



Work Where You Play- Getting Started Instructions for Creating Your Business Listing

Welcome to “Work Where You Play,” a brand new job search page on visitnh.gov. The Division of Travel and Tourism Development has launched this exciting new program to reach out to a previously untapped market of job seekers- the millions of individuals who vacation in our state each year. With an abundance of open positions throughout New Hampshire, we realize how important it is to bring qualified candidates into our state...and what better group to target than those who already love spending time here? And with around 2 million visitors to visitnh.gov each year, you can be sure that many eyes will be falling upon your company’s name daily!

The following instructions will guide you step-by-step through the process of registering your company to the Work Where You Play jobsite. If you have any questions, please do not hesitate to contact Stacy Bell, DTTD Communications Specialist, at 603-271-2665 or stacy.bell@dred.state.nh.us.

1. Visit <http://visitnh.gov/employment/login.aspx>. You will see the following screen, where you will click on New User Registration:

WORK WHERE YOU PLAY - EMPLOYER LOGIN

Please login below to access the employer’s administration facility and edit your account.

Username:

Password:

LOGIN

[New User Registration](#) | [Lost Password](#)



2. Fill out the registration form, following the example shown below.

WORK WHERE YOU PLAY - BUSINESS AND ORGANIZATION REGISTRATION

Please complete the form below to register your business or organization.

Please note that although you will be able to add your listing immediately upon registration, your business or organization will not appear in our search results until it has been approved.

Fields marked with yellow highlighting are required.

Business Name:	<input type="text" value="Silvertech"/>
Username:	<input type="text" value="silvertech"/>
Password:	<input type="password" value="••••••"/>
Contact Name:	<input type="text" value="William Storace"/>
Address:	<input type="text" value="55 South Commercial Street"/>
Address:	<input type="text" value="4th Floor"/>
City:	<input type="text" value="Manchester"/>
State:	<input type="text" value="NH"/>
Zip:	<input type="text" value="03101"/>
Phone:	<input type="text" value="(603) 669-6600"/> x <input type="text"/>
Fax:	<input type="text"/> <input type="text"/> <input type="text"/>
Website:	<input type="text" value="http://silvertech.com/contact-us/careers.as"/>
Email:	<input type="text" value="william.storace@silvertech.com"/>
Company Description:	<input type="text" value="SilverTech offices are a fast-paced fun, dynamic, casual environment where team members work collaboratively on a daily basis. Our open concept office promotes communication and harnesses creative energy."/>

Enter a link that will take visitors directly to the employment section of your company's website.

Give a brief overview of your company and work environment.

You can also enter specific details about your open positions in this box.

Your company description may be up to 250 characters in length.

SUBMIT FORM

3. When you are finished, click on "Submit Form." You will be taken back to the Login Screen, as seen below. Enter the username and password you created in the previous registration screen, then click on "Login."

WORK WHERE YOU PLAY - EMPLOYER LOGIN

Please login below to access the employer's administration facility and edit your account.

Username:

Password:

[New User Registration](#) | [Lost Password](#)

4. Click on Edit My Account.

WORK WHERE YOU PLAY - EMPLOYER LOGIN

Please select an option from the list below.



5. After clicking **Edit My Account**, a page similar to the registration screen will load. This time, you will see an area to select **Sectors** and **Regions**. Check off the boxes that apply to your business, and then click on **Submit Form**.

Description:

SilverTech offices are a fast-paced fun, dynamic, casual environment where team members work collaboratively on a daily basis. Our open concept office promotes communication and harnesses creative energy.

Sectors:

<input checked="" type="checkbox"/> Technology	<input type="checkbox"/> Healthcare
<input type="checkbox"/> Food Service and Hospitality	<input checked="" type="checkbox"/> Professional Services
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Education and/or Childcare	<input type="checkbox"/> Retail
<input type="checkbox"/> Energy	<input type="checkbox"/> Financial Services

Regions:

<input type="checkbox"/> Dartmouth-Lake Sunapee	<input type="checkbox"/> Great North Woods
<input type="checkbox"/> Lakes	<input checked="" type="checkbox"/> Merrimack Valley
<input type="checkbox"/> Monadnock	<input type="checkbox"/> Seacoast
<input type="checkbox"/> Statewide	<input type="checkbox"/> White Mountains

Check off the sectors that your company has job opportunities available in. You may select multiple categories.

Check off the region where your company is located. If you have more than one office, you may select multiple categories.

SUBMIT FORM

◀ EMPLOYER HOME

6. At this point, your account will be submitting to the Division of Travel and Tourism for review. Once your account has been approved, you will see “Yes” next to Approved in the Edit My Account page.

MY ACCOUNT

Approved:	Yes 
Business Name:	SilverTech
Username:	silvertch
Password:	••••••••
Contact Name:	William Storace
Address:	55 South Commercial Street
Address:	4th Floor
City:	Manchester
State:	NH 
Zip:	03101
Phone:	(603) 669-6600 x <input type="text"/>

7. Once you see that your account has been approved, you're all set! Be sure to keep your account updated as positions in your company are filled, or if new positions in additional sectors are added.

Please Note: You will not be entering specific job listings to your account. This is why we ask that you please have your own website where full details about open positions can be found, including job descriptions and instructions on how to apply. This information will not be included in your visitnh.gov listing. The Work Where You Play job site is intended to make visitors aware of job openings at companies around the state, and encourage them to contact your company directly to apply.