Instructions for Using the New Classified System to add Listings For Litters And Available Poodles on the Website
By: Julia Wooster

Teresa Myrfield,and I have been updating the poodle listings on the PCC website over the last couple of years. Those of you who submit puppy listings know that sometimes it takes us a while to get to adding or updating your listings which I'm sure has caused frustration for some of you.

Right now both Teresa and I have commitments that are making it so that we won't have the time to be able to update the listings in a timely manner so I decided to find a better way - because things can always be improved and technology makes it more possible all the time.

One of the other issues was that listings would stay up long after a breeder's puppies were sold to their new homes. Life gets in the way and sometimes members forget to let us know that the puppies are gone and that the ad should be removed.

I have installed a plugin in the PCC website which will address these issues. I tried to install this a couple of years ago but had some issues with it getting photos uploaded and viewing. This problem has now been resolved.

Please read through the information/instructions below and if you currently have available puppies, please log in and add your listings. There's no better way of learning than doing.

First things first...

If you have been on the PCC website before, your computer stores a history of websites that you have visited. This means that when you open the site, you may see an older version and not the newest version. Before looking at the new litter listing system, I would ask that you clear your browsing history (or cache). There are too many browsers and instructions on how to clear the history for each browser would take an email in itself. I've listed links below that will give you instructions on how to do this.

Internet Explorer Versions 7 and 8: http://windows.microsoft.com/en-ca/windows-vista/clear-the-history-of-websites-youve-visited
Internet Explorer Version 9: http://windows.microsoft.com/en-ca/windows7/how-to-delete-your-browsing-history-in-internet-explorer-9
Chrome: http://support.google.com/chrome/bin/answer.py?hl=en&answer=95537
Firefox: http://support.mozilla.org/en-US/kb/remove-recent-browsing-search-and-download-history#w_how-do-i-clear-my-history
Safari: http://support.apple.com/kb/PH11911

If you are using an older version of a browser, upgrading is probably a good idea.

This is a good practice whenever you are browsing the Internet. This will help ensure you are looking at the most recent version of a website.

Now the fun part...

I have set up four categories for listing poodles in the system

1. Toy
2. Miniature
3. Standard
4. Adult

The first thing you need to do is to log in to the PCC website at http://poodleclubcanada.com.

If you don't remember your password, click on the following link and enter your username and a reset link will be emailed to you: http://poodleclubcanada.com/wp-login.php?action=lostpassword.

Once you are logged in, click on the menu item, "Looking for a Poodle".

This will take you to this window:

Next click on "**Place Ad**"

This will open the first of two windows you will be working in:

Please enter your "Ad Title" in the following format, for example if your kennel name is Happy Paws and the litter was born on April 15, 2013 or is expected to be born on May 15, 2013, the Ad Title would look like:

Happy Paws Kennels - April 15, 2013
or
Happy Paws Kennels - Litter expected May 15, 2013 (if you are taking reservations or would like to speak with prospective purchasers)

Simply go through and fill in all the areas (fields) to enter text.

A couple of notes about this section.

Under the field for City, there is a field called "County/Village/Other (separate counties by commas)" - it's easy at first glance to think that this says *Country* - what it actually says is County. This is important because if you live in Lucan, Ontario, someone may not know exactly where that is. Lucan is near the City of London and is in the County of Middlesex. So if you added "Middlesex County" or even "near London, Middlesex County" here, people would have a better idea of where you are located.

