Directions for Posting a Consultant to CHAPA's Website

*If you are a consultant and are interested in adding yourself to the directory, **you must be an organizational or individual member** of CHAPA. (Learn more and join CHAPA here: www.chapa.org/about/join-chapa.) Once you are a member, **there is also a one-time $50 fee to be listed in the directory**. You can mail a check to CHAPA at 18 Tremont Street, Suite 401, Boston, MA 02108. Please indicate in the envelope with the check what the payment is for.*

Create an Account

- Go to www.chapa.org

- Click on the green Log In button in the upper right hand corner. In mobile views, the Log In button can be found in the dropdown menu in the upper right hand corner (3 horizontal lines in a box) and is purple.

- On the right hand side, under Create Content, click on the gray "Create an Account" box.

Tip: If you are waiting for a confirmation, forgot password, or other email, please check your spam/junk folders. Sometimes automatic emails can get stuck there.

- Fill out the Create New Account form and be sure to **check the "Consultant (*needs admin approval)" checkbox.**

- Once you submit the form, CHAPA staff will review your request to post a consultant listing to our website. This process may take 24 hours. To check on the status of your role request, please contact mcrossen@chapa.org.

- Once your request to post a consultant listing has been approved, you will be notified by email and can then set up your password and log in to post your consultant listing.

Log In

- Visit www.chapa.org

- Click on the green Log In button in the upper right hand corner. In mobile views, the Log In button can be found in the dropdown menu in the upper right hand corner (3 horizontal lines in a box) and is purple.

- Under "Create Content", click the Log In button and fill in your username and password. If you forgot your password, click the "Forgot Password" link to recover your login information using your email address. If you are unable to log in or recover your account information, please contact mcrossen@chapa.org.

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

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Posting the Consultant Listing

- Once you are logged in, click on the green "Dashboard" button in the upper right-hand corner.

Dashboard
Log Out   My Account
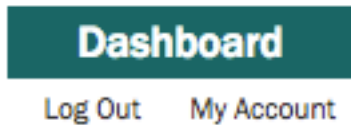
- You will be brought to a Content Dashboard, where you will see a button to "Add a Consultant". Click on that button.

Add a Consultant

- Fill in the fields with the details. The red asterisk (*) represents a required field.
- Click the blue "Save" button at the bottom of the form to finalize and post your listing. You can check your listing on the consultant directory (https://www.chapa.org/housing-courses/consultant-directory).

Editing and Deleting Your Consultant Listing

- Log in (using the steps in the Log In section above) and click on the green "Dashboard" button in the upper right-hand corner.

Dashboard
Log Out   My Account
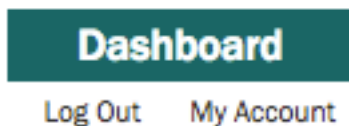
- You will be brought to a "Content Dashboard", where you can see all the content you have posted

Content Dashboard

Displaying 1 - 5 of 5

Title	Updated ▼	Status	Edit Content
LexHAB Director	2017-11-16	Published	edit
Executive Director	2017-11-06	Published	edit

- Click on the "Edit" link next to your consultant listing.
- To edit, make any changes to the fields in the form, and click the blue "Save" button at the bottom of the form.
- To delete the listing, scroll to the bottom of the form and click on the red "Delete" link.

Save   Delete

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