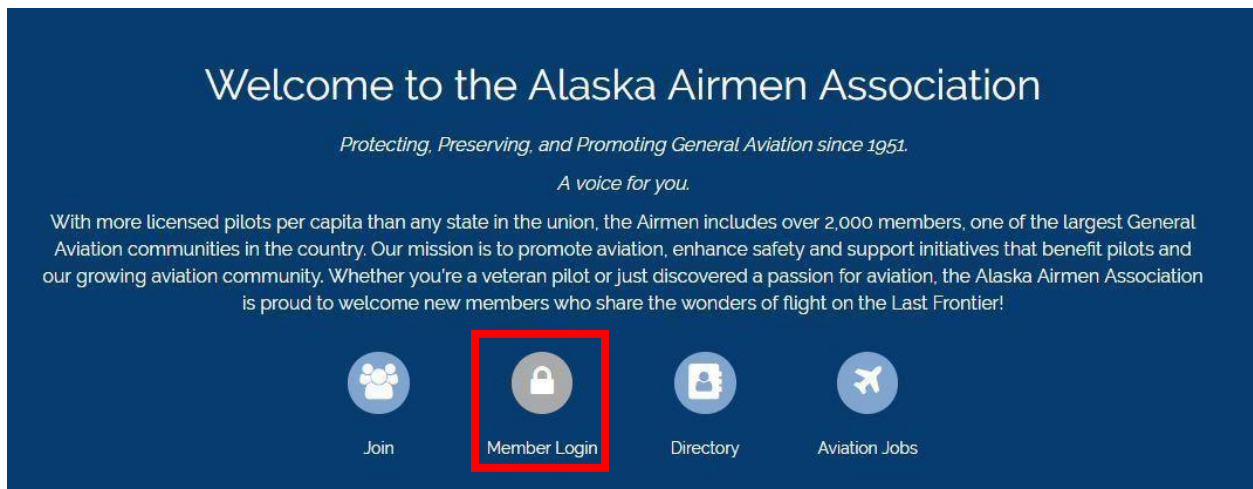


# Alaska Airmen Association

## How To: Add or edit a Classified Ad

### Step 1: Go to Member Login

Login to the members hub either utilizing the dropdown link in the top navigation bar or the quick links section of the home page.



### Step 2: Login with your membership credentials

Login with your membership credentials. (Note: If this is your first time logging in to our new website and you already have an active account, you will need to utilize the "Create an account" link at the bottom of the login page. Please reference "How Do I: Log in as an existing

member on the new website?” PDF by [clicking here](#), or by locating it in the frequently asked questions directory.

Login

User Name

Password

[Forgot your Username or Password?](#)

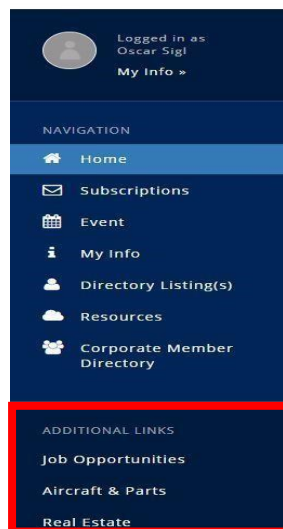
Remember Me

[Sign In](#)

[Create an Account](#)

### Step 3: Locate the classified section

Within the info hub, click “Menu” near the top right, if necessary, to expand the left hand menu column shown below. Within this menu, select the appropriate area in which you would like to post your classified ad.



#### Step 4: Add a classified ad

Click the “Add” button in the upper right hand corner of the screen to add a new classified ad.


Aircraft & Parts

Search... Show only... Customize Results...

**Add**

Content Status	Title	Contact Name	Start Date	Search Description	Actions
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#### Step 5: Fill out the content fields as follows.

1. Ensure your name is selected in the “Contact” field.
2. Title your posting. This should be the name of the item you are selling followed by a dash and the price of the item (Ex. 1997 AVIAT HUSKY - \$89,500).
3. Add relevant post tags separated by commas to help potential buyers locate your item more easily.
4. Enter an item description by starting with “**For Sale:**” in bold. Include your preferred contact method and contact information at the end of the description. You may also upload pictures in the description utilizing the “picture”  icon.
5. “Publish Start” should be set as today’s date, with “Publish end” being set 3 months from the start date. (You may renew your ad at any time before it expires by editing the ad as shown in later steps and setting the renewal date three months out from the editing date.
6. To have your classified ad published in our newspaper, *The Transponder*, free of charge, select the field “Classified Ad Print Version” and write a similar ad in 30 words or less, including contact information.
7. Click “Done” to send your ad to the Airmen Staff for review. (Note: If necessary, staff may make minor formatting changes in order to ensure your ad is optimized for our web interface.
8. Wait for your ad to be approved. The approval process is usually 24 hours or less during the work week. If your ad is deemed to require further editing, or does not meet the posting requirements shown above, it will be returned to “Draft” status and we will contact you (via email if possible) and advise of necessary changes before the post can be approved.

## Classified Ad Example:

Add Content Item - 1997 AVIAT HUSKY - \$89,500

General Images

Contact: Alaska Airmen Association Content Status: Draft

Title: 1997 AVIAT HUSKY - \$89,500

Tags: Aviat Husky A-1 Add Tags

Description:

**FOR SALE:** 1997 AVIAT HUSKY A-1 • \$89,500 • 1997 Husky A-1, 644 TT airframe and engine. Excellent condition. Always hangered in Palmer AK. Hartzell HC-C2YK-1BF prop. King KY97A com radio. Telex Pro Com 4 intercom. King KT76A transponder. 26" Goodyear tires. Oregon Aero seats, VGs. annual 4/2017. New battery, plugs, heater hose, and brake pads. • Contact Allyson at [aplauck@gmail.com](mailto:aplauck@gmail.com) or 707-580-1791.]

Search Description:

Publish Start: 8/1/2017

Publish End: 11/1/2017

Categories: None Selected

Classified Ad Print Version (Text Only, 30 words or less)














FOR SALE: 1997 AVIAT HUSKY A-1 • \$89,500 • 1997 Husky A-1, 644 TT airframe and engine. Excellent condition. Always hanger

Cancel Done

## Editing your Classified Ad:

To edit your approved classified ad, return to the content posting area as per steps 1 through 3 above. Within the content list, there should now be a “pencil” button near the right hand side of your post. (See example below)

## Aircraft & Parts

Content Status	Title	Contact Name	Start Date	Search Description	Actions
Approved	172 Cessna Superhawk - \$69,000	Kelly Miller	8/2/2017		
Approved	1946 Aeronca Chief - \$29,000	Kelly Miller	8/2/2017		
Approved	1947 Piper PA-12-160	Kelly Miller	8/2/2017		
Approved	1969 Cessna 206 - \$80,000	Kelly Miller	8/2/2017		
Approved	1997 AVIAT HUSKY - \$89,500	Oscar Sigl	8/2/2017		
Approved	2013 Cessna Grand Caravan	Kelly Miller	8/2/2017		
Approved	206 Main Gear - \$2,000	Kelly Miller	8/2/2017		
Approved	Aero-Lift - \$9,500	Kelly Miller	8/2/2017		
Approved	Cessna 172 Cowl Plugs - \$50	Oscar Sigl	8/2/2017		 
Approved	Cessna 180/182 parts	Kelly Miller	8/2/2017		
Approved	GNS 430W - \$7,000	Kelly Miller	8/2/2017		
Approved	Hello Courier	Kelly Miller	8/2/2017		

Click the pencil to edit your post. Please note that if you edit your post, it must be re-approved.