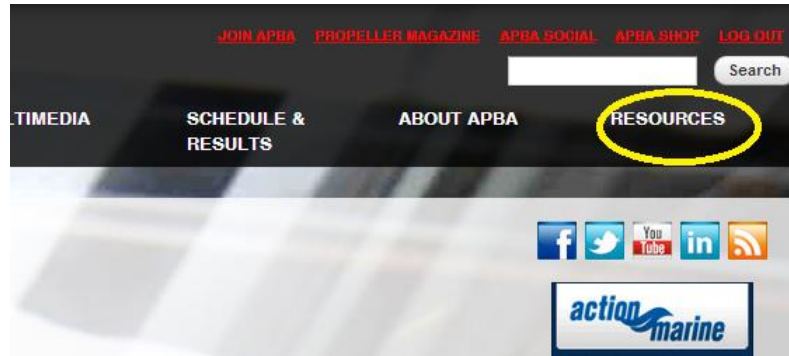


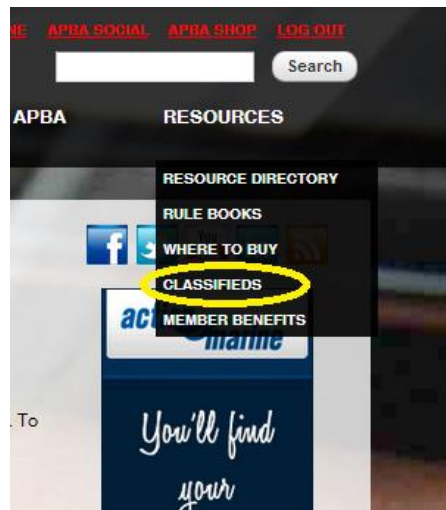
Classified Ads 101

How to Post a Classified Ad

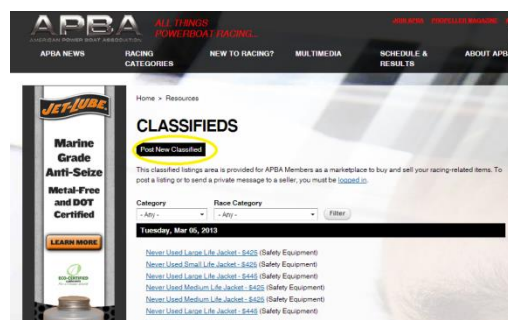
1. Login to APBA.org (see previous tutorial)
2. Locate the “Resources” Tab



- a. Hover over the “Resources” Tab and a dropdown menu will appear. In that menu, you will find a “Classifieds” Tab.

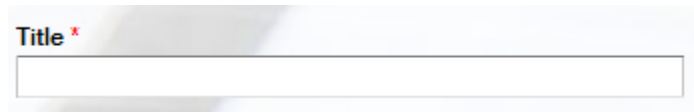


- b. Select the “Classifieds” Tab
3. If you are logged in correctly, you will see a black box in the center of the screen that says “Post New Classified”



If there this box is not on your screen, you have not properly logged in.

4. Select the "Post New Classified" box
5. You will be redirected to a screen that is titled "Create Classified Post"
6. You will be asked to enter the following fields
 - a. Title:
 - i. Put the name of the product you're selling. (We also recommend putting the price.)



A screenshot of a web form showing a single-line text input field. The label "Title" is positioned to the left of the field, followed by a red asterisk. The field itself is empty and has a thin border.

- b. Description:
 - i. Add a description of the item you would like to try and sell. If you would like to list your phone number or additional contact information, this is the place to do it.

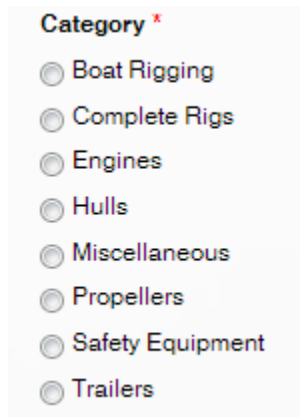


A screenshot of a web form showing a large text area for a description. The label "Description" is at the top left, followed by a red asterisk. The text area is empty. At the bottom of the text area, there is a small legend of allowed HTML tags and a link for "More information about text formats".

- Allowed HTML tags: `<a>` `` `` `<cite>` `<blockquote>` `<code>` `` `` `` `<div>` `</div>` `` `` ``
- Lines and paragraphs break automatically.
- Web page addresses and e-mail addresses turn into links automatically.

[More information about text formats](#) ?

- c. Category:
 - i. Select which of the categories your item fits into.



A screenshot of a web form showing a list of categories for selection. The label "Category" is at the top, followed by a red asterisk. Below the label is a list of categories, each with a radio button to its left.

