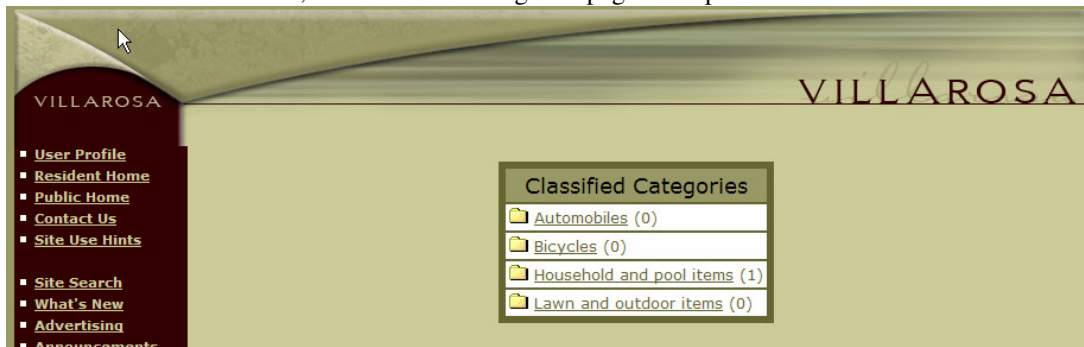
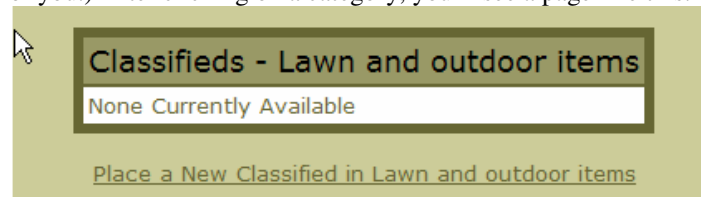


Log in to the Resident Home page and click Classifieds on the left-side menu. Unless you will finish your ad quickly, open another browser window somewhere else in villarosahoa.com, and click on something there from time to time; if you do not let the server know you are still actively working with the site, you will be automatically logged off in 15 minutes, and your changes in progress will be lost.

When you click on the Classifieds link, the Classified Categories page will open:



Click on the category you want. (If no existing category works for your ad, contact webmaster@villarosahoa.com, and we'll create a new category for you.) After clicking on a category, you'll see a page like this:



Click on "Place a New Classified in ..." and you'll see a page like this, waiting for you to fill in the fields:

- Start date defaults to today's date.
- Please make end Date no more than 60 days out.
- If you check "Show on Public Site" your ad will be visible under Classifieds on the VillaRosahoa.com public page (i.e., anybody anywhere in the world can see it without logging into our site).
- If you check "Show on Private Site" your ad will be visible under Classifieds on the VillaRosahoa.com resident page (i.e., it will be visible to logged-in residents).
- "Show Phone" and/or "Show Email" will display the phone number and/or email address in your User Profile. If you have listed no phone number and/or email address there, you can also include your contact information in the body of your ad.
- The picture/Document field lets you include a picture from your own computer in your ad.
- Fill in the Ad Title and the Full Ad Text, and then click on Save Changes, and your ad will be posted immediately.

You can change or remove your ad at any time. No one else (except for the webmasters) can do that.