Under the County... field, there are a couple of others I need to explain. Under "Ad Details", there is a field where you will see "750 characters". This field is not to be edited. This simply tells you how much space you have to enter your description in the box below (under "No HTML Allowed". As you type your content you will see this count down so you know how much space you have left to type in. See image.
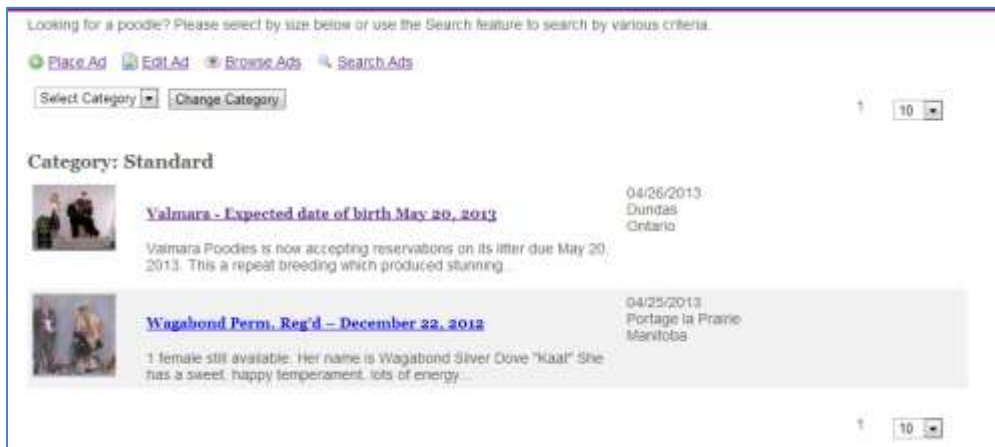

When reach the bottom of this screen and have entered all the information, click "**Continue**". This will take you to the next screen which looks like this:

You are allowed up to 4 images on your ad. After you have chosen your images using choose file (it may say "browse" instead on your screen), click on **Upload Images**". This completes the upload of your listing (or if you don't have photos, you can click on "**Place Ad without Images**" - this also completes your listing).

The Primary image is the image that will show beside your ad in the list of ads. The rest show when someone looks at your specific ad. See images below:

Showing Primary Image:

Detail of listing showing all images:

A note about image sizes:

Images can be no larger than 1MB in size.

The maximum dimensions are:

width= 640 pixels
height = 480 pixels

The minimum dimensions are:

width = 250 pixels
height = 250 pixels

If your image is larger than the maximum dimensions simply resize it. You don't need to buy a special program to do this. If you use Windows, there is a tool built in called Paint. Here is a link to a video showing you how to access it and use it to resize your picture: http://windows.microsoft.com/en-ca/windows7/resize-a-picture-using-paint.

If you use a Mac, you can resize using iPhoto (which I believe you have to buy) or you can download Picassa (which can be used on a Mac or PC for free). Here is information on resizing photos in Picassa: http://support.google.com/picasa/answer/13821?hl=en.

After your listing has been added

Check your email. You will receive an email confirming that your listing has been added. Keep this

email. It contains very important information. You can update/modify your listing at any time - if you sell several puppies and want to let people know how many you have left, you want to change the photos, this information helps you edit your ad.
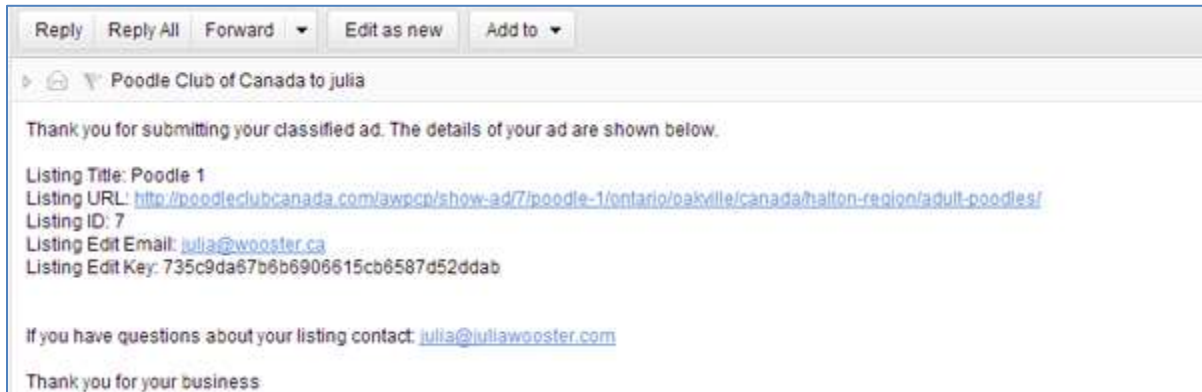
To edit a listing:

Under "Looking For a Poodle" instead of clicking on "Place Ad", you will click on "Edit Ad". If you have more than one litter listing, please make sure you select the correct listing to edit. You can't undo changes made here.