- Boat Rigging
- Complete Rigs
- Engines
- Hulls
- Miscellaneous
- Propellers
- Safety Equipment
- Trailers

- d. Racing Category:
 - i. Select which (you can choose more than one) of the racing categories your item fits into

Race Categories

- Inboard
- Inboard Endurance
- Junior Classes
- Modified Outboard
- Offshore
- Outboard Drag
- Outboard Performance Craft
- PRO Outboard
- Special Events
- Stock Outboard
- Superflight Tunnels
- Unlimited
- Vintage & Historic

e. Images

Images

Add a new file

No file chosen

Files must be less than 5 MB.
Allowed file types: png gif jpg jpeg.
Images must be smaller than 800x800 pixels.

- i. To add a picture, select “Choose File”
 1. Choose the file from your computer
 - ii. Select “Upload”
 - iii. You may repeat this with as many pictures as you’d like
 - **Note pictures may appear very large and distorted. This will not be the case when the ad is complete
7. Once your listing is complete, click the “Save” button at the bottom of the screen. This will confirm your listing. You will then receive an email with a confirmation of your listing as soon as this step is complete.

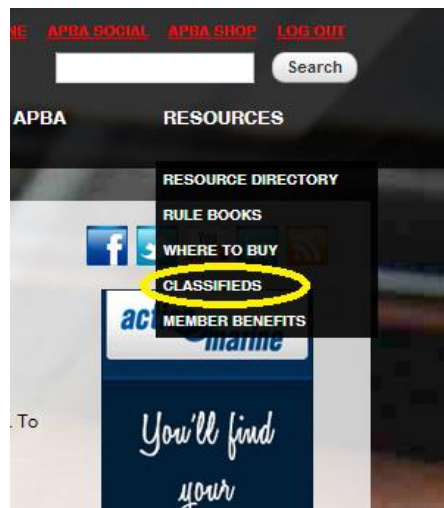
For any additional questions, please contact APBA Headquarters.

How to Edit a Classified Ad

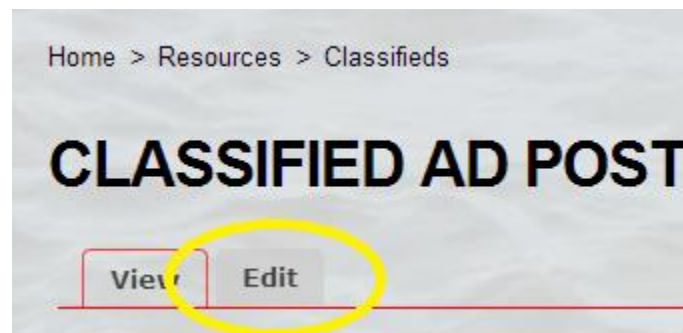
1. Login to APBA.org (see previous tutorial)
2. Locate the “Resources” Tab



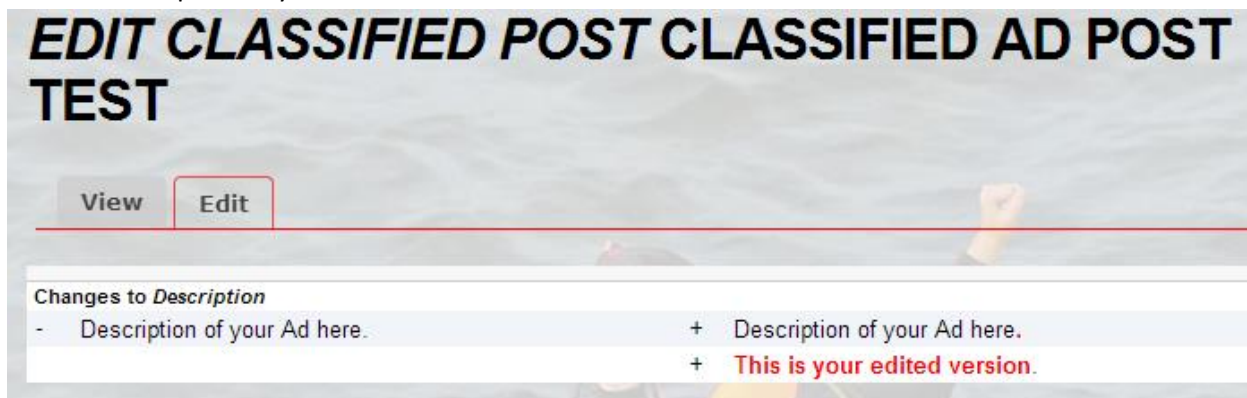
- a. Hover over the “Resources” Tab and a dropdown menu will appear. In that menu, you will find a “Classifieds” Tab.



