

# Listings

## How to create a listing

Before you can create a listing, you will need to be registered. If you have not already registered, please [register here](#).

### Step 1 - Login:

Log in and click the "Sell" button in the main menu. (you can also access a new listing from "[My Account](#)" page and clicking on "[New classified](#)" in the menu).

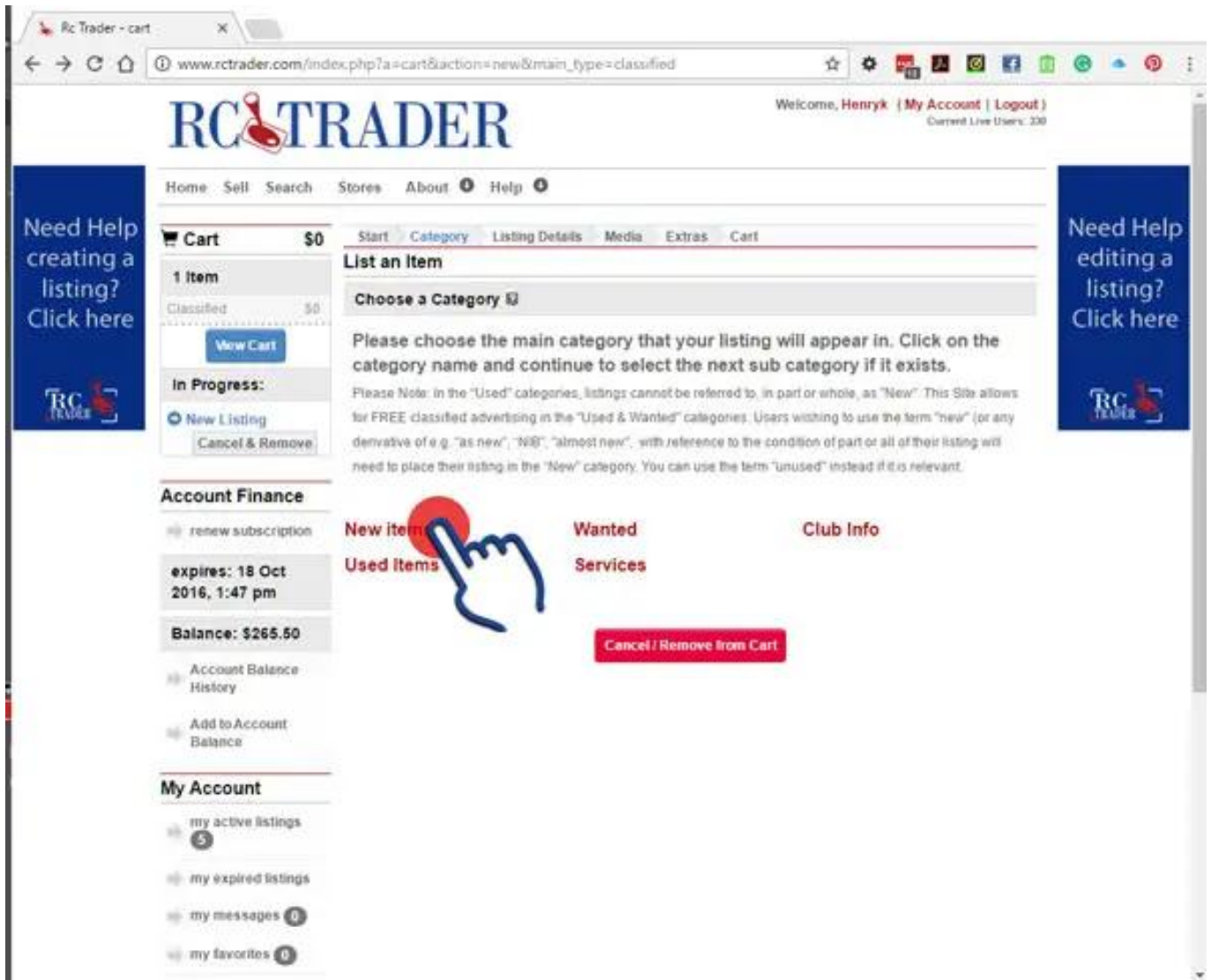
The screenshot shows the RC Trader website interface. At the top, the user is logged in as Henryk. The main navigation includes Home, Sell, Search, Stores, About, and Help. The 'My Account' section is active, showing 'My Active Listings' with a search bar and an 'Instructions' button. A hand cursor points to the 'New Listing' button in the 'Add Items' section. Below this, there is a table of active listings:

