

# **How to Post a Listing**

**NYFA Classifieds**

**Apply Now: 2023 NYSCA/NYFA Artist Fellowship**

[Apply](#)

 **Upcoming at NYFA**

New York Foundation for the Arts empowers the creative community by providing critical support, resources, and opportunities.

Click the “Sign In” button in the upper right hand corner of the site.

## Sign In

For NYFA Fiscally Sponsored Artists  
or Classifieds Advertisers

**Sign In** Sign Up

Email

Password

Forgot Password?

**SIGN IN >**

## Sign Up

To Post on NYFA Classifieds  
Jobs, Opportunities, and Spaces Boards

Sign In **Sign Up**

Email

Password

Full name

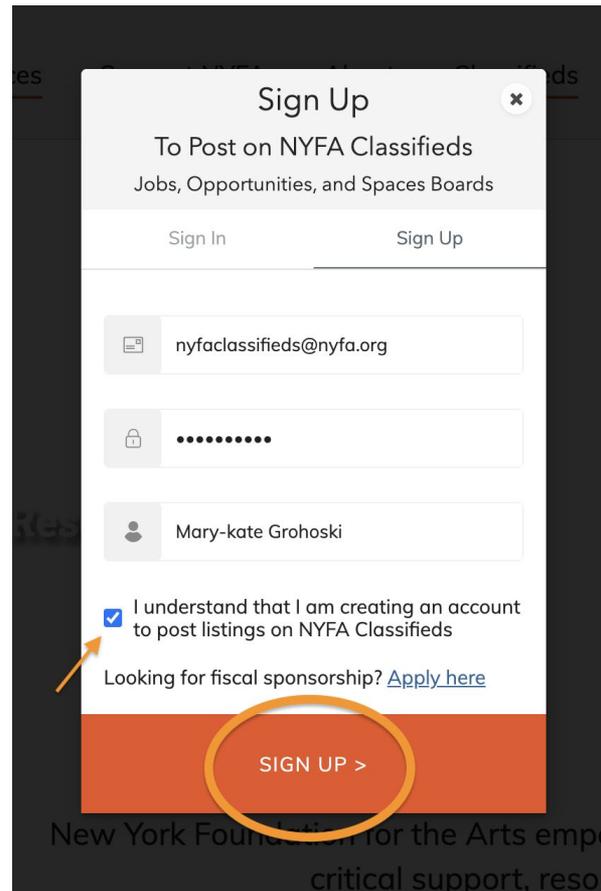
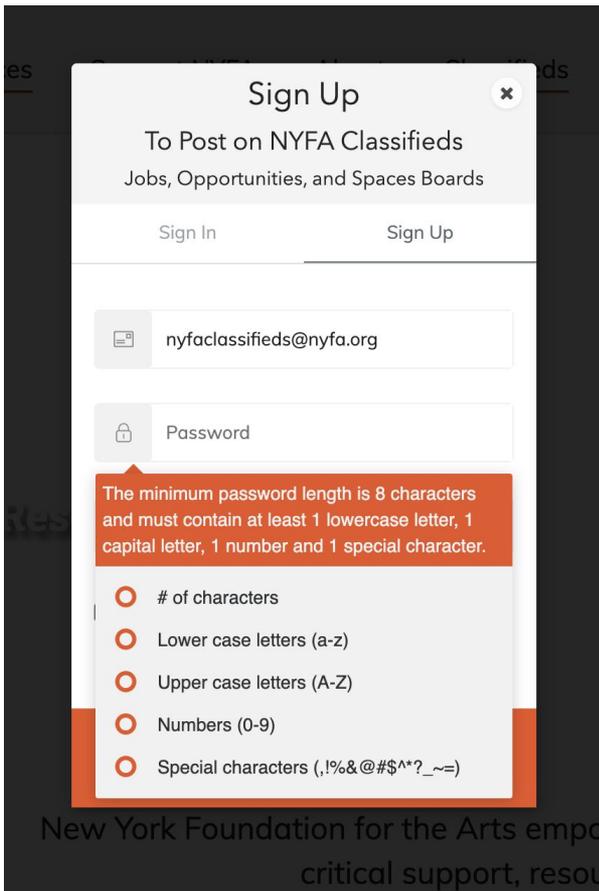
I understand that I am creating an account  
to post listings on NYFA Classifieds

Looking for fiscal sponsorship? [Apply here](#)

**SIGN UP >**

New York Foundation for the Arts emp  
critical support, reso

Sign In or toggle over to Sign Up.



When signing up for a new account: add your email address; password following the guidelines; your name. Tick the acknowledgement box and then click “Sign Up.”

