



**Instructions for setting up an automatic scrape/spider of a corporate job board**

An automatic scrape will allow your jobs to be automatically added/deleted/updated to the Make Golf Your Career Job Board without you having to touch them. Simply update your corporate portal and the system will do the rest of the work.

- \* Visit <https://makegolfsyourcareer.org>
- \* Click on **Employers** at the top right of the homepage
- \* Select **My Company** from the drop-down menu & create your Company Account login credentials. An email will be sent from Make Golf Your Career Job Board confirming that your account has been established. Once you are in the system, you will also be able to build out your Company Overview page, add colleagues/team members that will have access to your company portal, etc. from the My Company page.
  
- \* Complete the Spider Items and Mapping worksheets within this workbook.
- \* Return the completed workbook to **YMPartnerReps@CommunityBrands.com**. Automatic scrapes take approximately two weeks to be set up.

If you have any questions, please reach out to the customer success team at [YMPartnerReps@CommunityBrands.com](mailto:YMPartnerReps@CommunityBrands.com) or by phone at (727)497-6565 option 3 for assistance.



**To set up the automatic scrape -**

1. Create an Employer Account at <https://makegolfyourcareer.org/employer/my-account/>
2. Complete the info below and the field mapping worksheet contained in this workbook
3. Send the completed workbook to [YMPartnerReps@CommunityBrands.com](mailto:YMPartnerReps@CommunityBrands.com)

If you have any questions, please reach out to the customer success team at [YMPartnerReps@CommunityBrands.com](mailto:YMPartnerReps@CommunityBrands.com) or by phone at 727.497.6565 option 3 for assistance.

ITEMS FOR SPIDERING to Make Golf Your Career Job Board	
<p><b>*Employer Name:</b></p> <p><b>*Employer Email Address:</b>  <i>The account with the job posting inventory</i></p> <p><b>*Subscription (Y/N):</b>  <i>Is the subscription already purchased / in the account? The spider will not be able to run if inventory is not in the account.</i></p>	
<b>URL for all positions (required):</b>	<b>Enter URL to be scraped</b>
<p><i>*What is the URL the spider is to copy the jobs from? <b>Please be specific so we only pull the positions you want.</b></i>  <i><u>Important</u> : Look at the jobs on the page; the spider will copy ALL jobs unless you specify otherwise in the next questions. Sometimes, you can filter the results on the employer's site via dropdowns or by clicking links on the employer's page, which will change the URL.</i></p> <p><b>URL --2nd URL (if applicable):</b></p>	
<b>Job Categories:</b>	<b>Enter keywords to be used, if desired</b>
<p><i><b>Do you only want to Spider certain types of jobs? If so, what are the job categories or keywords the spider should search ? Note: The keyword will be searched in ALL areas of the posting: the body, the position title, the company name, the requirements, so on and so forth. Please be very specific. You can provide a URL to a search filtered by the desired criteria, if possible.</b></i></p> <p><b>Company Name:</b>  <i>How the company name should be displayed on the postings on the job board</i></p>	

<b>Tracking Code:</b>	<b>Enter tracking code to be used, if desired</b>
<p><i>Is there any tracking code that should be included with the jobs that the spider copies ? Note: YourMembership allows tracking tags for jobs but does not support the tags. Therefore, we are not able to troubleshoot errors regarding tags.</i></p>	
<p><b>Location:</b> <i>Please specify if only jobs from specific locations should be scraped.</i></p>	
<b>Mapping:</b>	<b>Use mapping tab</b>
<p><i>Provide any information about how the data from the URL being scraped should be mapped to the Job Board. For example, "All jobs should have 'Healthcare' set as the Job Function value". Or if we should consider the value on the employer's site, use the Mapping tab of this worksheet to map their value to yours. If there are a large number of mappings which should be applied please see "Mapping" tab.</i></p>	
<p><b>Include Employer Logo on all job postings (Y/N)?:</b> <i>Please include logo if not already present in employer's company profile.</i></p>	

## MAPPING

Mapping can match a specific field value from the jobs being spidered to a field value on the job board. If you would like to map values from a specific field please indicate which field value on the job board it should be mapped to.

What we are looking for here is if your job board has a Job Category Value that is different than what is on the Make Golf Your Career Job Board/which of MGCY's best matches yours, so there aren't 100 similar but separate categories to filter by..

MGCY Job Function-Do Not Change	Job Category (From Employer Job Board)
Administrative Support/Clerical	
Agronomy / Golf Course Maintenance	
Association Administration	
Business Development/Sales/Marketing	
Caddie / Caddie Management	
Club Fitting / Club Repair	
College/University/High School Golf Coach	
Communications/Public Relations	
Competitions/Rules Official	
Creative Services/Graphic Design	
Digital/Social Media	
Engineering	
Event Management	
Finance / Accounting	
Food and Beverage	
General Manager / Business Operations	
Golf Professional	
Human Resources	
Instruction/Teaching/Coaching	
Legal	
Merchandising/Retail	
Other	
Outside Golf Course Operations	
Player Development/Teaching	
Product Development	
Teaching Professional	
Technology/IT	
Tournament Business Affairs	
Tournament Operations / Support	
Video Production	