

# CLASSIFIED ADS

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## IMPORTANT:

This Help document is split into several sections. Click on the link to jump to the section:

- A. [Searching Classified Ads](#)
- B. [The Basics of Classified Ads](#)
- C. [Adding Classified Ads](#)
- D. [Managing Classified Ads](#)
- E. [Renewing Classified Ads](#)

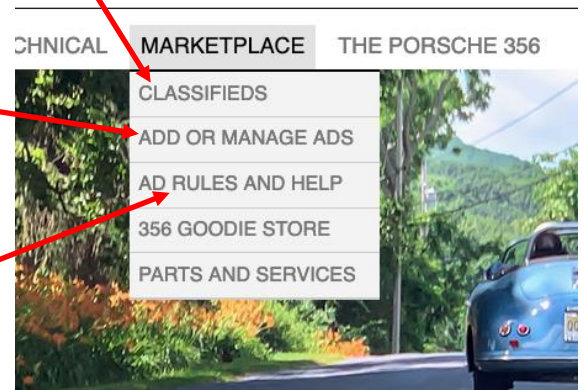
## Quick Links

From the main, top menu there are 3 gateways to Classifieds:

1. A direct link to the classifieds search page labeled "[CLASSIFIEDS](#)".

2. "[ADD OR MANAGE ADS](#)" takes members to where they can add or manage their classified ads.

3. "[ADD RULES AND HELP](#)" links to a page that brings everything together, including help and guidance.



## Search Classified Ads

Use the Search panel to filter the ads shown in different ways. When users access [Classified Ads](#), they will see a screen similar to the following:

A small search panel at the top allows users to filter the ad list by category and keyword.

There is also a button to view the club's policies regarding classified ads posted by members.

**If no filters are selected, the search returns all ads with the newest on top.**

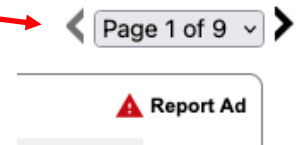
Each ad is shown with a photo, title, description, pricing and the member name who posted the ad.

Click the photo or prompt under the photo to display a popup screen showing one or more photos of the item(s) for sale. If multiple photos are available, the popup display will switch into slideshow mode after a couple of seconds to scroll through the available images. When users hover over an image, icons will appear allowing them to pause and resume the slideshow.

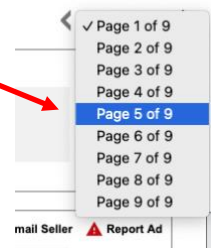
Click the **View More** button/icon to view more detailed information, including how to contact the ad poster.

## Classified Ads

- To jump through pages, look for the box with arrows showing page numbers. To scroll one page at a time, click on the **arrows**.

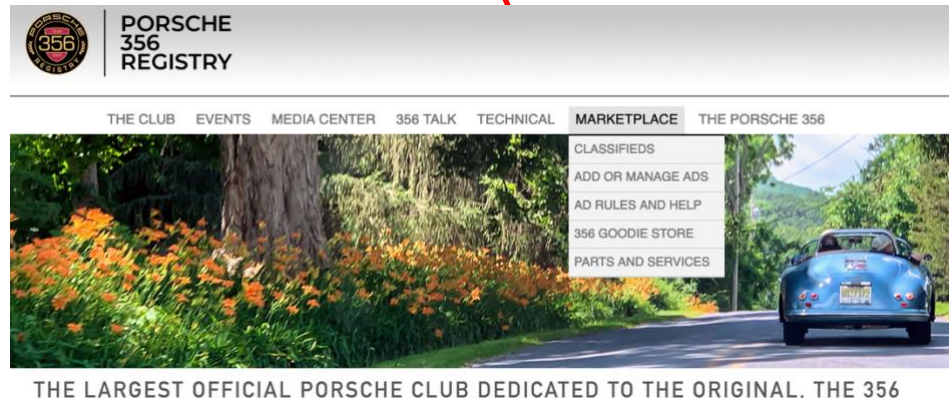


- To jump to a specific page, click on the **Page 1 of X** drop-down and you'll get a list of pages to jump to.



## The Basics of Classified Ads

- Registry member's ads require approval by the Classifieds Team and once approved it will immediately become Active.
- Listings are limited to 60 days and can be renewed once.
- Before diving into classifieds, it's really important to go through the cautions and "Rules of Engagement" on [MARKETPLACE >> AD RULES AND HELP](#).



