INSTRUCTION ON ADDING A CLASSIFIED AD

To add an item to the classified section, place your cursor on the **Classified** menu and a drop down list will appear. Click on **Create New**. A form will be displayed for you to fill in the various items. Items with an asterisks * are required to complete the entry.

Enter Item Title. Example: 312 Steam Engine, 360 Diesel Engine

Item Title *

Title of your item.

You can upload one image by clicking on the box which says Featured Image. Only one image can be upload. Additional images can be provided upon request.

Item Featured Image *

Featured Image

Upload a featured image for your item. Max image upload size 2mb.

In the text box, type a description of the item for sell. You can add as much information as you want. Your should add the following line at the end of your description: **Additional photos are available upon request.**

Item Description *

Paragraph

312 PRR K4 Pacific 4-6-2. This is a great smoker and runs well.

Additional photos are available upon request.

Now enter a price you are requesting for the item. Be sure to leave the $ sign in place.

Price *

$130.00

Enter the price of your item.

Using the drop down box, select the TCA condition code that best describes you item. Refer to Greenberg's American Flyer Pocket Guide to determine what the codes mean.

Condition *

Enter the TCA Condition value (C-1 to C-10)

Add the shipping cost for the item. If you are not sure, list it as Estimated with a value. Recommend that you estimate high. For a steam engine, the cost is approximately $20.00. Before finalizing the sale, you can check with the Post Office.

Shipping *

Estimated $20.00

Enter shipping costs and handling terms.

Enter your email address.

Contact Email *

Email for users to contact about this listing.

You can add your phone number or leave it blank and have the initial contact via the email.

Contact Phone

Phone number for users to contact about this listing.

This box is optional. You can add words that will help find a buyer find your item. Examples: Steam, Diesel, tank, box, caboose, TOFC, etc. If you are using two words, join them with a dash (e.g. tank-car, box-car)

Keywords

Enter a keyword to help users find your listing(s). To add multiple keywords use a comma and a space. Keyword can only be one word unless you join the words with a dash. Example: train, steam-engine, parts, rail, etc.

Now click the Submit button and your entry is done. You can view it by highlighting **Classified** and click on **Show Classified**.

If you want to make a change or to delete record when the item is sold, highlight **Classified** and click on **Update/Edit Classified**. A listing of all of your classified items will be displayed. Find the one you want to edit and under **Options**, click on **Edit**. The classified form will be displayed with your data in the fields. Make your changes and go to the bottom of the page and click on **Update**.

If you want to delete the item, click on **Delete** and confirm you action.