Title	Sold	Pending?	Statistics
MMAC - Cobram Cup Weekend Cancelled (3620)			Forwards: 0 Replies: 0 Views: 288 Favorited: 0
Dead Fyaba Filmz or 18oz (3621)			Forwards: 0 Replies: 0 Views: 140 Favorited: 0
Smart tv bits & pieces (3646)			Forwards: 0 Replies: 0 Views: 129 Favorited: 0
Fyaba/Robbe RS107 SP Receiver - Price drop (3656)			Forwards: 0 Replies: 1 Views: 528 Favorited: 1
video camera package - GoPro & ReplayXD (3767)			Forwards: 0 Replies: 0 Views: 498 Favorited: 0

### Step 2 - Select categories:

You will now go through the process of selecting the categories you want your listing to be placed in. Continue selecting sub-categories until you have reached the category your listing will be placed in (until no further options are available). (Please note, some categories incur a charge. For further information on pricing, please view the [pricing page](#)).

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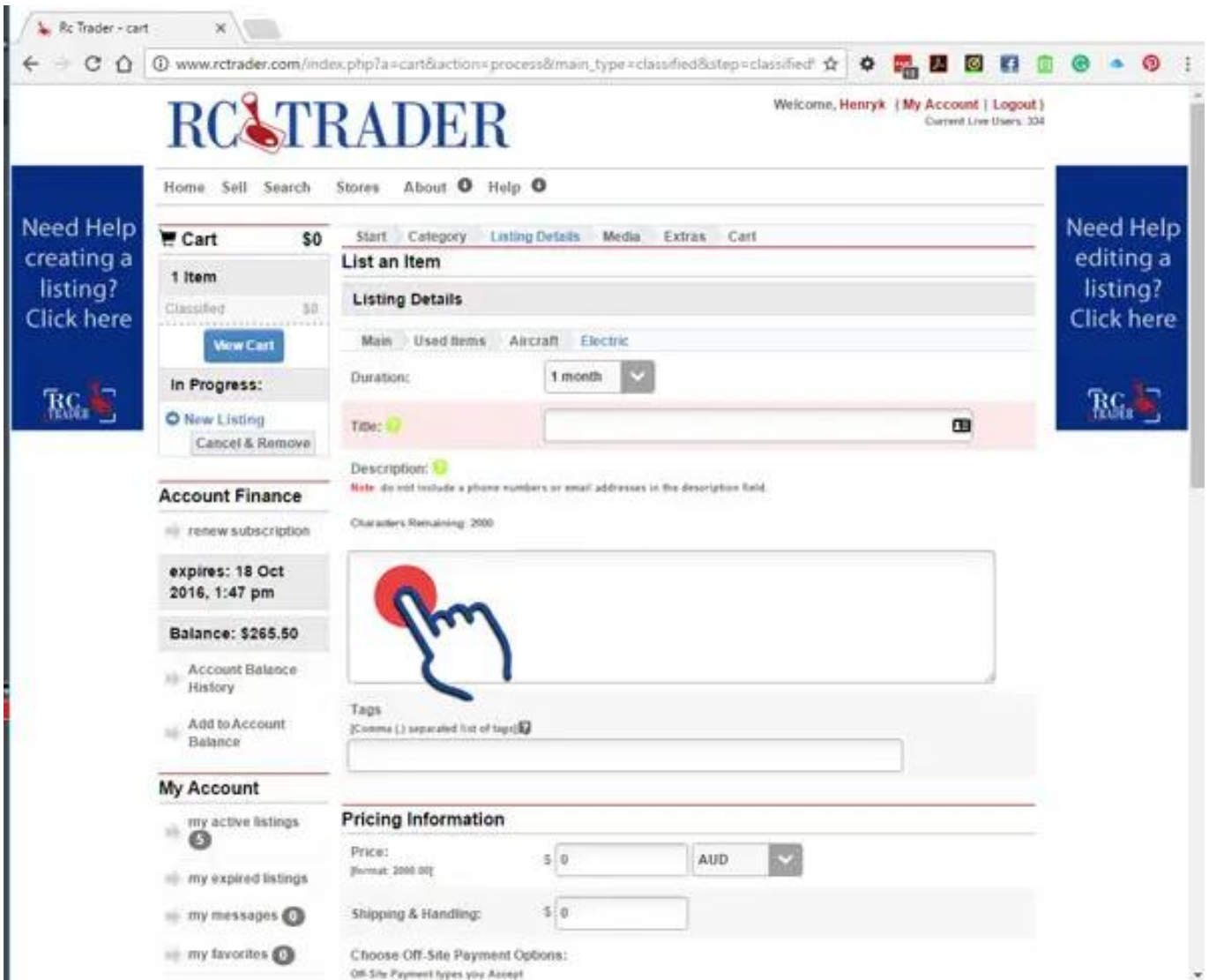