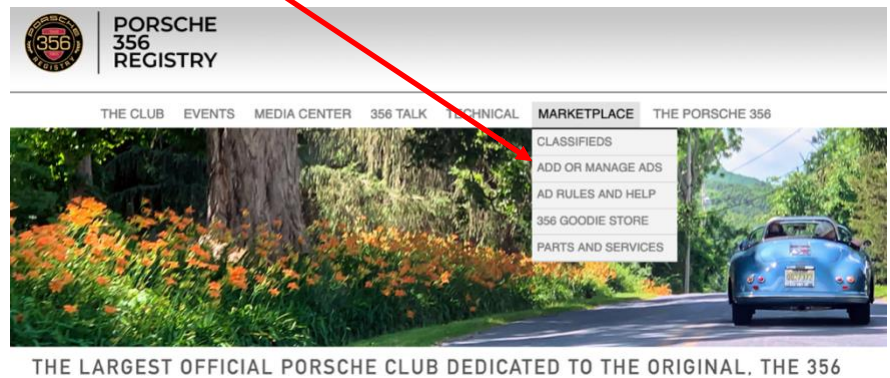
- Although you can access your ads through your Profile, this page is a better jump-off point.

## Add a Classified Ad – SUMMARY

**Important – there are three essential steps:**

1. Start an ad by adding basic information, then **SAVE DRAFT**.
2. After saving the Draft, add photos and select a main photo.
3. Edit your ad to make sure everything is fine, then click Submit.

Navigate to [Add or Manage Your Classified Ads](#).



### Step 1: Add basic information and Save Draft

(This will take you to the [Classified Ad Manager](#) page)

Ads you want to see. The maintain column next to a classified ad will allow you to edit or delete the ad.

**Add Classified Ad**  
**Classified Ads Policy**

**Required Information**

Title: Box of tools

Asking Price: 25.00 OBO

Classified Ad Category: For Sale - 356 Tool Kits/Shop Tools

Status Draft: Hidden ☐ Yes ☒ No

**Optional Information**

Description: [Text area]

Additional Information: [Text area]

Price Note: [Text area]

Condition: [Text area]

Location: [Text area]

Additional Information URL: [Text area]

**Save Draft** **Submit** **Cancel**

### Step 2: In [Classified Ad Manager](#), add photos



### Step 3: Edit and when happy, Submit ad.

## Add a Classified Ad – DETAILS

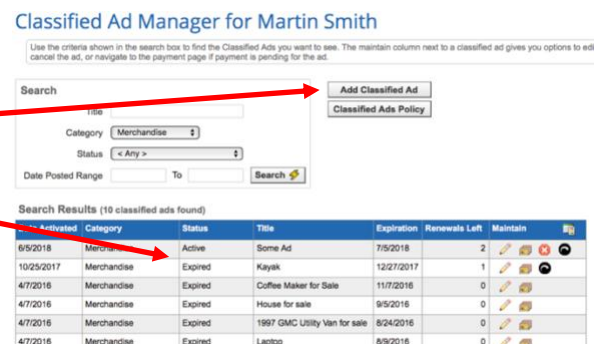
**Important – there are three essential steps:**

1. **Start an ad by adding basic information, then SAVE AS DRAFT.**
2. **After saving the Draft, add photos and select a main photo.**
3. **Edit your ad to make everything is fine, then click Submit.**

Navigate to [Add or Manage Your Classified Ads.](#)









The first screen lists posted or draft ads, sorted by expiration date and title. Buttons at the top allow members to create a new ad (described below) and to view the club's **Classified Ads Policy**.



The system supports a number of **Status** values for each classified ad, with programming and screens to support each value:

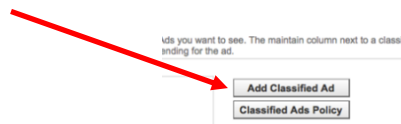
1. **Draft** - The ad is being created by you but has not yet been finalized or submitted for approval.
2. **Submitted** - The ad has been submitted to the club for review and approval.
3. **Approved, Pending Payment** - The ad has been approved by the club but **ignore the payment part because we don't require payment for ads.**
4. **Active** - The ad is showing on the website.
5. **Declined** - The ad was declined by the club, but it can be edited and resubmitted.
6. **Expired** - The posting period for this ad has run out so it's no longer showing on the website.
7. **Renewed, Pending Payment** - The ad has been renewed but it cannot be activated until the specified payment is made.
8. **Canceled** - The ad was canceled by an administrator.

