

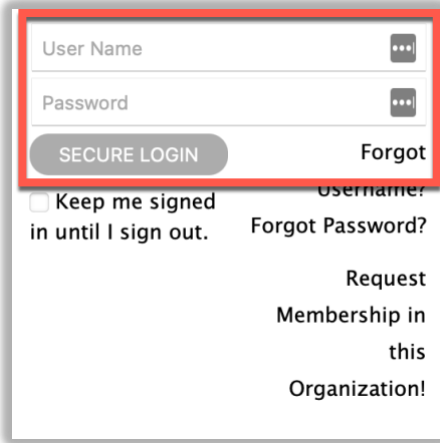


Classroom Dashboard - Instructors

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I. Login to your Family website

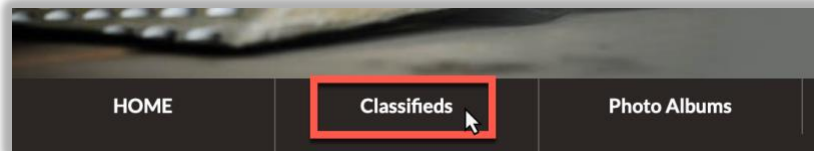


User Name
Password
SECURE LOGIN
Forgot
 Keep me signed in until I sign out.
Forgot Password?
Request Membership in this Organization!

II. Adding a New Classified

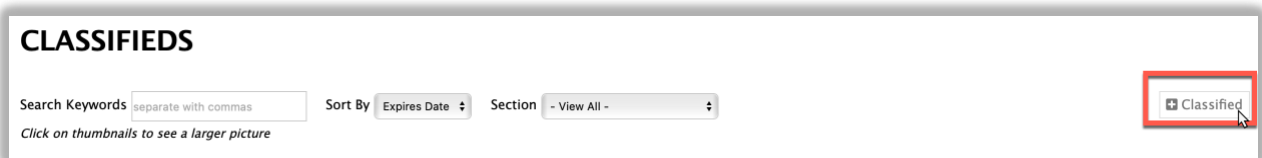
A. Navigate to Classifieds

1. Select **Classifieds** wherever it is found in your navigation

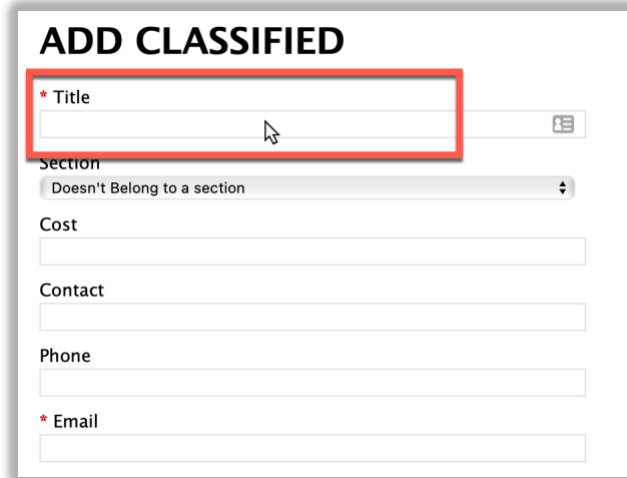


B. Add a New Classified

1. Select **+Classified**



2. Give the Classified a title and enter as much information as you like



ADD CLASSIFIED

* Title

Section
Doesn't Belong to a section

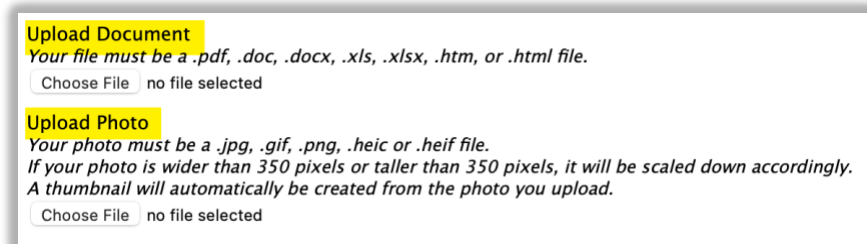
Cost

Contact

Phone

* Email

3. Upload a document or image



Upload Document
Your file must be a .pdf, .doc, .docx, .xls, .xlsx, .htm, or .html file.
Choose File no file selected

Upload Photo
Your photo must be a .jpg, .gif, .png, .heic or .heif file.
If your photo is wider than 350 pixels or taller than 350 pixels, it will be scaled down accordingly.
A thumbnail will automatically be created from the photo you upload.
Choose File no file selected

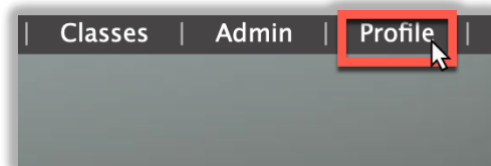
4. Select **Add Classified**



III. Update Classifieds Settings

- A. Navigate to **Classifieds Settings**

1. Select **Profile** in your navigation



2. Scroll down to the **Classifieds Settings** and select preferences for how often you want emails sent to you

Classifieds – Many Emails: Would you like to receive ALL classified notifications IMMEDIATELY via email

Yes No

Classifieds – Daily Digest: Would you like to receive ALL classified notifications ONCE A DAY via email?

Yes No

****Note**** Classifieds will expire 60 days after editing. After creating a Classified, you can edit details whenever, and it will renew the 60 day expiration date.