### Step 3 - Listing details:

Next you are now presented with the listing information page. Please fill in all of the fields as best you can. Some fields of information will have an impact in other areas that may not seem immediately obvious. e.g. the currency field.

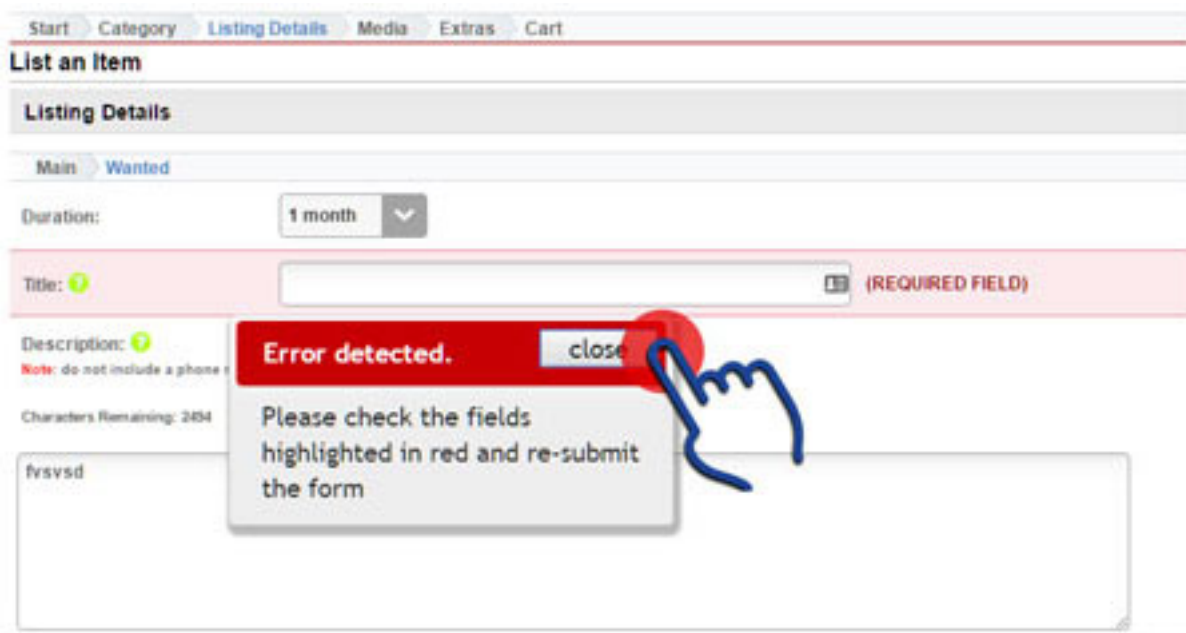
DO NOT include your email address or your phone number in the description field. This increases the risk of your information being abused. This information is presented to registered users in the specified fields. (Note: only registered users will see your contact information).

