

How to Renew an Ad

Jump to:

- [Part 1: Renew an Online Ad](#)
- [Part 2: Renew an Offline Ad](#)

Part 1:

Renew an **Online Ad**

Renew an Online Ad

Step 1:

You can review the expiry date of your ad. If you would like it renewed to extend its expiry and bring it back to the top of the list, select the 'Renew Ad' button.

Listing(s) Currently Online (1)

123 Test St.
Listing ID: 42140

Expires on: September-18-2019
Downtown - \$500
0 bdrm(s)

No image available

Test 123

Boost Ad

Upgrade to Top Ad

Renew Ad

View Ad Edit Take Down Posting

Renew an Online Ad

Renew Ad [X]

1. → Length: 60 Days: \$15

2. → Would you like the Upgrade this to a Top Ad?

Number of Days (\$15/day): 1

Number of Months (\$175/month): 0

[Reset](#) Total Active Days Remaining on Listing: Approx. 60 Total Days for Top Ad: 1

Total Amount: \$15

[Close](#) [Add to Cart](#)

Step 2:

1. Choose the amount of time you would like your ad to run.
2. If you would like to feature it as a Top Ad, choose the amount of time.
3. Add your order to your cart.

Renew an Online Ad

Step 3:

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 an 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 (1 items)' is highlighted with a red border. Below this, a green bar indicates 'Listing(s) Currently Online (1)'. The main listing is for '123 Test St.' with Listing ID: 42140. It features a 'No image available' placeholder and an expiration date of 'Expires on: September-11, 2019'. The listing details include 'Downtown - 0 bd'. Below the listing, there are three green buttons: 'Boost Ad', 'Upgrade to Top Ad', and 'Renew Ad'. At the bottom of the listing, there are three buttons: 'View Ad' (blue), 'Edit' (teal), and 'Take Down Posting' (red). A large yellow arrow points from the 'Renew Ad' button towards the 'Shopping Cart (1 items)' button.


Part 2:


Renew an **Offline** Ad

Renew an Offline Ad

Step 1:


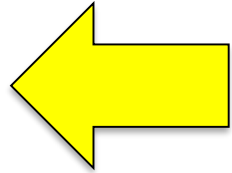
If you would like to renew an inactive ad, find the ad under Listings Currently Offline and select the 'Renew Ad' button.

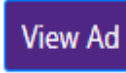

Listing(s) Currently Offline (3) 

No image available 

Listing ID: 43836

Downtown - \$0
0 bdrm(s)

Renew an Offline Ad

Renew Ad [X]

1. → Length: 60 Days: \$15

2. → Would you like the Upgrade this to a Top Ad?

Number of Days (\$15/day): 1

Number of Months (\$175/month): 0

[Reset](#) Total Active Days Remaining on Listing: Approx. 60 Total Days for Top Ad: 1

Total Amount: \$15

[Close](#) [Add to Cart](#)

Step 2:

1. Choose the amount of time you would like your ad to run.
2. If you would like to feature it as a Top Ad, choose the amount of time.
3. Add your order to your cart.

Renew an Offline Ad

Step 3:


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 an ad to be processed.


Off-Campus Housing Rental Listing Service

Your Housing Listings as of Wednesday, September 11, 2019

 **Shopping Cart (3 items)**

Listing(s) Currently Online (1) 

Listing(s) Currently Offline (3) 

 Listing ID: 43836 Downton 0 bdrm(s)

