

## Classified Ads Instructions

1. You must be a current member. If you are not, simply join the class by clicking on Join Us then New Member Sign Up. (It's only \$40)
2. Once you are a member, sign into your account at [www.s279.org](http://www.s279.org)
3. The pictures shown are from the desktop version of the website. Phone is similar, if you don't see something, scroll down.
4. Click on the arrow next to your name



5. Click on Profile



6. In the bottom right, under Your Website Functions, click on Classified Ads

The screenshot shows a grid of website functions. The 'Your Website Functions' section is highlighted with a red arrow pointing to the 'Classified Ads' link. The grid contains the following sections:

- Basic Member Information**: Click here to edit your basic contact information such as your address or phone number.
- Additional Member Data**: Click here to answer additional questions about yourself that pertain to your membership.
- Standard Member Directory**: Click here to edit your member directory profile and define what is visible to other members (and the public if your organization has made the directory visible on the public side of the website.)
- User Name / Password**: Click here to change your login information.
- More Member Options**: Privacy/Cancel/Remove, Optional Additional Charges, Achievements
- Histories**: Transaction History, Payment/Credit History, Event History, Donation History, Volunteering
- Forums**: Forum General Preferences, Thread Subscriptions
- Your Website Functions**: Collectibles, Classified Ads, Download Bank

At the bottom of the page, there is a footer with the following text: Home | Contact Us | Copyright © 2023 - All Rights Reserved | Terms of Use | Privacy Policy. Below this is the 'Powered By ClubExpress' logo.



14. Under maintain, Click on the picture boxes

Search

Title

Category All

Status < Any >

Date Posted Range  To

[Add Classified Ad](#)

[Classified Ads Polic](#)

[Search](#)

Search Results (1 classified ads found)

Date Activated	Category	Status	Title	Expiration	Renewals Left	Maintain	
7/28/2023	Boats	Active	Example listing	4/8/2024	1	   	

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15. Click Add Photo(s)

16. You can now add one or more photos. You can upload them from the files section of your computer or your phone.

17. In the main Picture Colum, click on the picture you want to show in the main ad listing

18. You will receive an email once your ad has been approved.

19. Delete your ad when sold. (Click on the red circle with white X) You may also update any needed details by going to the pencil icon in your ad. (Get to this the same way you listed the ad)

Date Activated	Category	Status	Title	Expiration	Renewals Left	Maintain	
7/28/2023	Boat parts	Active	iPhone test	4/8/2024	1	   	
7/28/2023	Boats	Active	Example listing	4/8/2024	1	   	

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20. Your ad will stay active until you delete/cancel it. It will stay posted for 255 days, then you will have to renew it. (Free as of now) in the above picture, click on the black circle with the white curved arrow in it.

21. Contact [chrisraig@s279.org](mailto:chrisraig@s279.org) with issues/questions.