



annualSubscriptions

How To Subscribe



Annual Subscriptions

Annual Subscriptions offer great value for money, unlimited* advertising within your chosen package, and a range of fantastic features to help you market your products or services and manage your advertising with ease.

Annual Subscriptions allow you to create your own Storefront within the**Classified**. This supplies you with a variety of pages and product/service categories, all of which can be adapted to suit you. Place unlimited* adverts within your chosen package, and manage all your online advertising in one place, without losing sight of the most important thing – your customers.

Feature Packed

- Great savings – Annual Subscriptions work out cheaper for you than numerous Pay As You Go listings. They also make your budgeting easier, by taking care of your local advertising for a whole year for a fraction of newspaper rates, with the added benefit of being accessible 24/7, online!
- Unlimited* listings within your chosen categories mean that you can advertise as often as you wish
- Customise your Storefront to suit your brand or style, and display your logo or a photograph of your key products/services on all of your pages. Designed to sit perfectly alongside your existing website, or as a standalone online presence
- Provide your local community with information about your products, services, special offers and events
- Create a variety of pages to show your customers where you are located, news, testimonials and much more
- Manage all of your listings in one place through your account. Monitor your statistics and maintain control of your advertising
- Receive messages from potential buyers to your email inbox- answer any queries and secure a sale!
- Benefit from Search Engine Optimisation (SEO) – see your product or service rise up search engine rankings
- Use our newsletter tool to send your subscribers information and updates
- Share your individual URL via social media, and allow buyers to click directly through to your site
- You can even make direct sales through your ads , and take safe and secure payment via your PayPal account

This guide will take you through the simple steps to subscribing to the**Classified** – Your Local Online Marketplace

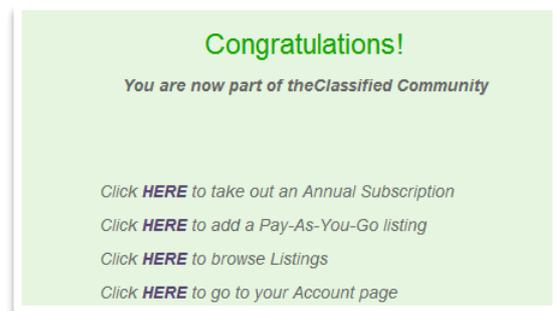
STEP ONE: Register

- 1) Find *your* local Classified marketplace – visit our [Interactive Map](#) and find your area. Click through to your Classified site
- 2) On the homepage click the **Join** button
- 3) Enter all of the relevant information, and remember that fields with a * next to them are mandatory
- 4) Take note of the Username and Password that you create – you’ll need them every time you log in!
 **Please Note:** It is essential that you carefully read and agree to the **Classified** Terms and Conditions before proceeding
- 5) Click **Submit**

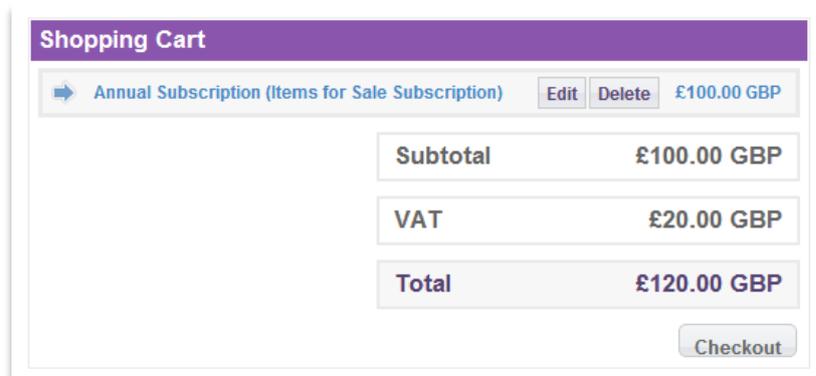
STEP TWO: Choose the Subscription to Suit You

- 1) You will be taken this screen, select **Click HERE to take out an Annual Subscription.**

(If you have previously registered you will have been taken to your account homepage upon logging in. On the left-hand side, under Add Items, select **Annual Subscription**)



- 2) Select the Annual Subscription type that suits *you* – for example, if you are an Estate Agent or Property Developer subscribing to unlimited* property advertising, select the **Property** subscription. If you are an individual wishing to sell a variety of products, select the **Items for Sale** subscription.
- 3) Click **Next** to view your total fee, then click **Checkout.**



STEP THREE: Select Your Payment Method

Ensure that your billing information is correct, and then select your payment method. You can select PayPal (to pay via any major credit/debit card), any existing Account Balance, or Cash. Cash will need to be paid in person direct to your local theClassified licensee, and you will be contacted to arrange this. If you select Cash, it is your responsibility to ensure that you can travel to the licensee's location and pay in person, and your account will not be activated until payment has been received.

- 🔔 **Please Note:** In order to prevent abuse, all Annual Subscriptions must be approved by our team. It may take up to 24 hours to do this; you will not be able to purchase another subscription whilst your purchase is awaiting approval. Once your account is approved, your individual listings will not be subject to approval.

If you have selected PayPal as your payment method you will be taken to a PayPal screen, follow the on screen instructions.

STEP FOUR: Complete Your Profile

- 1) Click **My Account Information**
- 2) Scroll down and click **Edit My Info**
- 3) Fill in as many of the fields as you can and save them. Do not fill in any information that you do not wish to be displayed on your listings

- 🔔 **Tip:** Put your address into [Google Maps](#) to find your property, and make a note of the way it holds your address. This may differ slightly from the way you normally see your address, but if you enter this in your registration form, it ensures accurate pinpointing of your address on your page and against your listings. If you do not wish to disclose your exact address, simply omit your house name or number. This can also be hidden from your adverts when you list them.

- 4) You will need to enter your current password in order to save your changes. Leave the new password fields blank unless you wish to change your password
- 5) Make sure to select **Apply changes to mapping addresses**
- 6) Click **Save Settings**

Congratulations! You are now part of theClassified community

As soon your subscription has been approved by our team, you can start to make your Storefront your own. See our PDF guide [Setting Up Your Storefront](#) for step-by-step guidance.

VAT

Note: any prices quoted are exclusive of VAT. If VAT is applicable, it will be added at the checkout.