

# How to Place an Ad

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## Step 1:

If you would like to place a new ad, select the 'Add New Listing' button.

The screenshot displays the Western University Off-Campus Housing Services interface. At the top left is the Western University logo. The main header reads "Off-Campus Housing Services" and "Housing.". A navigation bar includes links for Home, Services, Students, Landlords, Rental Listings, and Support. The user's current information is shown as "Jennifer K" from "London Ontario Canada", with an access valid until "Jul 26, 2020". The page title is "Off-Campus Housing Rental Listing Service". A green "Add New Listing" button is highlighted with a red rectangular box. A large yellow arrow points from the right towards this button. Other elements include a "Shopping Cart (0 items)" button, a "Listing(s) Currently Online (1)" dropdown, and a "Listing(s) Currently Offline (3)" dropdown. At the bottom of the user information section are "Help" and "Log Off" buttons.

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## Step 2:

The listings form will appear.

Fill out required fields and all other relevant information for your ad.

\* = required fields

Street Address: \*  Apt #:

Ok to Publish address of Rental Unit?

Location:

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Rent: \* \$ .00 per bdrm

Lease Term (in months): \*  Is Negotiable?

Housing Type:

Bedrooms Available: \*

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<input type="checkbox"/> Utilities Incl	<input type="checkbox"/> A/C	<input type="checkbox"/> Private Bathroom	<input type="checkbox"/> Furnished Bdrm(s)
<input type="checkbox"/> Furniture Incl	<input type="checkbox"/> Transit	<input type="checkbox"/> Laundry	<input type="checkbox"/> Dishwasher
<input type="checkbox"/> Accessible	<input type="checkbox"/> Cable Incl	<input type="checkbox"/> Microwave	<input type="checkbox"/> Internet Incl
<input type="checkbox"/> Parking - # of Parking Spots * <input type="text" value="0"/>			

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<b>Smoking</b>	<b>Gender</b>	<b>Tenant Type</b>
<input checked="" type="radio"/> No	<input checked="" type="radio"/> All	<input checked="" type="radio"/> Student
<input type="radio"/> Yes	<input type="radio"/> Male	<input type="radio"/> Graduate Student(s)
	<input type="radio"/> Female	<input type="radio"/> International/Exchange Student
		<input type="radio"/> Staff/Faculty

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Date Available \*

Comments

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**Contact for this listing**

Name * <input type="text"/>	Primary Telephone <input type="text"/>	Email <input type="text"/>
<small>First Name only Ok</small>	Secondary Telephone <input type="text"/>	

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## Step 3:

Continue to the rest of the form where you will select the amount of time you would like your ad to run, and add images if you have any.

When you are finished, either continue to checkout and pay, or return to Main Menu to checkout at a later time.

**Ad Length**  
Please run my ad for  
2 months - \$ 15

Please note that the student ad is only valid for 60 days, and is restricted to the house or apt to share, or sublet categories.

**Images for your Ad**

Please select images (up to a maximum of six) to upload. You may select multiple images at one time. Images will begin to upload as soon as you click Ok on the Open Dialog box. In the event that more than six images are posted, we reserve the right to post the first six received.

**NOTE: Images must reflect the property being advertised. Inaccurate or misleading photos will be removed.**

We are continuing to develop our photo uploader. Currently, we are aware that some browsers are not supported. If the image uploader does not appear, please email your images to: [off-campus.housing@uwo.ca](mailto:off-campus.housing@uwo.ca). **(Maximum six photos, 4MB in size per image)**

**New:** You can now click on an image to select it as your primary image and click the edit button to rotate your images!  
**Please note that any invalid images designated with errors (x) will NOT be uploaded.**

Drag & Drop files or [Click here to upload images](#)

**As of December 2017, due to our new services, our submission process has changed. In order to submit a new listing to the Off-Campus office, please use any of the below buttons to add your listing to your shopping cart.**

**\*\* Important: You then must complete the checkout process to complete your order.**

If you are ready to submit your order and continue with the checkout process, click the button below:

**Add to cart and continue to Checkout Process**

If you would like to keep adding more items to your order and return to the main menu, click the button below:

**Add to cart and return to Main Menu**

# How to Place an Ad

## Step 4:

When you are ready to pay for your ad(s), proceed to the shopping cart.

**You must checkout for your order to be processed.**

Once payment is received, our office processes ads during business hours. It can take up to two business days for a new ad to be processed.

The screenshot displays the 'Off-Campus Housing Rental Listing Service' interface. At the top, it shows 'Your Housing Listings as of Wednesday, September 11, 2019'. A green button with a shopping cart icon and the text 'Shopping Cart (3 items)' is highlighted with a red border. Below this, there are two expandable sections: 'Listing(s) Currently Online (1)' and 'Listing(s) Currently Offline (3)'. A large yellow arrow points from the shopping cart button down to a listing card. The listing card shows 'No image available' with a house icon, 'Listing ID: 43836', and 'Downtown - \$0 0 bdrm(s)'. At the bottom of the listing card is a green 'Renew Ad' button. Below the listing card are 'View Ad' and 'Edit' buttons.