

Directions for Posting a Homeownership Education Workshop to CHAPA’s website

Please note: Workshops can only be posted by agencies with a Seal of Approval certification from CHAPA’s Massachusetts Homeownership Collaborative.

To Register:

Go to www.chapa.org

Navigate to “Log In” on top right side of Home page.

On “Create Content” side, Create an Account or Log-in with your information.



Log in

Engage with CHAPA

Create an account to manage your membership, join committees, join our email list, donate to CHAPA, and register for CHAPA events.

[Create an Account](#)

Already have an account for engaging with CHAPA?

[Log In](#)

Create Content

Create an account to post content on our site, including jobs, consultant listings, & homebuyer workshops.

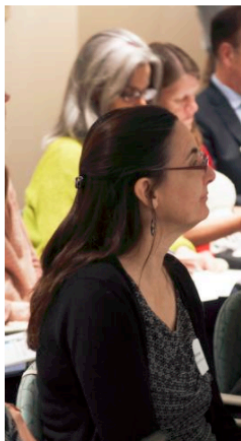
[Create an Account](#)

Already have an account for engaging with CHAPA?

[Log In](#)

FOR NEW ACCOUNTS:

Please Note: You will need to create an account if you have not previously posted a workshop on our website. When creating an account, ensure to check off “Workshops” to receive access to post on our website.



Create new account

[Log in](#) [Create new account](#) [Reset your password](#)

Email address*

beyazmin.j@gmail.com

A valid email address: All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username*

beyatest

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe (’), underscore (_), and the @ sign.

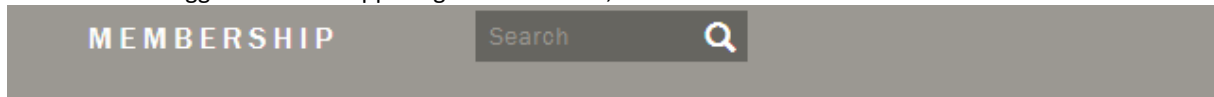
- Consultant (*needs admin approval)
- Jobs Board (*needs admin approval)
- Workshops (*needs admin approval)

1. Fill in the required information on the log-in page
2. Click “Workshops”
3. You should receive an email confirming your registration and informing you that CHAPA staff will approve your request
4. Once your request has been approved by CHAPA you will be notified and you can post workshops!

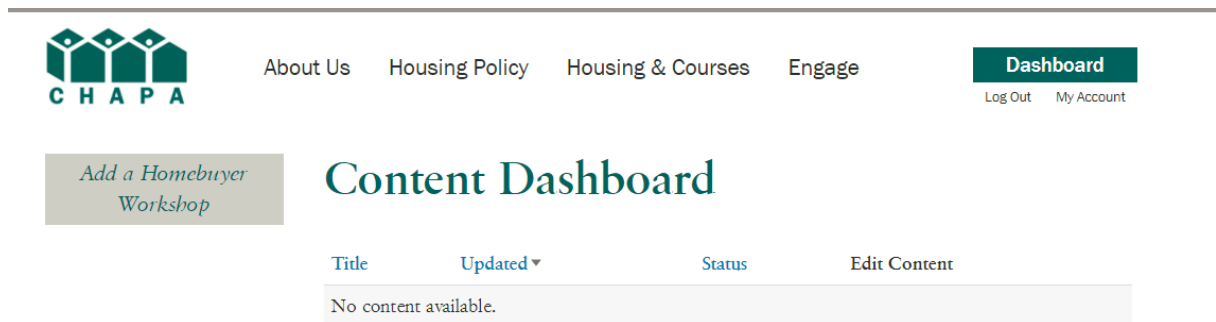
Please note: If you or your agency need to be approved immediately, you can email Beya Jimenez at bjimenez@chapa.org to let her know you are waiting for approval to expedite the process.

To Post a Workshop

1. Log into the CHAPA website using the “login” link along the bottom line of the front page at www.chapa.org
2. Once logged in- In the upper right hand corner, there will be a link to “Dashboard.” Click on that link.





3. You will be redirected to a page where “Add A Homebuyer Workshop” will be on the top left.



4. You will then be directed to a form to fill out information on your upcoming workshop.
5. Put in the region where the workshop is located in: Boston, Greater Boston, North Shore, Merrimack Valley, Central MA, South Shore, Cape Cod or Western MA.
6. You may add in the specific address of the class if you choose.

7. Click on “Add Homebuyer Workshop Date/Time” to add in additional dates.

Workshop Date/Time

 Homebuyer Workshop Date/...  Remove

Workshop Event Date

Workshop Event Time

Enter the start time of the event, or the start and end times as a range. (e.g. 3:30pm or 3:30pm-6:30pm)

[Add Homebuyer Workshop Date/Time](#)

Price

8. Enter the Workshop Type (pre-purchase, post-purchase, condo workshop, landlord-tenant workshop, etc).

[? About text formats](#)

Workshop Type

- N/A
- Financial Literacy
- First Time Homebuyer Pre-Purchase Course
- Multi-Family/Landlord Training Course
- Post-Purchase Homeowner Course

Language

Save Preview

9. Add the Language that the class will be taught in.
10. You can also add your website address (URL) and notes to accompany your posting (snacks included, please bring your credit report with you, etc). in the Body section, and/or Notes section.
11. Once you are complete, hit “Preview” to review your entry or hit “Submit” to send it to be approved by CHAPA.
12. To add another workshop, go back to “Add Content” and hit “Workshop” again.

To Edit or Delete Your Workshop Later

1. To edit the workshop or delete it, log back into CHAPA’s website using the “login” button at the bottom of the front page.
2. Go to “DashBoard”. Find and select your workshop, and click the “Edit” tab at the top of the page.
3. You can make any changes or delete the workshop entirely. You will only be able to edit the workshops that you posted.
4. You should see changes right away.

Any Questions? Contact Beyazmin Jimenez via email at bjimenez@chapa.org.