

How to Place a Self Service Classified



Step 1: Visit www.micromobilityreport.com.au and click on **Classifieds** menu item

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