The following options can be found in the Maintain column:

Icon	Description
 (Edit)	Edit the ad, including its title, description, pricing, etc. Note that for Cancelled and Expired Ads, the resulting screen is read-only.
 (Pictures)	Upload one or more pictures to describe the item being advertised.
 (Delete)	Delete the ad completely. This icon is only shown for Draft and Approved, Pending Payment ads.
 (Cancel)	Cancel the ad so that it's no longer shown. This icon is only shown for Active and Renewed, Pending Payment ads.
 (Make Payment)	This icon is only shown for ads that require payment before they can be activated. Clicking it takes you to the standard Pending Payment page.
 (Renew)	Renew this ad. This icon is only shown for Active and Expired ads that have one or more renewals allowed by club policy.

## Step 1: Add basic information and Save a Draft

Click the **Add Classified Ad** button displays the following screen where you can enter information:



This screen has two panels, one for required information and the second for optional additional information.

### Top panel (required):

- Asking Price is a free-form text field, to allow more than just a currency amount (for example, "\$1,500 OBO" or "\$1,200-1,500 depending on options").
- Status is managed by the system and is shown for information purposes only.
- Hidden is available for administrators and module coordinators only, allowing them to hide or show a classified ad. For example, if the content of the ad is inappropriate.

**Required Information**

Title

Asking Price

Classified Ad Category

Status Draft

Hidden ☐ Yes ☒ No

### Bottom panel (optional):

The **Description** field uses a text editor to allow you to create formatted descriptions, including font attributes, alignment, text size, links, bullets and numbering, and indenting.

In the **Additional Information** box, paragraph breaks will be retained.

The **buttons** at the bottom of the screen will vary depending on the status. **When you are creating a new classified ad, always first Save Draft.**

You'll be returned to the Classified Manager page where you'll be able to add photos and make edits before Submitting.

## Step 2: Add photos on [Classified Ad Manager page](#)

**After Saving as a Draft**, you have the option to add photos and optional titles one-by-one, by clicking on the **little icon**.



- Click **Add Photo** until all your photos have been added.

- If you uploaded more than one photo, you have to designate which one to use for the main image. Do this by checking the **Main Picture** box next to one of the uploaded photos to designate this as the photo shown immediately with the ad. You can also click the standard delete icon to remove a photo.

### Maintain Classified Ad Photos

- Click **Return to Previous Page** to return to your Classified Ad Manager screen.

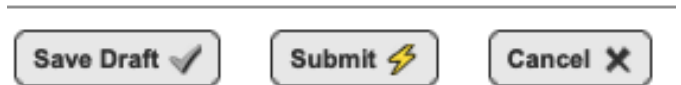


### Step 3: Submit ad

A. When you're done adding photos, click **Edit** to review everything.



B. While still in the editing window, at the bottom, click **Submit** to publish your ad.





## Managing your Classified Ad

1. Navigate to [Add or Manage Your Classified Ads.](#)
2. Click on the little pencil next to your ad to edit it.





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Add Classified Ad

Classified Ads Policy

Expiration	Renewals Left	Maintain
sche 356A Cabriolet	1	   

Return to Previous Page

## Renewing a Classified Ad

1. Navigate to [Add or Manage Your Classified Ads.](#)
2. You have the option to renew an ad after the initial 60 days, by clicking on the **little icon on the far right** of the listing.





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Add Classified Ad

Classified Ads Policy

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# 356TALK FORUM

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## 356Talk Overview

The 356 Talk Forum is a separate website first launched in 2008 when the club migrated away from an email based "listserv". *Methods of logging into the forum are described on page 4.* The 356Talk forum has over 400,000 searchable posts, containing considerable technical information on mechanics, restoration, and authenticity.

## 356Talk Screen Names

Each member has an account in the forum database which holds their screen name, which is displayed on their posts to promote civility and help members get to know one another. The club requires this to be a real given name. *The screen name is established automatically for new members from the name in the main website profile but is never automatically updated.* You must contact an administrator to change your screen name. [Click to email the administrator](#)

## Posting to 356Talk

The following instructions will help you post a topic to the Talk Form. Log into the Registry and select 356Talk Forum.

1. From the 356 Talk Forum home page select the Forum area that you want to make your post (Main, Discussion, Projects, Outlaw, etc.)
2. From the Forum area page - select the "New Topic" button on the left side of the page
3. This will take you to a screen where you can post your topic.
4. To add a photo to your post, click on the attachment tab at the bottom of the screen and then drag your photos into the message box or click on the "Add Files" button. Then select the photos that you want from the list of files. Place the cursor at the point where you want the photo to appear and click the "Place inline" button. If you want to add a photo to a reply to a post, you must use the "Full Editor & Preview" button below the "Quick Reply" box and proceed as described above.
5. Once completed with your topic, remember to click the "Submit" button at the bottom of the screen.