How to Place a Self Service Classified

Step 1: Visit www.thelatzreport.com.au and click on the Classifieds menu option

Step 2: Click on 'List Your Classified Ad' image on the RHS of the page

Step 3: Select 'Self Service Booking (Online)' option

Step 4: Either 'Sign in' to your existing Wordpress User account, or tick 'Create an account for me so I can manage all my ads from one place'. A new account and password setup instructions will be emailed to you.

Step 5: Complete the form:

- Contact Person: Name of the person responsible for the classified. This can be in an Individual or a Company name.

- Email: You will need to have access to this account in order to manage your advertisement, including confirmation and administrative notices and enquiries from readers responding your classified.

- Phone Number: Please don't use a private number as this will be published for people to call in response to your classified.

Your Ad Information (see Classifieds Checklist for tips to draft a great ad)

- Ad Title: Enter the name of your advertisement.

- Category: Choose either a Jobs or For Sale classified.

- Main Content: Use this editor field to add the details about your classified. This can be drafted in a Word program and copy/pasted into this field, or you can use the various formatting options to layout your content.

- Price $: This is an optional field to add the salary offered for the position, or the asking price for your asset.

- Location: Please list as 'Suburb, State'

- Upload Photos: Upload up to five photos. A minimum of two is recommended due to restrictions in the program that duplicates the display of single images. Photos are best displays in landscape format with a minimum 1200 x 800 pixels. (Smaller images will appear blurry or distorted). Look on the right hand side of the page to access a link to free stock photos you can use. The first photo you upload will appear as your Thumbnail image on the Classifieds list.

ⓘ **You can draft your ad details in Word and copy/paste it in!**

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Step 5: Complete the form (continued):

Listing Information

- Listing: Select Self Service Booking to list your classified advertisement yourself. If you need support from our Staff to upload your classified, then please select the Staff Assisted Booking option.

- Click Preview to view your advertisement.

- Review the layout of your advertisement. If you want to make changes, click Edit Listing to go back over the information you entered.

- When you are finished, click Publish Listing to move to the payments page.

Payment Page

- Choose one of three tabs: Paypal, Credit Card or Bank Transfer

- Paypal Tab - enter your Name and Email address then click Place Order to be taken to the Paypal login screen.

- Credit Card Tab - enter your Name, Email address and credit card details then click Place Order. It will take up to 45 seconds to process and confirm. Do not back away from the page until you received confirmation. (Unfortunately, the software does not show a 'waiting' graphic).

- Bank Transfer Tab: Check your Name and Email address is correct and click Place Order to be taken to a page showing our bank details. An email will be sent with instructions on how to pay. If you require a tax invoice to submit for approval please email us as soon as possible for us to arrange.

To Manage Your Classifieds

- Click on the 'Manage My Ads' link in the Advertiser Options menu or from the main Menu at the top of the page.

- Use the buttons available to View your Ad, Edit your Ad and Delete your Ad. Click on Sold to show that the position has been filled, or business is sold.

- A red Credit Card icon next to your listing means you are yet to pay for your ad. A red eye with a cross through it, means your ad has expired. Click on the More button to complete your payment or renew your ad.

ⓘ Choose the Staff Assisted Booking option if you need help