



Step-by-Step Instructions: Create a Custom Link

1. To create a custom link, start at the **Dashboard**
 2. From the **Dashboard** select the **Sources** tab
 3. From the Sources page, select **Custom Links and Feeds**
 4. Choose a **Title** for your custom link. The title should allow other users to easily identify the source.
 5. Choose where you would like contacts who click on your custom link to be **auto-categorized**.
 6. Choose what **type of link** you would like to create. You can choose a Network Invitation, or a link to jobs.
 7. Click the **Create Link** button
 8. This is your Custom Link URL. You will want to cut & paste this URL and save it in a word document. The system does not give you access to this URL again.
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