

algarvedailynews.com

FREE CLASSIFIEDS HANDBOOK

**A step by step guide to placing and managing
your classified ads**

REGISTRATION

In order to start using our FREE Classifieds section you must register to create your account. This is a one-time process and will enable you to log in at any time to place new ads or manage your existing ads.

To register;

1. Go to <http://algarvedailynews.com>
2. Click on **Classifieds » Register** in the main menu at the top of the page.



3. Complete the registration form with your full name, your chosen username, your chosen password and a valid email address.

REGISTER

In order to advertise in the classifieds section, you must register. Please complete the form below.



* Required field

Name: *

Username: *

Password: *

Confirm Password: *

Email Address: *

Confirm email Address: *

or

It is important that the email address is valid, as this is the address that we will use to send you a link to activate your new account. When you have completed all the fields, click on the **Register** button.

4. Once you have completed the form you should see a confirmation page letting you know that your account has been created, and is awaiting activation.



THANK YOU

Your account has been created and an activation link has been sent to the email address you entered. Please note that before you can login you must activate the account by clicking on the activation link when you get the email.

The activation email is incorrectly flagged as being spam by some email providers, so please remember to check any spam folders you may have.

Please note that you will not be able to use your account to place any ads until you have activated your account.

ACTIVATION

Once you have registered with algarvedailynews.com you will need to activate your account before you can start placing your ads.

You should receive an email from **Algarve Daily News** with a subject of **Account details for «your name» at Algarve Daily News**. Sometimes this email can be incorrectly flagged as being spam or junk, so be sure to check any spam or junk folders you may have.

Within the email will be a link (usually underlined in blue), click on the link and a web browser window should open confirming that your account has been successfully activated and you should see a login page.



You are here: [Home](#) » [Classifieds Login](#)



CLASSIFIEDS LOGIN

In order to place new classifieds, or to amend your existing classifieds you must log in. Please enter your details below.

If you don't have an account yet, [click here to register](#).

User Name *

Password *

[» Forgot your password?](#)
[» Forgot your username?](#)

You are now ready to start placing your ads. Please be sure to check out the rules before placing your ads.



PLACING ADS


Now that you have successfully created and activated your account, you can start to place your ads.

To place a new ad;

1. Go to <http://algarvedailynews.com>
2. Click on **Classifieds » Place an Ad** in the main menu at the top of the page.



3. If you are not already logged in you will see a login page.

 Your Account has been successfully activated. You can now log in using the username and password you chose during the registration.

You are here: Home ▶ Classifieds Login



CLASSIFIEDS LOGIN

In order to place new classifieds, or to amend your existing classifieds you must log in. Please enter your details below.

If you don't have an account yet, [click here to register](#).

User Name *

Enter your username

Password *

Enter your password

Log in

» [Forgot your password?](#)

» [Forgot your username?](#)

Enter your username and password that you used during the registration process, and click on **Log in**.

4. Once logged in you will be asked to select a category for your ad, the categories are fairly general so you should be able to find one that is suitable, if not please let us know at classifieds@algarvedailynews.com.

classifieds



Please read our **rules** before you post your ad!

required field

optional field

Place a classified ad

Category

-- Select a category --

Select a category from the list by clicking on the **Select a category** box.



Please read our **rules** before you post your ad!

required field optional field

Place a classified ad

Category

Full Name

Email

Phone

Location

Advert Title

Description

Price €

You can upload a picture in JPEG/PNG/GIF format with a maximum size of 200KB.

Image

Your Full Name and Email address will already be completed for you using the details you used when you registered, but you can change these if you want to. Complete the rest of the form with the details of your ad, please note that the orange boxes are compulsory. You are not required to include your phone number, but it will make it easier for potential buyers to contact you. Please also note that it is not necessary to include your contact details or the price in the description field as these will automatically appear on your ad.

5. If you would like to include an image with your ad (it's FREE!) click on the **Browse** button.

Price €

You can upload a picture in JPEG/PNG/GIF format with a maximum size of 200KB.

