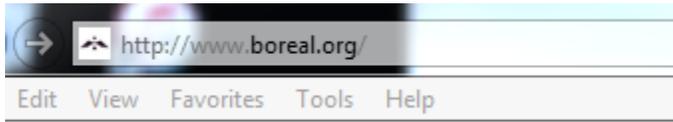
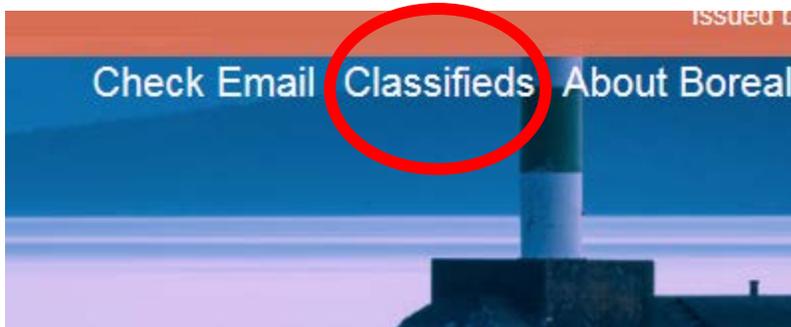


## How to create a free classified ad:

1. Go to Boreal.org



2. Click on Classifieds in the upper right corner of the screen

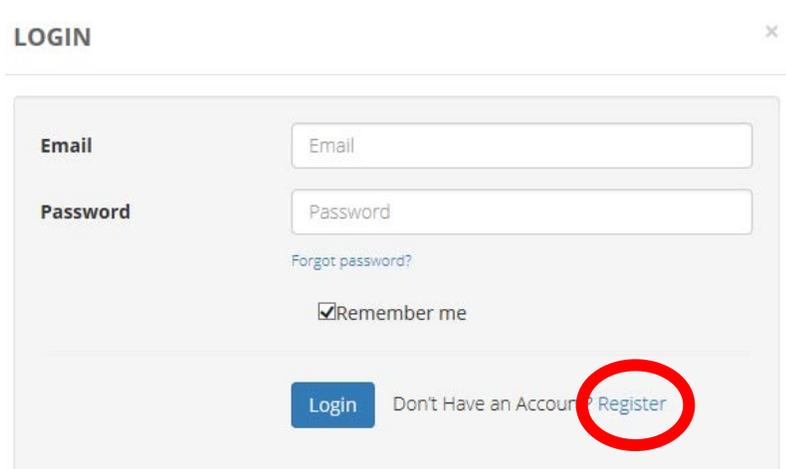


3. Click on **Login**, which is located in the upper right corner of the screen



4. If you have never placed a classified ad since the launch of our new site last year, select **Register**.

*Please note that your login from the last site will **not** work. You must register here to create a new account.*

A screenshot of the Boreal.org login and registration form. The form has a light gray background. It contains two input fields: "Email" and "Password". Below the "Password" field, there is a link "Forgot password?". There is a checkbox labeled "Remember me" which is checked. At the bottom of the form, there are three buttons: "Login", "Don't Have an Account", and "Register". The "Register" button is circled in red.

5. Enter your information on the boxes to complete the registration:

## REGISTER ×

---

<b>Name</b>	<input type="text" value="Name"/>
<b>Email</b>	<input type="text" value="Email"/>
<b>New password</b>	<input type="password" value="Password"/>
	<b>Strength</b>
<b>Repeat password</b>	<input type="password" value="Password"/>

Type your password twice

I'm not a robot   
reCAPTCHA  
Privacy - Terms

---

[Register](#) [Already Have an Account? Login](#)

6. Once you have completed the registration, you will be directed to the classified page. Select **Publish New** which is located in the upper right corner of the screen

**PUBLISH NEW +**

7. Create a title for your ad, select the category, and fill out the rest of the areas. You can add up to 2 images. Select **Publish new** once you are done. Your ad is now created!

# PUBLISH NEW ADVERTISEMENT

Title \*

Category

Pick a category...

Description

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, image, video, and other formatting options.

Images

Image selection area with a "Select" button.

Up to 2 images allowed. (JPEG, JPG or PNG formats only. Maximum file size of 5MB.)

Phone

+ (201) 555 0123

Address

Address

Price

\$1.00

Website

Website

I'm not a robot  reCAPTCHA  
Privacy - Terms

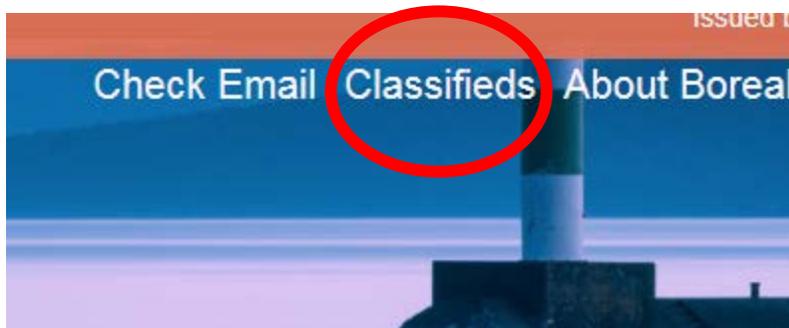
**Publish new**

## How to edit or delete an ad that you've already placed:

1. Go to Boreal.org



2. Click on Classifieds in the upper right corner of the screen

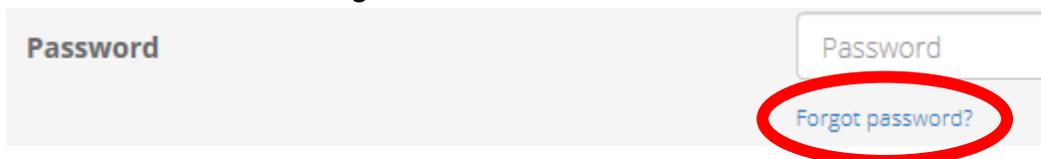


3. Click on **Login**, which is located in the upper right corner of the screen



4. Log in with the user name and password that you created when setting up your classified account. If you do not remember your password, click on the **Forgot Password** link.

**Important: Boreal Support does not keep record of these passwords, so please click on the Forgot Password link for assistance in resetting it.**



5. Once you are logged in, you will see a list of your advertisements.



**MY ADVERTISEMENTS** My Profile / My ads / Page 1

Name	Category	Location	Status	Date	
Boreal Community Media is hiring!	Employment/Help Wanted	n/a	Published	01-18-18	   



- The first button is **Stats**. This will show you how many people are viewing your ad.
- The second button is **Update**. Use this button to edit your ad.
- The third button is **Deactivate**. Use this button to delete your ad.
- The fourth button is a **Refresh Listing** tool to push your ad to the top of the list for more visibility. There is a \$1.00 charge for this, using PayPal to collect the \$1.00 fee.