Adding / Editing Classified Ads:

1) Enter a title for the ad and assign it to a category:

Add Article	0	Ø	×
Title: 🕑			
Title of Classified Ad			
Excend all Colleges all Cars Cars Cars Cars Confice Supplies			
H Office Supplies			

2) Enter ad text in the "Article detail' box:

Article detail type	
content: 🚱	
Basic Text Box • Rich Text Editor Editor: ()	
B I S I_x # # Format →	
	Words: 0

*If pasting from Microsoft Word use the "Paste from Word" or "Paste as Text" (clipboard icon) tool for best results.

3) Enter additional details for the ad:

County 🛛	County	~
Location (Town or City)		
More Information Link (URL)		
Contact Name 🕫		
Contact (Email Address): 🕐		
Contact (Phone Number): 🛛		

4) Set an expiration date for the ad:

	Publish date: 🛿	7/7/2025		10:00 AM	0
	Expire date: 🛿	1/3/2026		10:00 AM	0
() 1	T <mark>ime zone:</mark> (UTC-05:00) Ea	astern Time (US	6 & Car	nada)	

5) Submit the ad for approval by checking the "Request for Approve" toggle and saving the ad:

ç ^{₽ጋ} Workflow:	Content approval > Curent state: Draft
	Draft Approve Publish
	Request for approve 🛛 🔽 🔍
	Save and close Save and view X Cancel