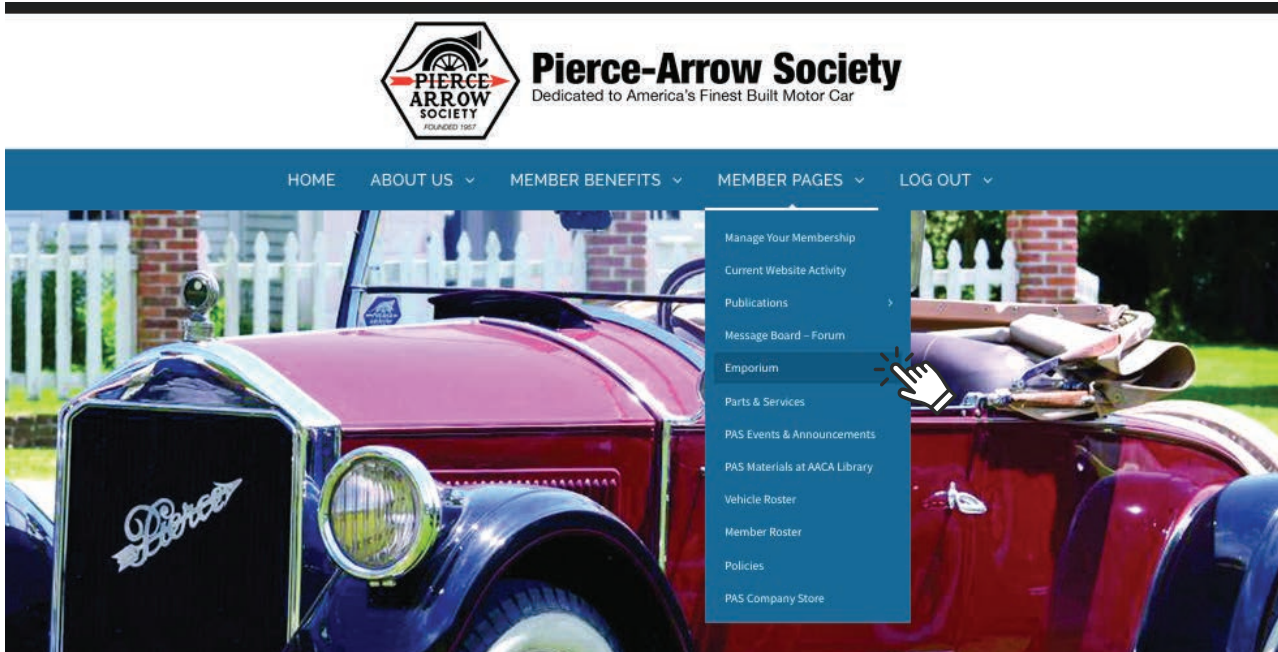


EMPORIUM INSTRUCTIONS

The Emporium is very similar to the old Emporium. Listings are published for 60 days. Ads will then be placed into the Renewal process and you will receive an email notification of that renewal. You may renew your ad for another 60 day period. These two 60 day periods will incorporate 2 published/printed versions of the Emporium. Once the 120 days have expired, your ad will be permanently deleted. *Note to frequent posters: If your ad(s) run frequently, we suggest that you keep a text version copy of the information so you can simply copy and paste without need for retyping.*

