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**What?**

**What is on the Marketplace Homepage?**

***You are seeing:***

**On the Left:** a "Tree" view of the categories. click on the "+" and see all of the subcategories and the number of listings that are in the category

**In the middle:** a "dashboard" of the different categories and sub-categories. Click on the main category in grey and find the listings in that category. Click on the sub-category in the lighter grey to view only the sub-category listings.

**On the right:** "post a new listing" click on this to add a listing of your own. "My Listings" provides easy access to the listings posted by the user who is logged-in (you!)

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**On the top:** Drop-down that defaults to "All Categories" and a "keyword" search box. Type the what the user wants in the box and click search. See the search results and click on the relevant listing. User can also click on the drop-down and specifically search a smaller category for more manageable search results.

**Below:** new listings list and featured listings.

### What is a "rich text editor" or a "basic text editor"?

If you want to use bullets, italics, bold or anything like that, use the "rich text editor." A rich text editor allows you the ability to format your text.

If you just want to describe your listing without any extra formatting use the "basic text editor."

## How?

### How do I post a new listing?

- Click on "Post New Listings" in upper right corner.
- Select a category from the drop down that is most relevant to the listing.
- Type the title of the item to be listed
- In the message box type the description of the item. ([What is a "Rich Text Editor" and a "Basic Text Box"](#))
- Checkmark appropriate boxes
- Insert the asking price. If a dollar sign is appropriate, insert it with the asking price. (the program will not insert it automatically. It will also not insert decimal places for "cents" automatically)
- Main Image is for the best/most important image of the item you want to exchange/trade/sell. Click "Browse" and choose the image from a folder in your computer.
- Name, put your name (this is a required field)
- Email address: Note your email address will not appear to the public
- Contact Info, enter your email address or phone number or both! (this is a required field, you have to enter something. You could also put N/A as long as your provide the correct email address in the email field.
- "Also List Under" and "More Images" these items can be entered after you "update" your item. Once you do that these links can be used.

### How do I Edit My Listing?

There are several options to get to the "edit" button:

1) "My Listings" there is a little pencil for each of your listings above "Listing number". Clicking on this will provide you with the edit screen for your listing. Change what you would like and click update.

2) Anytime you see a listing of yours that is on the main pages, you will see the pencil icon. This will always take you to the edit page

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3) if you click on the link to view your listing, you will see on the right and "Edit" link. Every time you edit your listing you will find that a new date will appear next to "last updated."

### **How do I inquire about a listing I am interested in?**

Click on the listing link. In the box "**Page Options**," on the right, click "**Make an Inquiry**." Fill in the appropriate information. An offer can also be made this way too. If you would like to make an offer pick "Offer" and the form to fill out changes to be more specific to making an offer.

### **How does someone inquire about one of my listings?**

The interested person will click on the listing link and find the box "**Page Options**," on the right and click, "**Make an Inquiry**." or choose to make an offer. The information form that the user fills out changes according to the option picked. The lister will get an email with the specific information.

Also, depending on the contact information provided, the interested party could contact the lister as specified in the contact information box in the listing.

### **How do I find what I am looking for?**

#### ***Browse, Search, and Sort***

**Browse.** Browse the categories by clicking on the folders on the left or the categories in the grey boxes in the middle. These are different views of the same thing.

**Search.** search all categories or specific categories by keyword.

**Sort.** Sort by date posted, most viewed, title or rating. These options will assist in finding what the user to find the most relevant postings.

### **Can I?**

#### **Can I print the listing that I am viewing?**

Yes. On the right, in the "**Page Options**" box click "**Printable Version**."

#### **Can I add the listing to my favorites to a list?**

*If you are in the Internet Explorer browser, you can click "**Add to Favorites**" found on the right side in the "**Page Options**" box. (It does not work in any other browser.)*

#### **Can I share the listing with friends?**

On the right, in the "**Page Options**" box click "**Email This Page**."

You can also "Like" the listing with your Facebook account. You can even add a comment with your like to be posted right to your Facebook page from the listing!



## Marketplace FAQ and Help

### Why?

#### **Why are some of the light grey boxes in the middle of the homepage blank?**

There are not any sub-categories. Click on the link in the dark grey box to view the category listings.

#### **Why doesn't my listing show right away?**

The administrator for the marketplace approves all listings to ensure they are appropriate and geared toward the right audience! Encouraging the fact that it is for child care supplies. It will be approved and then automatically posted within 24 hours.

#### **Why doesn't Add To Favorites work?**

This only works in the Internet Explorer browser.

#### **Why do I have to pay for certain categories but not others?**

The child care marketplace is to provide a child care specific trading and selling space to make it easier for child care businesses to find and sell what they are looking for.

The additional categories provide businesses an opportunity to advertise to the child care professionals as well as child care professionals that want to list non-child care specific items.

The charge is small and simply to encourage listings that apply to you and are helpful to you.