## Manage Listings

[+ Add a listing](#)

Title	Type	Status	Submitted	Post Date	Expires	Actions
Spaces Confirmation	Space	Submitted	Jan 5, 2023	Jan 4, 2023	Jan 11, 2023	⋮
Testing Opps Confirmation	Opportunity	Submitted	Jan 5, 2023	Jan 4, 2023	Jan 18, 2023	⋮
Job Confirmation	Job	Submitted	Jan 5, 2023	Jan 4, 2023	Jan 18, 2023	⋮
testing admin (Submitted)	Job	Submitted	Jan 4, 2023	Jan 4, 2023	Jan 18, 2023	⋮
test (Published)	Job	Published	Jan 4, 2023	Jan 3, 2023	Jan 17, 2023	⋮

[Collapse](#)

When you have signed in, you will be redirected to your Manage Listings page. To create a new listing, click “+ Add a listing” on the right hand side.

## Manage Listings / New Listing

### New Listing

1

#### Create Listing

Enter all the details about your listing

2

#### Review Summary

Make sure everything is correct

3

#### Checkout

Enter payment information

4

#### Confirmation

NYFA will review your listing

Type \*

Select type

Job

Space

Opportunity

Title \*

Title

Cancel

Save Draft

Submit

<< Collapse

Select the listing type and then fill in the fields for the listing.

**Receive Applications**

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. \*

mgrohoski@nyfa.org

Please confirm the email above by re-typing it \*

mgrohoski@nyfa.org

I agree to the NYFA Terms and Conditions

Cancel

Save Draft

Submit

<< Collapse

At the end of the listing, be sure to agree to the Terms & Conditions. Then click "Submit."

## Manage Listings / Review Job Listing: Job Sample



### Edit Listing

Enter all the details about your listing



### Review Summary

Make sure everything is correct



### Checkout

Enter payment information



### Confirmation

NYFA will review your listing

### Job Sample

Organization	Sample
Location	Los Angeles, CA
Website	<a href="https://www.nyfa.org/classifieds/">https://www.nyfa.org/classifieds/</a>

Cancel

Save Draft

Edit

Checkout

⏪ Collapse

You'll get a chance to review your listing and save it as a draft or click "Checkout" to proceed.

## Manage Listings / Checkout Job Listing: Job Sample



### Edit Listing

Enter all the details about your listing



### Review Summary

Make sure everything is correct



### Checkout

Enter payment information



### Confirmation

NYFA will review your listing

Posting Length \*

Post On Date \*

Post End Date \*

Feature this listing for an additional \$100

Featured listings will be highlighted in a rotation of listings at the top of the search results page for the duration of the time it's posted on NYFA Classifieds.

### Billing Address

First Name \*

Last Name \*

Cancel

Organization \*

### Invoice

4 Weeks Listing: \$175.00

**Total Cost: \$175.00**

### Payment Method \*

Credit Card

PayPal

Credit Card

<< Collapse

Need help checking out?

On the Checkout page, select your payment method.

☰ Classifieds ^

📄 Manage Listings

### Billing Address

First Name \*

Last Name \*

Organization \*

Country \*

Street \*

City \*

State \*

ZIP \*

Cancel

### Invoice

4 Weeks Listing: \$175.00

**Total Cost: \$175.00**

Payment Method \*

**Checkout**

### Need help checking out?

[Visit our Classifieds FAQ](#)

For premium bundled pricing, contact us:  
[nyfaclassified@nyfa.org](mailto:nyfaclassified@nyfa.org)

⏪ Collapse

Be sure to add your billing address and then click “Checkout.”

First Name

Mary

Organization

NYFA

Country

USA

Street

29 W

City \*

New

### Pay with Credit Card

X



Card Number \*

Exp. Date \*

Card Code

Pay

Cancel

### Invoice

Weeks Listing: \$175.00

Total Cost: \$175.00

Payment Method \*

Credit Card

Checkout

### Need help checking out?

Visit our Classifieds FAQ

For premium bundled pricing, contact us:

classified@nyfa.org

<< Collapse

Cancel

You'll enter your credit card information and click "Pay," which will take you to a confirmation page.



**Edit Listing**

Enter all the details about your listing



**Review Summary**

Make sure everything is correct



**Checkout**

Enter payment information



**Confirmation**

NYFA will review your listing

## Confirmation

### Thank you for listing with NYFA Classifieds!

Please allow up to 2 business days for your post to be reviewed and approved. You will receive an email confirmation to your NYFA account email address once your listing has been published.

Please confirm that your NYFA account email is correct. If our team has any questions while reviewing your listing, we will reach out to you by email.

Questions? Visit our [FAQs](#) page or contact us at [nyfaclassifieds@nyfa.org](mailto:nyfaclassifieds@nyfa.org)

#### Discount

Save 10% on prepaid bundles for 10+ listings; bundles do not expire. Contact us for more information.

You're all set! Your listing has be submitted to the NYFA Classifieds Team.