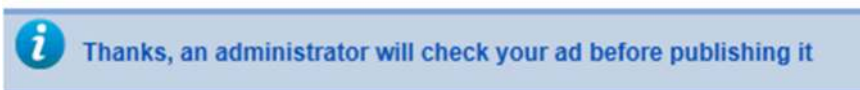
Image

This will enable you to browse to the image on your computer that you would like to include. Please be aware that there are some limitations on the images we will accept, they must be:

- Either JPEG/JPG, PNG, or GIF format
- Less than 1MB in size
- Less than 1024 x 768 px

Once you have completed the form, click the **Save** button and you will be taken to a page showing all the current ads. If you have included an image this may take a little time as the image needs to be uploaded.

At the top of the page you will see a message informing you that your ad is waiting to be checked.



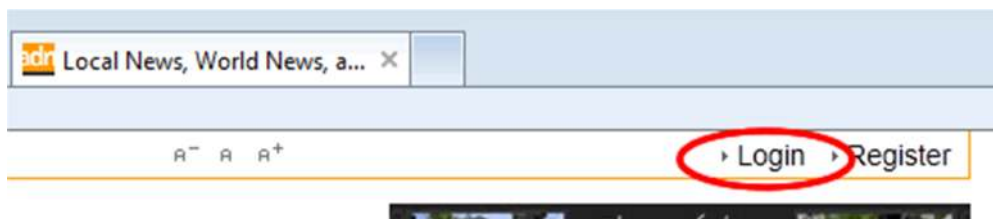
To avoid any undesirable ads being published on the site ALL ads have to be manually checked by a site administrator prior to them becoming visible to the public. As this is a manual process, depending on the time of day you place your ad, there may be a delay before it actually appears on the site.

MANAGING YOUR ADS

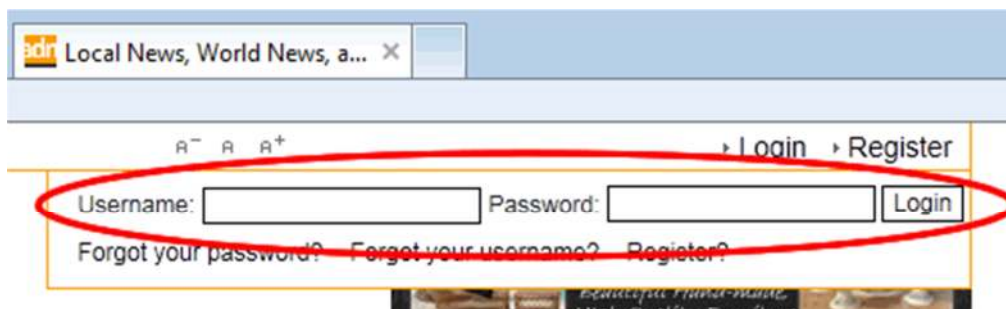
So, you have placed some classified ads, but you need to change some of the details, or delete it because you have sold the item.

To manage your existing ads;

1. Go to <http://algarvedailynews.com>
2. In the top right hand corner of the page click on **Login**



In the box that appears, enter your username and password that you used to register and click the **Login** button.



3. Once you have successfully logged in you will see the main Classifieds page. Below the category summaries you will find a row of links. Click on the **My Classifieds** link.



New Ad | All Classifieds | My Profile | **My Classifieds** | Rules

4. You will now be presented with a list of all your currently approved ads. Any ads that you have placed that have not yet been approved by a site administrator will not appear in the list, so after placing a new ad it may take some time before it appears in your list, please do not place another duplicate ad.

Classifieds - 2

2 Results 1 - 2 of 2

Details	Date
<p>Update your ad Delete</p>	<p>31-Aug-2011 from [redacted] 7 Hit(s)</p>
<p>Update your ad Delete</p>	<p>21-Aug-2011 from [redacted] 19 Hit(s)</p>

New Ad | All Classifieds | My Profile | My Classifieds | Rules

To modify an existing ad click on the **Update your ad** link, this will take you to a page similar to the one used to place a new add, and will give you the ability to change any of the original details.

