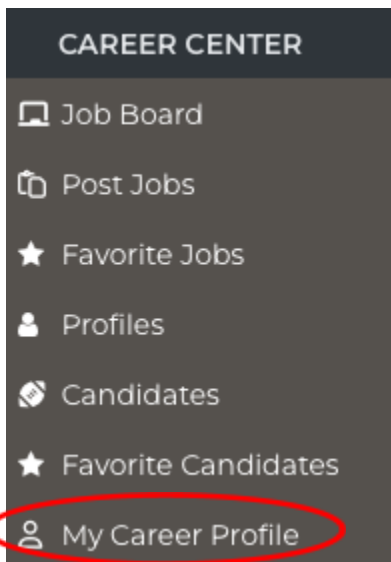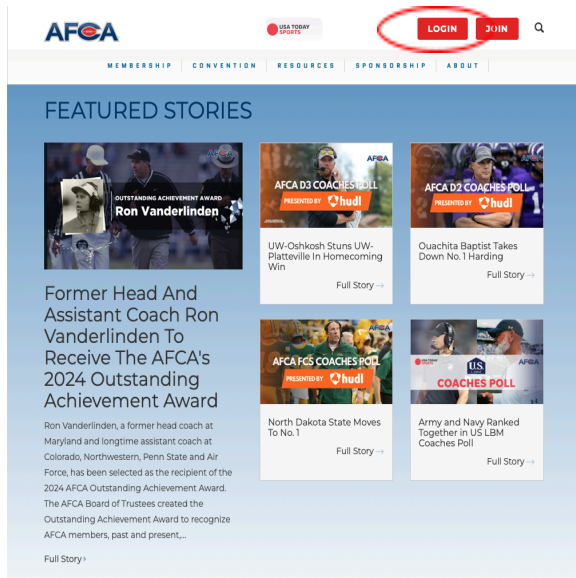# How to create an AFCA Career Profile

1. Login to your AFCA account
   a. If you do not know your login contact Rhonda Martindale at (254) 754-9900 or click "Forgot your Username or Password"
   b. If you need to create an account click "Create One"

2. You will then scroll the left side panel until you see the "Career Center" tab, referenced in the picture to the right.

3. To access the job postings you will then click the "Job Board" tab on the left side panel, as shown to the left.
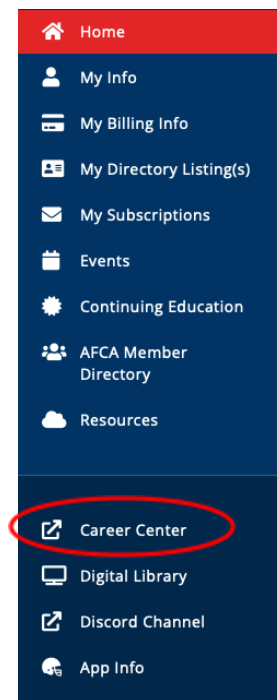
2. You will then create a profile of yourself, filling in the required fields. Including the following: Name, Current Title, Current Organization, Years of Experience, Phone, Email, Job Type, Level, Skill, All Job History, References, a Short Description, and any other Video, Resume, or Social Media Links that you feel inclined to add.

ONLY SELECT SKILL CATEGORIES THAT APPLY TO YOU AND YOUR CAREER SKILL SET

Member: Edit Career Profile

My Career Profile

Profile Image ?

BROWSE

mypicture.jpg

Name ?

Mario Price

Current Title ?

Director of Education

Current Organization ?

AFCA

Years Experience ?

Select Year

Phone ?

(xxx) xxx-xxxx

Email ?

info@afca.com

Job Type ?
☑ Full Time   ☐ Part Time   ☐ Graduate Assistant   ☐ Volunteer

Level ?
☐ NFL   ☐ CFL   ☐ International   ☐ FBS   ☐ FCS   ☐ D2   ☐ D3   ☐ NAIA   ☐ JUCO
☐ High School   ☐ Sprint   ☐ UFL   ☑ Other

Skill Categories ?

☐ Wide Receiver +	☐ Running Back	☐ Tight Ends	☐ Offensive Line
☐ Defensive Line +	☐ Linebackers +	☐ Cornerbacks	☐ Safeties
☐ Head Coach	☐ Strength and Conditioning	☐ Player Personnel	☐ Offensive Coordinator
☐ Special Team Coordinator	☐ Defensive Coordinator	☐ Video	☐ Recruiting
☐ Equipment	☐ Football Operations	☐ Quality Control	☐ Analyst
☐ Quarterback	☐ Special Teams Assistant	☑ Support Staff	

Job History ?

Organization or Team	Job Title	Year

🗑

➕ Add More

References ?

Name	Job Title	Organization	
			🗑

➕ Add More

Short Description ?

File ▾   Edit ▾   View ▾   Insert ▾   Format ▾   Tools ▾

Formats ▾   **B**   *I*   🔗   🖼   ▤ ▤ ▤   Ω   ◇

POWERED BY TINY

▶ Video Sample Link ?

🔗 in ?

🔗 f ?

🔗 ⊙ ?

🔗 X ?

📄 Resume ?   BROWSE

3. Finally, you will select "Save and Publish" pictured below. Once that step is complete your "Career Profile" is launched.

SAVE DRAFT

SAVE AND PUBLISH