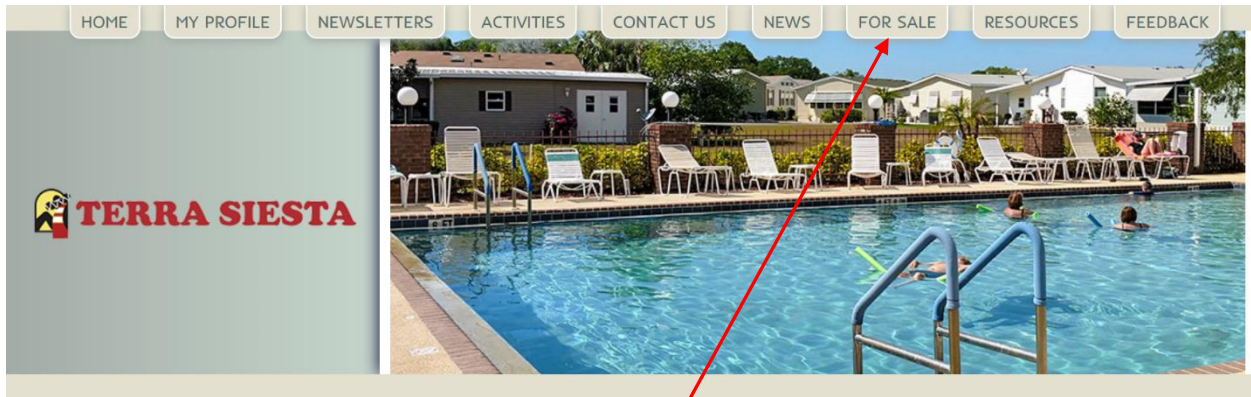


HOW TO ADD A HOME FOR SALE LISTING TO THE WEBSITE

NOTE: This documentation assumes you know enough about using your computer that you can open an Internet browser, locate the URL line and be able to use your mouse and/or arrows on your keyboard to move around the screen.

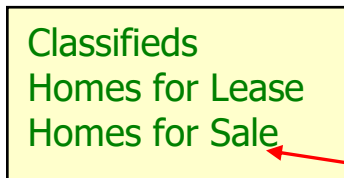
Login to the Terra Siesta website – www.terrasiestaco-op.com

The computer displays



Click on the menu option *For Sale*

As you hover over the *For Sale* tab, the computer displays a sub-menu



If you want to add a home for sale, use your mouse to point to *homes for sale* and click your mouse.

The computer displays:



HOW TO ADD A HOME FOR SALE LISTING TO THE WEBSITE

Below the picture are all the homes currently for sale in Terra Siesta where the homeowner has added them on our website.

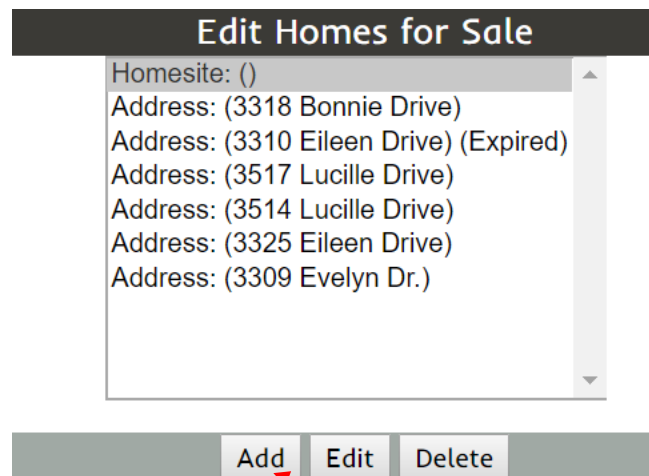
NOTE: Homes listed here show on both the public and private webpages

Use your mouse and scroll down to the bottom of the page. The computer displays

[Add, Edit, Delete Homes for Sale](#)

Click anywhere on that line. The computer displays a sub-menu with all the homes currently listed for sale on our website

NOTE: What you see displayed in this sub-menu will not match what you see on your computer display - this example is from what was for sale when this documentation was written.



If you want to add a new listing, click on *add*. If you want to edit an existing listing (i.e. price change), click to highlight your address and then click on *edit*. If you have sold your home, click to highlight your address and then click on *delete*.

The computer displays a blank form for you to complete.

NOTE: Only a homeowner registered on our website can use this feature. You cannot ask a realtor or neighbor to list it for you. If you need a login and don't have one SEE instructions "How to get a website login" – email your web administrator to get a copy of the instructions. Once you have a website login you will be able to add your home for sale (or for lease).

HOW TO ADD A HOME FOR SALE LISTING TO THE WEBSITE

Add a New Home for Sale	
Address 1:	
Address 2:	
City:	Ellenton
State:	FL
Zip:	34222
Subdivision:	None
Empty Lot?:	<input type="checkbox"/> Checking this box will make the listing appear under Homesites for Sale.
Bedrooms:	
Baths:	
Square Footage:	
Asking Price:	
Contact Phone:	
Description:	
Showing Instructions:	
Lot Size:	
Lot Number:	
Picture/Document:	Choose File No file chosen
Picture/Document:	Choose File No file chosen
Picture/Document:	Choose File No file chosen
Picture/Document:	Choose File No file chosen
Web address:	http://
Email address:	
MLS #:	
Listing Date:	
Date to remove listing(mm/dd/yyyy):	
Save New	

The form will not be totally blank, like this one, the computer displays the form with the information for your home address.

Starting with *bedrooms* fill in all the blank lines (fields). Do NOT check the box above *bedroom – empty lot* or your home won't appear correctly. If you don't know the information (i.e. MLS #) skip it and leave that field blank.

The computer listing allows you to add up to 4 photos of your home. The photo's must have .jpg extensions. Click on *choose file* and add up to four photos – remember pictures are worth a thousand words. If your home is listed with a realtor, get the information immediately below the picture/document fields from your realtor – if you are selling your home yourself, enter your email address so interested buyers can contact you directly.

Be sure to include the *date to remove listing (mm/dd/yyyy)*:

Revised March 2018

For assistance with adding, editing or deleting your home for sale contact the web administrator
terrasiestaweb@gmail.com