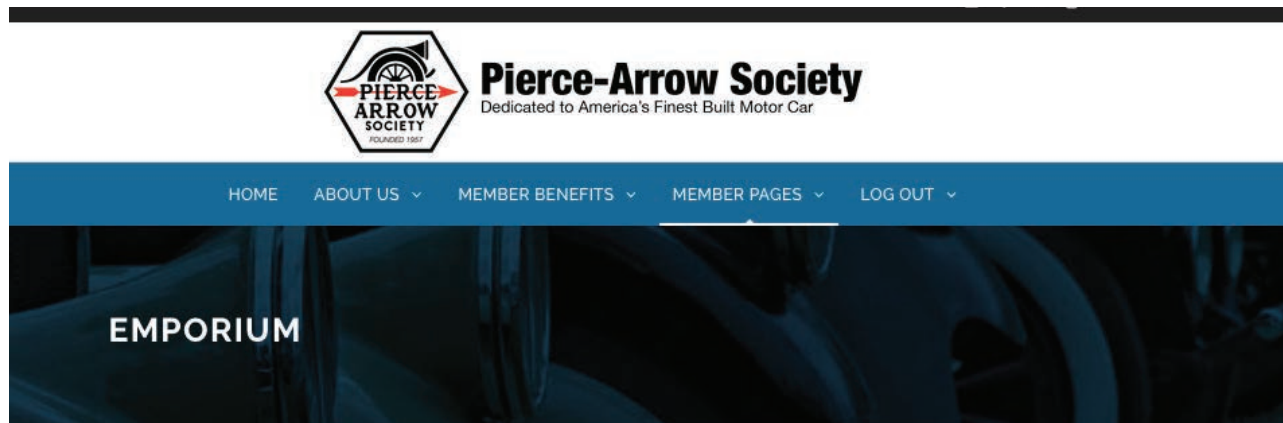
– GETTING STARTED –

1. Select Emporium from the main Home website page, Emporium is under Member Pages as shown below.



– CREATING YOUR EMPORIUM AD –

2. To add, edit, renew or delete your Emporium listing(s), click on the red “Click here” line on the Emporium page shown below.



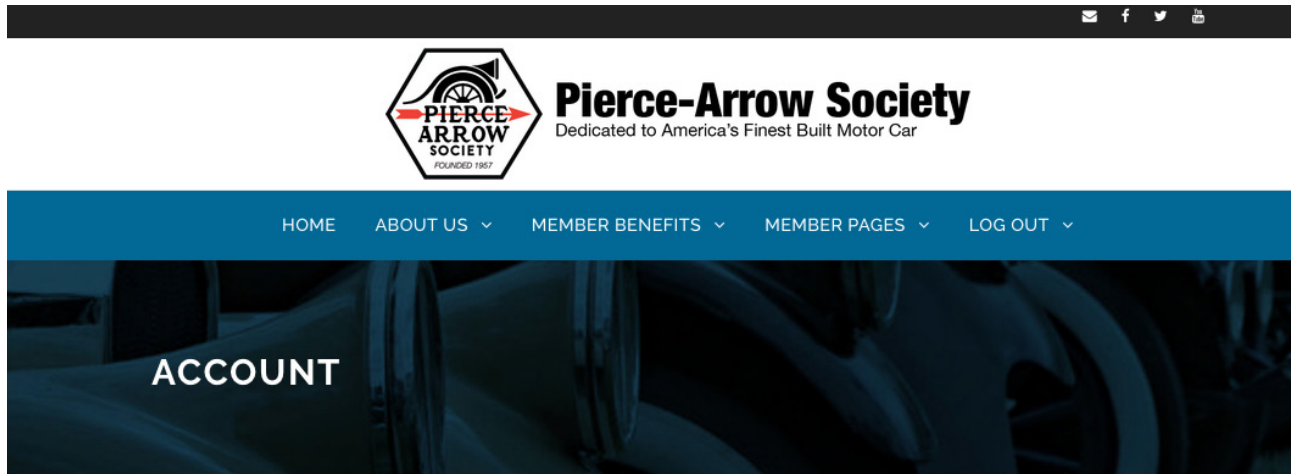
MEMBERS: [Click here to Add, Edit, Renew or Delete Your Emporium listings](#)

For assistance email the Emporium Editor at emporium@pierce-arrow.org

The Emporium can be viewed in a Grid or List (Shown).
Use the “View As” button below to toggle between view options.
Click on the Category Name below to search only that Category.



3. You will now have your listings in view. If you have no listings, you can select the green “Add New Listing” button to add a listing.



Hello, Liz.

Update your membership information below.

[Home](#) [Subscriptions](#) [Payments](#) [Forum Profile](#) [My Listings](#) [My Emporium](#) [Logout](#)

Search by title 

4. You will be directed to the Listing Form page. Please note this page is more than a screen long. Here you will enter all the necessary information for your ad.

5. At the top working down the page, select the Category of your Ad.



6. Type in the Title you wish to have displayed for your Ad.

Listing details

Title *

Description

7. Type in the Description of your ad. *Please DO NOT use all caps.*

Description

Paragraph **B** *I* [List] [List] [Quote] [List] [List] [List] [Link] [List] [Close] [List]

8. Complete your contact details.

Contact details


Address	Phone
<input type="text"/>	<input type="text"/>
Location	Email
<input type="text" value="-- Select location --"/>	<input type="text"/>
Zip Code	Website
<input type="text"/>	<input type="text" value="OPTIONAL"/>

