

## MWSL Classifieds

### Postings 'How-to' Guide

- ◆ Log in using any MWSL login ID (Coach/Manager, Player)
- ◆ On 'MWSL Classifieds' homepage, click “To create a post [Click Here!](#)”
- ◆ For first-time Classifieds posters, there is a one-time only requirement to fill in first and last name, and preferred reply email address; phone number and geographic area are optional. This one-time entry tombstone information will then be automatically entered into the header of each of that individual's Classified posts
- ◆ Click “Add Posting”
- ◆ Choose one of three “Posting Type” options, and enter a “Posting Title.” Then, enter post details into the “Posting Detail” box; this field's view is able to be enlarged by clicking and dragging its bottom right corner to aid ease of text entry
- ◆ If desired, one or more images can be entered to accompany a posting
- ◆ Click “Post,” and your posting is created!

#### Items to note

- ◆ Posts are active for a period of 21 days from the date created; after 21 days, posts are automatically deleted
- ◆ Additionally, a maximum of 30 posts will be active at any time on Classifieds, and once 30 posts are active each new post that is created will cause the current oldest (30<sup>th</sup>) post to be deleted (even if the post is not yet 21 days old.)