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When you have completed the form, select the "next step>>" button at the bottom of the page.

If you are presented with an error message and the listing information page again, check that there are no required fields that you may have missed. **They will be highlighted in red.**



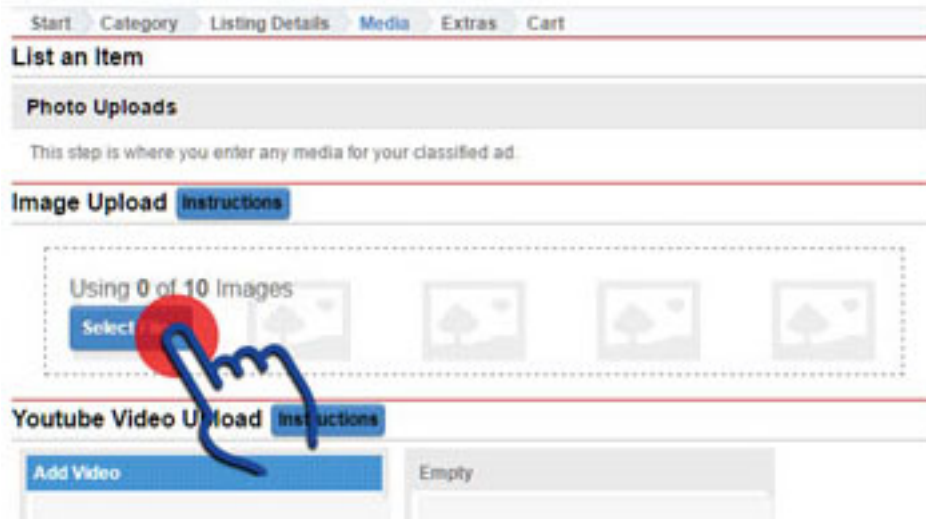
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## Step 4 - Upload images:

Here you will be presented with the opportunity to add your images. You can add up to four images for free (extra images at a cost - For further information on pricing, please view the [pricing page](#)).

Click the "select files" button that will open a browse window. Select the image file(s) you want to upload (maximum file upload size is 10MB [10485760bytes])

