



## **How to Submit a Classified Ad**

- 1. Place your cursor over 'Submit an Ad' and click**
- 2. Fill in the 'Ad Title' box with a title for your ad and the 'Ad Text' box with a description of what you have for sale. Ads are sold based on the number of characters (numbers, letters or symbols) you use in your classified ad.**
  - 1-200 characters for \$35**
  - 201-350 characters for \$45**
  - 351-500 characters for \$60**

**In order to get a count of the number of characters in your ad click the 'Get Character Count' tab**
- 3. Click the drop down arrow in the 'Ad Type' box and click which category most closely fits your item(s)**
- 4. Click Next**
- 5. On this screen you will see the cost of your classified ad and the classified ad itself. Below your ad you will find a 'Buy Now' tab, click this tab.**
- 6. You are now on the Order Summary and Payment Screen. On the left you will see your amount due in USD funds. On the right you enter your payment information. Dairy Agenda Today uses PayPal to process payment for all classified ads.**

**If you have a PayPal account then click 'Have a PayPal account' and log in to your account to pay. If you do not have a PayPal account just fill in the payment information and click on the 'Review and Continue' tab at the bottom of the page.**

- 7. Once your payment information is confirmed and your classified ad has been approved. It will appear in Dairy Agenda Today's classified ad section. The confirmation and approval process usually only takes a few hours.  
Classified Ads run for 30 days**

### **How to Submit a Wanted Item This is a FREE Service**

**If you are looking for a particular item and don't want to spend time looking through every item, everyday.**

- 1. Place your curser over 'Wanted' and click**
- 2. Fill in your name, e-mail, category and a few keywords**
- 3. Click 'Submit'**

**Your information will be stored and when a classified ad containing the information you submitted is approved you will be sent an e-mail informing you that item(s) you wanted are now available in a classified ad on Dairy Agenda Today.**