9. Upload Images, this takes several steps.

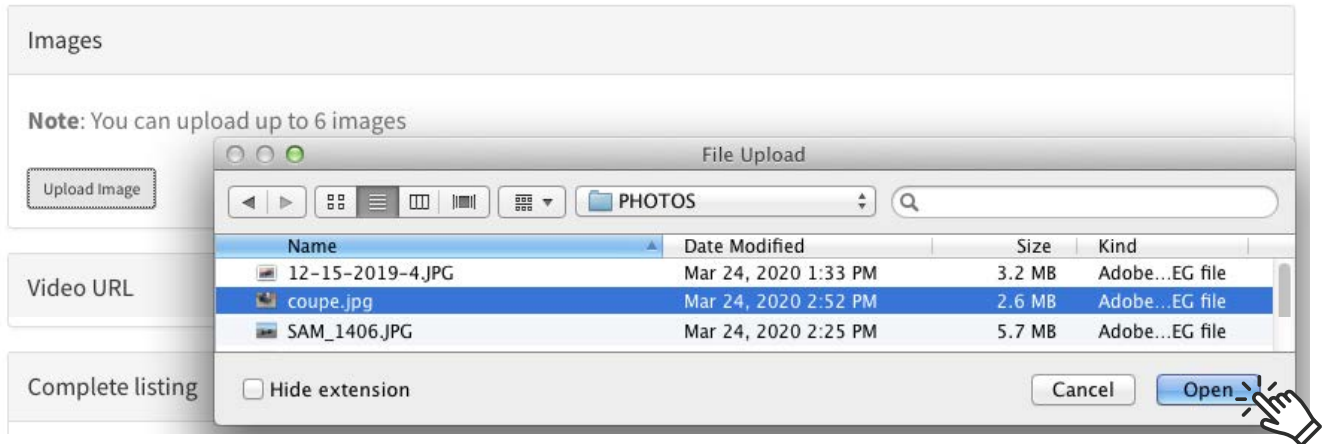
A. Click on Upload Image

Images

Note: You can upload up to 6 images



B. A popup window of your computer's files will be displayed. Find and select the photo or photos *on your computer* you plan to upload. The suggested photo file size is approximately 2 megabytes to allow a faster upload. Click on the photo you wish to upload, then select "Open" from your system.



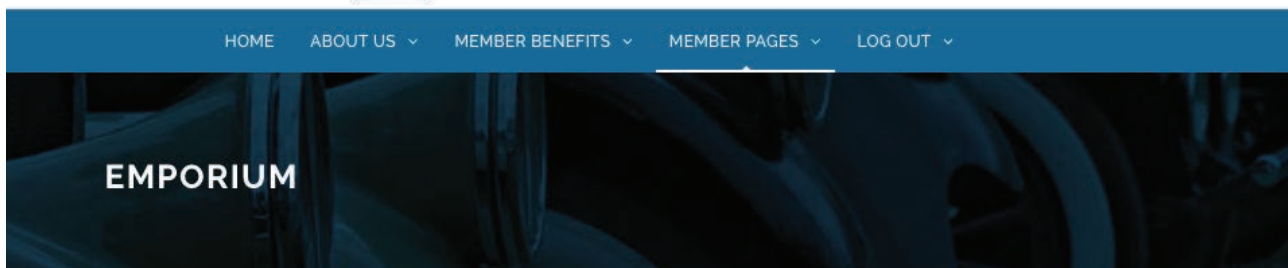
When the thumbnail photo appears in the box, your photo has uploaded. Repeat this for multiple photos up to 6.

10. If you want to link to a video, you can link a YouTube or Vimeo URL in the "Video URL" box.
11. Enter the price of your item if it is a for sale ad.
12. You can SAVE DRAFT for later posting or PLACE LISTING. All listings can be edited after they are published.
13. Complete listing your ad by selecting the "Place Listing" button.



- EDITING YOUR EMPORIUM AD -

Go to the "Member Pages" and select "Emporium". Click on the red "Click here" line on the Emporium page shown below.



MEMBERS: [Click here to Add, Edit, Renew or Delete Your Emporium listings](#)

For assistance email the Emporium Editor at emporium@pierce-arrow.org

The Emporium can be viewed in a Grid or List (Shown).
Use the "View As" button below to toggle between view options.
Click on the Category Name below to search only that Category.

1. Next to the ad you wish to Edit, click on the “Edit” button next to the red Delete button.



2. This takes you into your ad and you can adjust or add information as needed.

3. At the bottom of the page, you must select the “Save Changes” button to save your edited changes!!



- DELETING YOUR EMPORIUM AD -

To Delete your Ad, you can follow Step 1 and select the “Delete” button. Your ad will be permanently deleted.