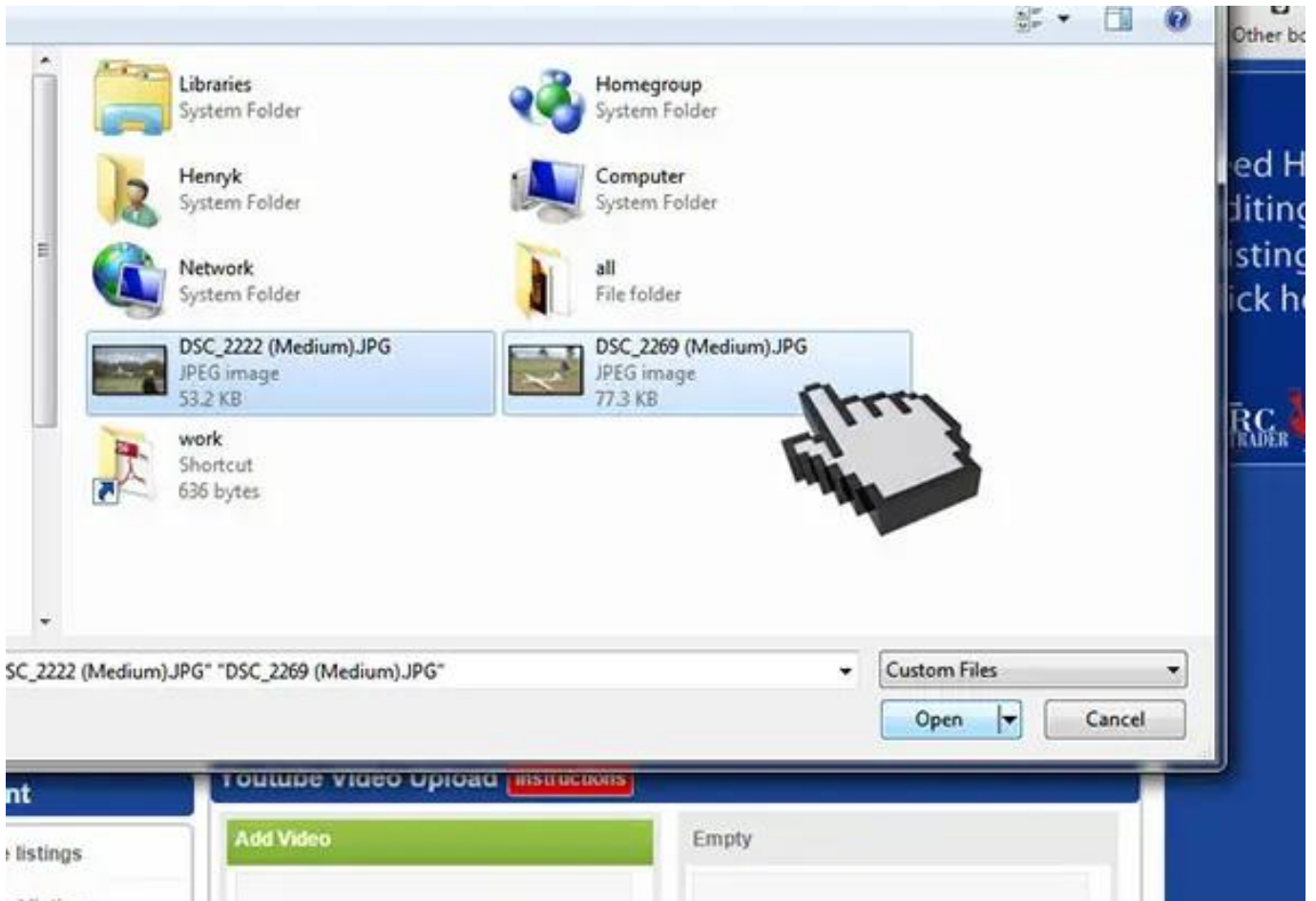
The allowed image upload types are JPEG (jpg), GIFF (gif), BMP (bmp), PNG (png) or TIFF (tif).



Once you have selected your images, click the "open" button and your images will start uploading automatically.

**Note** - if you continue before your images are fully uploaded they will not appear correctly. Please note that depending on your image size and your internet connection speed, this may take up to a few minutes.

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When the upload is complete, the image thumbnail for the image you just uploaded. You can select multiple images at once.

Once the images have finished uploading, they will be shown in the thumbnails.

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Start Category Listing Details **Media** Extras Cart

## List an Item

### Photo Uploads

This step is where you enter any media for your classified ad.

### Image Upload **Instructions**

Using 1 of 10 Images

Select Files



### Youtube Video Upload **Instructions**

Add Video

Empty

At this point you can "rotate", "change the order" or "delete" images using the buttons associated with that image. For more information on those items, press the "instructions" button on the page or [view this help page](#).

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The screenshot shows the RC Trader website interface. At the top, there's a navigation bar with 'Home', 'Sell', 'Search', 'Stores', 'About', and 'Help'. Below that, a 'Cart' section shows '\$0' and '1 Item'. The main content area is titled 'List an Item' and features a 'Photo Uploads' section. A hand cursor is pointing to the 'Image Upload' section, which includes instructions on how to upload images. Below the instructions, there's a 'Using 0 of 10 Images' section with a 'Select Files' button. At the bottom, there's a 'Youtube Video Upload' section with an 'Add Video' button. The left sidebar contains 'Need Help creating a listing? Click here' and 'Account Finance' information. The right sidebar contains 'Need Help editing a listing? Click here'.

When you have uploaded all your images, press the "Continue" button at the bottom of the page.

**NOTE Image File Uploads:** Maximum file upload size is 10MB (10485760bytes). Only file types with the following extensions are supported: gif, jpeg, jpe, jpg, bmp, png. The system resizes all images to a maximum of 800pixels on the longer side, so resizing your images before uploading will make for faster upload times.

