

Posting an Advert

You need a Sheffield PA Register account to post an advert on the Sheffield PA Register. If you haven't created one yet, see the **Creating an Account** guide on our Resources pages.

Once you have your account you can post an advert.

Posting an Advert

From any page, click on the white **Add an Advert** button in the top right corner on a laptop/desktop, or in the menu in the top left on a mobile device.

You will then be taken to the **Create an Advert** page, where you can choose if you are an Individual Employer or a Personal Assistant.

Now you are on the **Your Advert Page** where you can fill out the information for your advert.

To finish your advert, click the **Submit Listing** button at the bottom of the page. Your advert will then be reviewed by a member of staff who will then make it live.

Advice when Creating an Advert

1. **SAVE DRAFTS IF YOU NEED TO** - If you need time to think you can always save your advert as a Draft by clicking the **Save as Draft** button at the bottom of the page. To come back to the advert go to **My Adverts** page in your Dashboard.
2. **BE HONEST** - Be honest about what you want and don't want from a PA or an Employer.
3. **INCLUDE WHAT IS IMPORTANT** - Think carefully about what your needs are, and what the person reading the advert needs to know. Such as hours, days and salary.
4. **BE CAREFUL** – Remember not to put any personal information in your advert that you wouldn't want out in the public, such as your phone number or address.