

# **Repost a Listing**

**NYFA Classifieds**

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 **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  
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Apply



Upcoming at NYFA

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




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☰ Classifieds

📄 Manage Listings

Opp #2 - Post on Jan 25	Opportunity	Published	01/24/2023	01/25/2023	02/22/2023	⋮
<b>Featured</b> Opp #1 - Post on Jan 25	Opportunity	Published	01/24/2023	01/25/2023	02/08/2023	⋮
Job #4 - Post on Jan 25	Job	Published	01/24/2023	01/25/2023	01/27/2023	⋮
Job #3 - Post on Jan 25	Job	Removed	01/24/2023	01/25/2023	03/22/2023	⋮
<b>Featured</b> Job #2 - Post on Jan 25	Job	Published	01/24/2023	01/25/2023	02/22/2023	⋮
<b>Featured</b> Job #1 - Post on Jan 25	Job	Published	01/24/2023	01/25/2023	02/08/2023	⋮
Testing	Job	Published	01/04/2023	01/04/2023	01/18/2023	⋮
Sample	Job	Published	01/04/2023	01/04/2023	01/18/2023	⋮

-  Edit
-  Delete
-  Repost



When you have signed in, you will be redirected to your Manage Listings page. On your Manage Listings page, click on the three dots next to your listing and then click “Repost.”

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Classifieds ^

Manage Listings

## Repost Job: Testing

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 \*

Job

### Job Details

Title \*

Testing

Description \*

Cancel

Repost



You can make edits to your listing or, if no edits are necessary, click “Repost.”

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📄 Manage Listings

## Manage Listings / Review Job Listing: Testing



### 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: Testing

**Organization** testing

**Location** New York, NY

**Industry/Sector** Art Handling/Logistics

**Education** None Specified

Cancel

Save Draft

Edit

Checkout

You'll get a chance to review your listing; 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

Need help checking out?

☰ Classifieds ^

📄 Manage Listings

**Billing Address**

**First Name \***

Mary

**Last Name \***

Grohoski

**Organization \***

NYFA

**Country \***

🇺🇸 United States of America ▼

**Street \***

29 W. 38th Street, 9th floor

**City \***

New York

**State \***

New York ▼

**ZIP \***

10018

Cancel

**Invoice**

4 Weeks Listing: \$175.00

**Total Cost: \$175.00**

**Payment Method \***

Credit Card ▼



**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.”



Classifieds

Manage Listings

First Name

Mary

Organization

NYFA

Country

USA

Street

29 W

City \*

New

### Pay with Credit Card

✕



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:

nyfaclassified@nyfa.org

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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.