Apply Now Button & Posting Anonymously

NYFA Classifieds
Sign in to your existing account in the upper right hand corner of the site.
Enter your login information and click “Log In”.
Once you’ve logged in, hover over your name and click “Manage Listings” in the drop down menu.
Then click “Create Listing” on the left hand side.
Select the listing type and then fill in the fields for the listing.
When asked to “Allow applicants to submit materials through your NYFA listing?” Select “Yes - through email”.

How does this work?

NYFA listings can display an Apply Now Button that allows applicants to send their materials to you directly.

The application will be emailed to the address you provide. Applicants will not see your email address.

Or, this button can be linked to your online submission form, or any link of your choice.
How to Apply

Application Deadline  (optional)

mm/dd/yyyy

Application Instructions

Please use the Apply Now button below.

Receive Applications  (optional)

Allow applicants to submit materials through your NYFA listing?

- No
- Yes - through email
- Yes - through a link

Your Email Address (to Receive Applications)
Use a single email address.

joblist@nyfa.org

Please confirm the email above by re-typing it

joblist@nyfa.org

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Enter the email address for where you want applications to go.
At the end of the listing, be sure to agree to the Terms & Conditions. Then click “Submit”.

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You'll get a chance to review your listing and save it as a draft or click “Checkout” to proceed.
On the Checkout page, select your payment method.
Be sure to add your billing address and then click “Checkout”.
You’ll enter your credit card information and click “Pay”, which will take you to a confirmation page.
You’re all set! Your listing has been submitted to the NYFA Classifieds Team.