url to create your login account at: [https://www.asee.org/publicperson\\_sessions/new](https://www.asee.org/publicperson_sessions/new) Now you will go to the sign up...box to create your account.
- The next step will be to select the type of ad. The page heading will say, 'New Classified Ad.' Step 1: Type of Ad.
- Click on the button for a '**job posting**'.
- There is a drop down menu box to select the type of classified ad format: standard (print), display (print) or an online ad. Click on your ad selection.
- Paste your ad text into the content box and then click the **save** button at the bottom of the page located in the left corner.
- On the next page, you will see (Step 1) that includes everything you've just entered showing your ad content and type of ad. (Step 2) will include your supporting information that includes the name of your organization, ad category, and job position. Go ahead and fill out the information requested in (Step 2)
- Choose the issues of Prism in which your ad should appear. Hit the **save** button.
- If you are using the electronic system to post an electronic online ad and need more online exposure, just fill in the dates you want your ad to run online per month. Example: June 1, 2006 to August 1, 2006. This would be counted as two months of online service. Your ad will be billed per month and calculated by the amount of months you chose to run it. Let's say your ad costs \$250.00 at \$2.25 per word, and you wanted to run it for two months. It will be \$250.00 x 2 months. The cost will be \$500.00 for the two months online.
- The last step is to finalize and pay. When you have finished editing your classified ad contents, categories, and publication details, create an invoice to finalize your ad and pay the invoice. Your invoice number will appear after you select **save**. You can pay your invoice using a credit card. You will see a box where you will enter your credit card information. We accept American Express, Visa, or MasterCard. After you have completed the online form, just click on the submit button.
- After you have paid for your ad, your online ad will go live immediately on the website but will remain in review state until it is viewed by the Classified Advertising Manager and set to ready state.

- If all you need is a price quote and you're using the new system for the first time, please go ahead and complete the process online. An e-mail will be sent immediately alerting the Classified Advertising Manager that there is an ad that needs to be reviewed.
- All advertisements are subject to the publisher's approval. The publisher is not liable for any failure or tardiness in printing, publishing or circulating all or any portion of any issue in which an advertisement accepted by the publisher is contained, if such a failure is due to strikes, accidents or any other circumstances beyond the publisher's control.

**Equal opportunity laws preclude specifying sex, race, religion or age in position open advertisements, with the exception of educational institutions with religious affiliations, which may specify religion of applicant.**