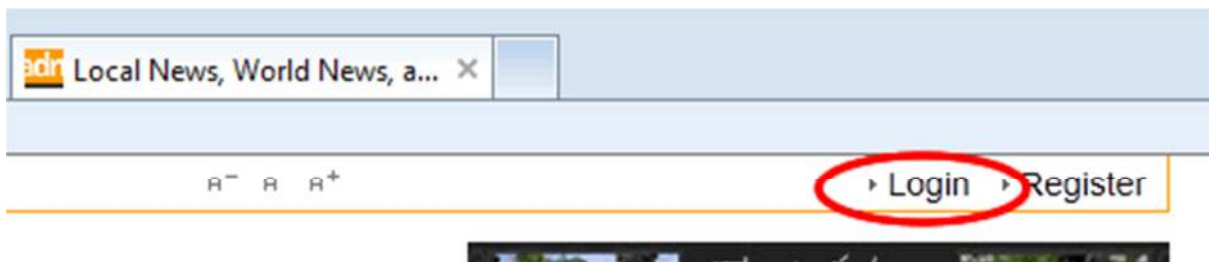
To delete an existing ad simply click the **Delete** link.

RENEWING YOUR ADS

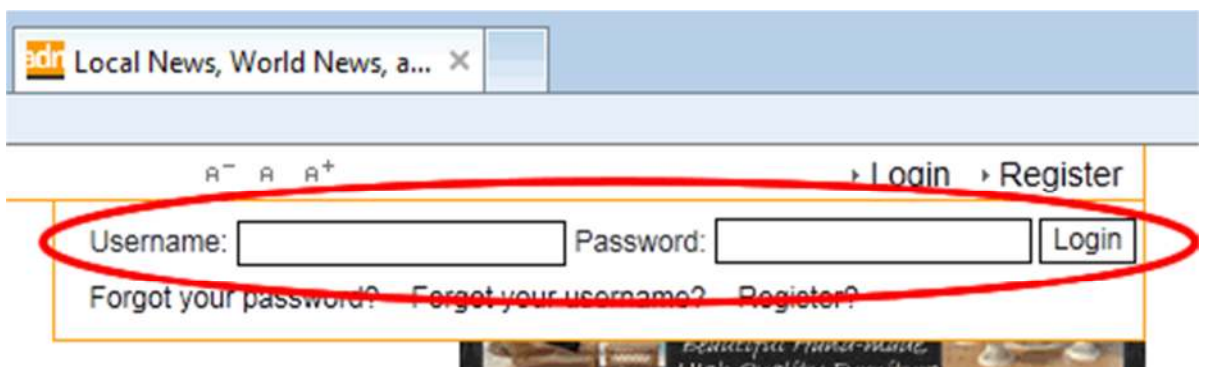
Classified ads expire automatically after 30 days. 5 days prior to the expiry date you will be sent an email alerting you to the fact that you have ads expiring. **IF YOU DO NOT RENEW YOUR AD, AFTER 30 DAYS IT WILL BE AUTOMATICALLY REMOVED FROM THE SYSTEM.**

To renew your ad;

1. Go to <http://algarvedailynews.com>
2. Click on **Login** in the top right of the page.



3. Enter your username and your password.



4. Below the categories on the Classifieds page are a row of links, click on the “My Classifieds” link



New Ad | All Classifieds | My Profile | [My Classifieds](#) | Rules

5. You should now see a list of your classifieds, underneath the descriptions it should say ***This ad expires in X day(s) click here to renew now.***

Details	Date
<p>[Redacted]</p> <p>Update your ad - Delete</p>	18-Sep-2011 from [Redacted] 34 Hit(s)
<p>[Redacted]</p> <p>Update your ad - Delete - This ad expires in 4 day(s) click here to renew now</p>	15-Sep-2011 from [Redacted] 27 Hit(s)

New Ad | All Classifieds | My Profile | My Classifieds | Rules

6. Click on the ***renew now*** link, and the ad will be renewed for another 30 days.