- b. Select the “Classifieds” Tab
3. Select your add from the listing below
 4. Select the “Edit” Tab



5. Make any changes following the above guide on posting a classified ad.
6. You may choose to select “View changes”
 - a. At the top of the page, in red, you will see the changes you have made to the Title or Description of your ad



7. Once your listing is edited, click the “Save” button at the bottom of the screen. This will confirm your edited listing.

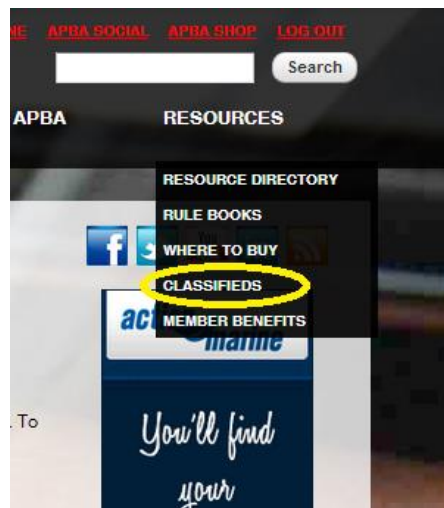
For any additional questions, please contact APBA Headquarters.

How to Delete a Classified Ad

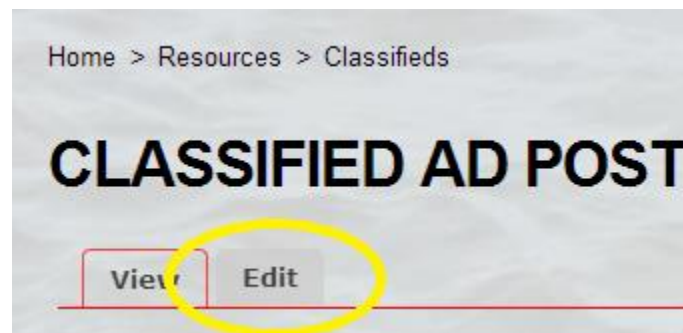
1. Login to APBA.org (see previous tutorial)
2. Locate the “Resources” Tab



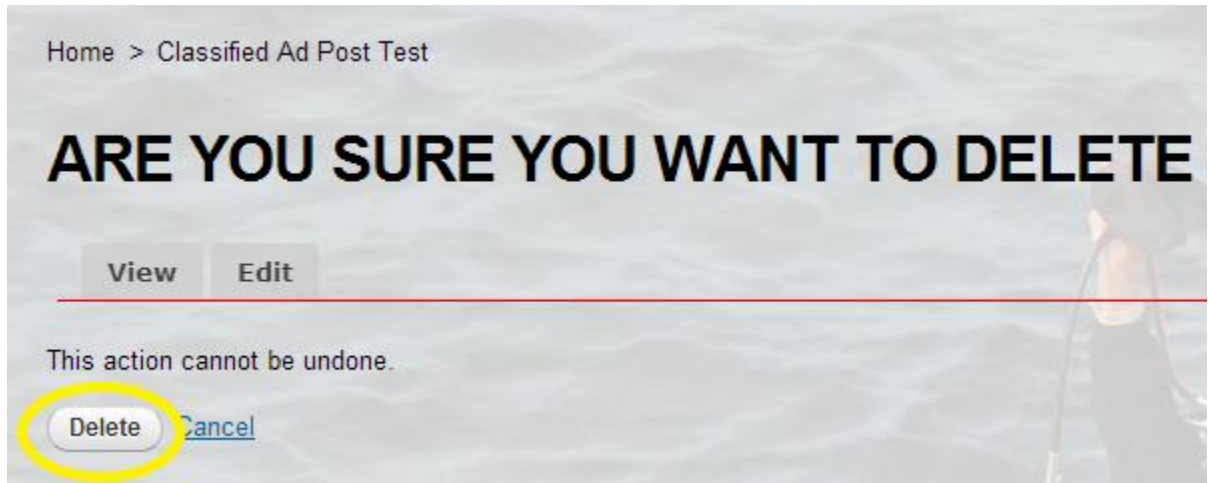
- a. Hover over the “Resources” Tab and a dropdown menu will appear. In that menu, you will find a “Classifieds” Tab.



- b. Select the “Classifieds” Tab
3. Select your add from the listing below
 4. Select the “Edit” Tab



5. Scroll down to the bottom of the page and select “Delete.”
6. A confirmation screen will appear. Click “Delete” to permanently remove the ad



7. Once your listing is deleted, it will no longer appear in the “Classifieds” section.

For any additional questions, please contact APBA Headquarters.