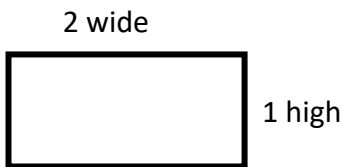




CLASSIFIED ADVERT LISTING INSTRUCTIONS

If you would like to place an ad but are unsure on how to, email us on hibiscuscoast@linku2.co.nz.

To upload an advert you will need an image. To ensure your image is fully visible create this within a 2:1 ratio -



If possible please ensure your image is a small file size (max 250kb) or it slows load time for ad visitors.

- Go to our classified page (<https://linku2hibiscuscoast.co.nz/adverts/>)
- Click on the blue “**Upload Your Classified Advert**” button
- Complete the simple form. You do **NOT** have to create an account but if you do this will auto lodge your details next time you return.
- Fields to complete are your contact details followed by:
 - **Title** – remember your Title is your attention grabber so make it compelling, short and sweet for people to want to check out your advert
 - **Category** - select your main category from the dropdown (if you feel more categories suit your service/product or there is not an suitable option please email us with details)
 - **Description** - It is here you can expand on what you want to say but again don't make it too long - bullet points are always good
 - **Gallery** - Remember your first (featured) image is what you may use in a print classified advert! You need at least one image but may upload 5 for a Standard advert and 8 for a Featured advert. You can change the order of your images by left clicking on the image you want first and drag and drop
 - Select the **pricing option** you would like (note if your classified is a Public/Community Notice or Lost and Found this is free)
 - Click “**Preview Listing**” - you then have an option to go back and “**Edit Listing**” if you wish to make any changes or you can proceed directly to “**Publish Listing**”

PREVIEW SCREENSHOT

The screenshot displays the Linku2 interface. On the left, a preview of an advertisement is shown with the text: "ONLINE ADVERTISING WORKS", "Introducing Classifieds OPENING SPECIAL! Just \$10 + GST for 30 days", and "97% of people who read this will remember what it says. MAKE IT YOUR MESSAGE". Below the preview is a category selection menu with options like "Business Services Available", "Eco-friendly Products | Services | Groups", "Flavours of the Coast", "Health, Beauty, Medical and Wellbeing", "Home and Garden", "Houses for Sale", "Made by Locals - Arts, Crafts, Products", "Pets", "Retail", "Situations Vacant", and "Trades Available". The "Business or Service Name" field contains "Linku2 Hibiscus Coast". The "Description" field contains "Just \$10 + GST for 30 days including a social post and shares. Available to 31 March 2025". On the right, the Linku2 profile is visible with contact options: "Show Contact Info", "Send Message", and "Call 021... show phone". Below these is a "Query through Linku2" form with fields for "Linku2", "admin@linku2.co.nz", and "Subject". A "Send Message" button is present below the form. At the bottom right, a "Send Message" button is highlighted with a red circle, and next to it is an "Edit Listing" button.

- You will then be required to make payment for your advert before it will be reviewed for publication
- If, for any reason, your advert is deemed not suitable for publication you will be notified and your payment will be refunded

Once published allow up to 24-48 hours for approval before your ad will appear live on site.

NOTES

- If you need to resize images a good programme is "Canva: there is a free version."
- Remember not to make your image too cluttered, make it clear, concise and inviting. There is plenty of room for wording in the advert description.
- We reserve the right to make minor changes to your advert and wording if appropriate.
- Your advert will remain on site for 30 days after which time you will get an option to renew at a 10% discounted price.