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# Business Professional User Guide

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## **Business/Professional User Guide**

Thank you for your commitment to participate in Your Future Fox Cities. This user guide will provide the necessary information for you to utilize the Your Future Fox Cities website.

If your business is new to Your Future Fox Cities, then a Business Profile and Professional Administrator account must first be setup by a Fox Cities Chamber staff member prior to creating user profiles and publishing opportunities.

The URL for Your Future is: <https://foxcities.yourfuturewisconsin.com/>



## Register for Your Future Fox Cities

- Register your account by using the URL listed above.
- Select REGISTER on the right side of the screen.
- Enter your E-mail, First Name, Last Name
- Select 'I'm an Employee' from the Student/Educator dropdown
- Select your corresponding Business from the Business dropdown
  - If you do not find your business the corresponding dropdown, this could mean that they are not setup in the Your Future Fox Cities database. Please contact your Business Administrator for Your Future Fox Cities, or contact a staff member at the Fox Cities Chamber.
- Select Register
  - At this time, an e-mail will be sent directly to the Administrator from your business. They will verify your employment and an e-mail will be prompted back to you with instructions for retrieving your password.
  - Once you receive a password, you can then utilize the Your Future Fox Cities website.

## Manage your Personal Profile:

- Using your provided login information, enter the Your Future Fox Cities website
- In the upper right corner of the screen, select "Howdy [Your Name]" and your profile page should open. If not, then click Edit My Profile.
- Here is where you can update your password, among other options. Please be sure to update the password to something you can remember and is confidential.
- Select Update Profile once you want to save.

## Create a Student Opportunity:

- Select Business/Professionals in the top navigation bar.
- Select Manage Student Opportunities.
  - <https://foxcities.yourfuturewisconsin.com/businesses/manage/>
  - To create a **new opportunity** – select New Opportunity
    - Enter the Opportunity Title.
    - Enter the Job Description – Keep it brief at two to three sentences.
    - Select the Clusters from the dropdown. You can select up to three clusters.
      - For example: if you are an Engineer in a Manufacturing Company and you work in Business Development – you could select three clusters: STEM, Manufacturing and Business.
    - Select the type of Opportunity from the Category filter – High School Part-Time Employment, Informational Interview, Internship, Job Shadow, Other, Post High School Employment, Volunteer, Youth Apprenticeship. (These are defined under Business/Professionals → How to Get Started.)



- Enter the City, Phone and Email Address for the opportunity
- If you are on vacation or not available during a specific time, you may select dates and the system will not publish your opportunity during that given time period.
- If you have specific requirements for the student, please enter them under Requirements for this Opportunity
  - For example: must do a drug test, fill out an application and interview.
- If you are not ready to publish you can select Draft and then SAVE.
- When you are ready to publish, deselect Draft and select SAVE.

### Create an Educator Assistance Opportunity:

- Select Business/Professionals in the top navigation bar.
- Select Manage Educator Opportunities.
  - <https://foxcities.yourfuturewisconsin.com/businesses/manage-speakers-and-tours/>
  - Select the type of opportunity you are available to help with (Classroom, Financial Literacy, Interviews, Tours and Onsite Events).
    - Select Add New
    - Enter a title for the opportunity
    - Enter a brief description of the educator opportunity
    - Select your clusters from the drop down
      - You can select up to three different clusters
    - Select the opportunity under Category (Classroom, Financial Literacy, Interviews, Tours and Onsite Events)
    - Enter employee/speaker's name
    - Enter employee/speaker's title
    - Enter the employee/speaker's email – the teacher will contact the employee/speaker via email or phone – if there is a preference you can leave one of the contact options blank.
    - Enter the employee/speaker's phone number – the teacher will contact the employee/speaker via email or phone – if there is a preference you can leave one of the contact options blank.
    - Select Inactive if you are not ready to publish, then SAVE.
    - When you are ready to publish, deselect Inactive and click SAVE.

### Approving/Declining Educator Assistance Opportunity:

- You will receive an e-mail from an Educator stating that they have sent you a message regarding an Educator Opportunity. A link will be included in the e-mail in order for you to efficiently review the request and approve or decline the request. The e-mail will also contain a custom message from the Educator.
- By clicking on the link in the e-mail, a new screen for Your Future Fox Cities will open.



- You can create a custom message for the Educator.
- Then, Approve or Decline the request by clicking on the appropriate button.

### **Edit an Existing Opportunity:**

- Select Business/Professionals in the top navigation bar.
- Select Manage Student Opportunities or Manage Educator Opportunities.
- Select the existing opportunity and click Edit to make your changes.
- Select SAVE once all changes are made.

### **How will I participate in a career-based learning opportunity?**

After you have published Student Opportunities and Educator Assistance Opportunities, you can wait for students and/or educators to reach out to you directly to fulfill opportunities. They will contact you by utilizing the information provided in the posted opportunity.

**Thank you for your commitment to participating in Your Future Fox Cities!**