You will log in with the email that included in the email sent to you and the **Listing Edit Key** that was included in that email and click **Continue**. If you lost the email, don't worry, you can have the system re-send you the edit key.
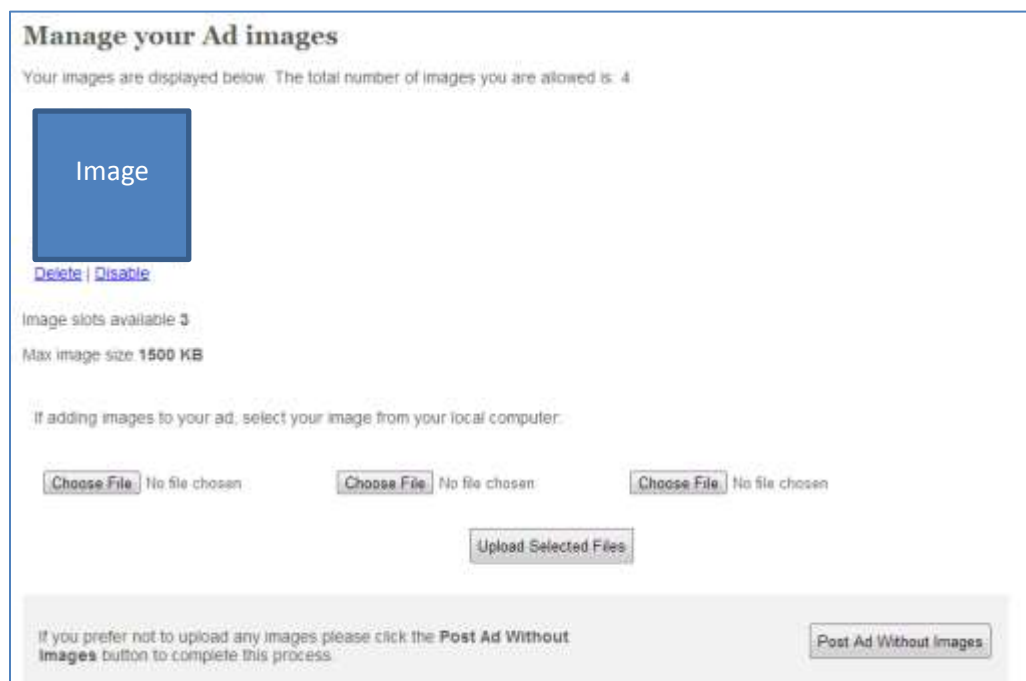
You will be taken to the screen that you saw when you added your listing except the fields will be filled in (don't forget to include the math answer). Make your changes, at the bottom of the screen click on **Continue**.

The next screen will allow you to edit pictures - either deleting current photos or adding new ones (up to your limit of four).

Expiry Date of Listings

This system allows listings to have an expiry date. I have set it for **180 days** (about 6 months). A few days before your listing is set to expire you should receive an email message advising you that your listing is scheduled to expire and you will have the option to extend it.

Deleting Listings

If all your puppies have found new homes - congratulations - you can go in and remove your ad yourself. Simply go into the edit ad area and click on the **Delete Ad** button highlighted in yellow at the top of the editing page.

It's now easier for potential owners to contact you!

In this system, when someone is looking at your listing, they can now click on **Contact <Your Name>** and they send you an email right from the ad.