MatchBoard℠

How to Apply for a Board or Commission

A quick guide to using MatchBoard

STEP ONE - BUILD YOUR PROFILE
Complete it once and use for future applications.

STEP TWO - SUBMIT AN APPLICATION
Serve your community to make a difference.

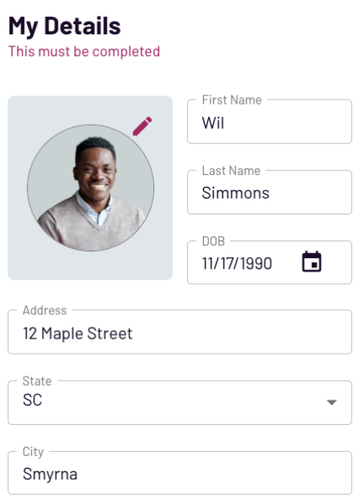
1 Create Your Profile

Your profile is required before you can apply.

Click the profile icon in the upper-right corner and click **Edit** under **My Details**.

Be sure to complete:
- Address and contact information
- Professional Experience
- Resume upload

You can also add:
- A profile photo
- References



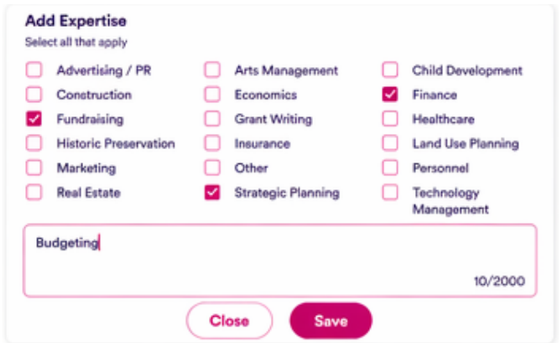
Important: Your profile is saved and reusable. You only need to complete it once.

2 Add Your Interests, Expertise, & Experience

This helps match you with the right opportunities.

On the right-hand side of your profile, select **Edit** next to **Interests, Experience, and Expertise**.

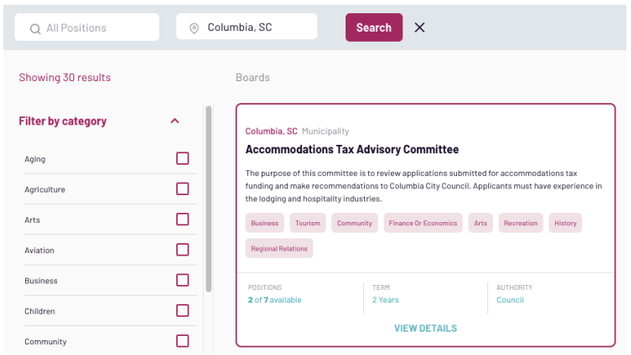
You may also type in additional qualifications not listed.



3 Search for Boards

Find opportunities in your area.

- Click Boards in the top navigation
- Search by location - Columbia, SC
- Filter by category or interest
- Browse available boards and commissions

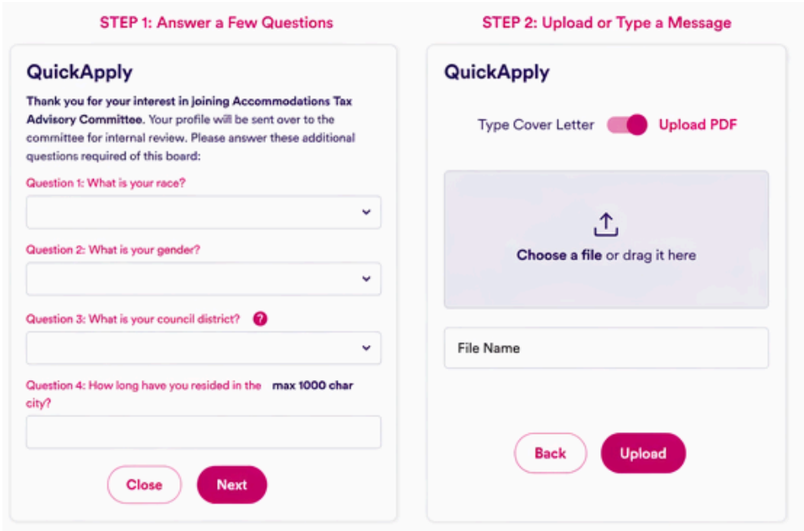


4 Submit Your Application

This is a separate step from your profile.

When you find a board
1. Select the board.
2. Click **Quick Apply**.
3. Answer a few short questions.
4. Upload a cover letter (PDF, DOC, DOCX) or write a brief message.

Once submitted, your application is sent directly **to the City Clerk** for review.

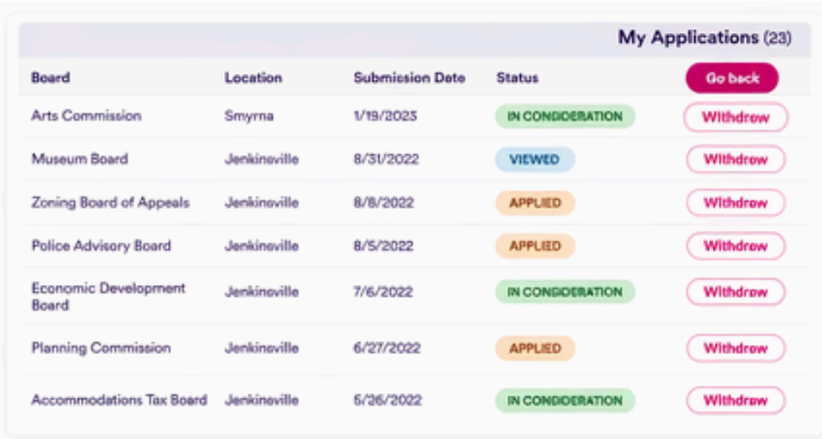


Tip: You can upload a cover letter (PDF, DOC, DOCX) or type a brief message explaining why you would like to serve on this board.

5 Track Your Applications

Stay updated on your status.

Click **My Applications** in the top bar to view:
- Submitted applications
- Current status updates



Need Help?

No matter where you are within MatchBoard, access help anytime by selecting the **Help** button in the bottom right-hand corner.

Help