## Step 5 - Listing extras:

Here you are shown any additional extra features available for your listing. The associated prices are displayed. Click "Next Step" to continue.

If you have a storefront subscription, this is where you will allocate your storefront category to your listing. This is separate from the original listing category.

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Start > Category > Listing Details > Media > **Extras** > Cart

## List an Item

### Listing Extra Details & Information

Shown below are miscellaneous settings and information, along with listing extras you can enable that will add extra value to your listing.

Storefront Category	RC Items	▼
<input checked="" type="checkbox"/> Title Bolding		\$0
<input checked="" type="checkbox"/> Featured Listing		\$0



Preview

Next Step >>

Cancel & Remove

### Step 6 - Check out:

Here you get to review any costs associated with your listing. If there are no costs, you are presented with a \$0 value and you can just select the "checkout" button to submit your listing for approval. If you have more listings to create, click "Add another listing" to start the process again and add more items to your cart.

If you have more listings to create, click "Add another listing" to start the process again and add more items to your cart. This reduces the number of PayPal transactions you need to do if payment is required.

### Shopping Cart


Classified - dfqdag	Edit Delete Preview	\$3
Images(5 free, 0 X \$0.50)	Edit Delete	\$0
Title Bolding	Delete	\$1
Featured Listing	Delete	\$1
Subtotal:		\$5

Subtotal \$5


Total \$5

Checkout

Add another listing



Need Help editing a listing? Click here



If you have associated costs, you will be asked to make payment via [PayPal](#) if there is no credit in



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your account. If you have previously added funds to your account, you can use the "account balance" as payment method instead.

**Cart** \$5

1 Item

Classified - dfgdag \$5

[View Cart](#)

**Add Items:**

- New Listing
- Add to Account Balance
- Storefront Subscription

**Account Finance**

**Balance: \$352**

- Account Balance History
- Add to Account Balance

**My Account**

- my active listings **0**
- my expired listings
- my messages **0**
- my favorites **0**
- my listing filters **0**
- my account settings
- sharing
- print signs and flyers

**Cart** [Verify/Payment Details](#) [Process Billing](#)

**Billing Contact Info**

This is the information that will be used for billing purposes. Please ensure that all of the information here is accurate.

First Name: Henryk

Last Name: Kobylanski

Address: [Empty]

Address 2: [Empty]

Suburb/Town: Surrey Hills

Country: Australia

State: Victoria

Zip/Post Code: 3127

Phone: [Empty]

Email: [Empty]

**Order Summary**

This is the summary of items, if you need to make changes, go back to the [cart view](#).

Classified - dfgdag	\$5
Images(5 free, 0 X \$0.50 )	
Title Boldng	
Featured Listing	
<b>Subtotal</b>	<b>\$5</b>
<b>Total</b>	<b>\$5</b>

**Payment Details**

Please select how you will pay for this order

- PayPal**
- Account Balance Available Balance: \$352**

[Submit Order](#) [Back to Cart](#)

When your listing is complete, you are presented with the following confirmation screen.

**Please note that all listings need to be approved by an admin before they are published as live.** Although this process can take up to 24hrs depending on when your listing is submitted, normally they are approved much faster. You will be notified via email when your listing has been

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approved and is live.

## Payment Accepted

Your payment has been approved.

Your order is complete.

Please note:

*Each and every new or edited listing is checked by an admin to make sure it conforms with the site rules. This can take anywhere up to 24hrs depending when you submit your listing in the cycle. Generally, it will take much less time, but due to the labour intensive nature of the administration, we are unable to guarantee anything less than 24hrs.*

You will receive an email when your listing is approved.

## Order Details


➔ Classified - your listing \$3 AUS

» Images(5 free, 0 X \$0.50 AUS )

Subtotal	\$3 AUS
Total	\$3 AUS

[View/Print Invoice](#)

[My Account](#)



You may also want to print your invoice for this transaction.

Unique solution ID: #1017  
Author: Henryk Kobylanski  
Last update: 2017-04-09 03:11