

Wave2
Self-Service Portal Instructions
Palm Springs

Table of Contents

Log In Page 2

Creating New Property Listings Page 2

Modify/Cancel Existing Orders Page 7

Deadlines Page 7

Reordering Ads Page 8

Log In

Unique login information will be supplied to each real estate account. In order to obtain your user name, please contact us (contact information provided below). Once you receive your user name, click on "Forgot Password." Your password will be emailed to the email address on the account.

The first time you login, check your email address and update it, if necessary, under "My Account." For further account security, please change your password. You will be asked to update your password every 90 days.

Bookmark or Add to Favorites for future use.

MY ACCOUNT

CREATE A NEW AD

VIEW ADS

MY ACCOUNT INFO

LOGOUT



For assistance, contact us at 760-322-2222 Option 7.

Creating New Property Listings

Select "Create A New Ad" from menu on left side of your screen.

Follow steps 1-6 to create and
order your listing.



MY ACCOUNT

CREATE A NEW AD

VIEW ADS

MY ACCOUNT INFO

LOGOUT

1. Choose Your Classification & Package Type

Once you select "Single Listings" under "Choose your Classification," the package options will appear. Select "Open House Guide Listing" under "Choose your Package" to create a property listing. Click "Continue" to proceed.

Choose your Classification and Package Type

The first column below will let you choose the Classification you are interested in. Once chosen, the second column will populate with a list of available Packages.

Back

Continue

Choose your Classification

Pagination Packages
Single Listings

Choose your Package

Open House Guide Listing

2. Select Your Listing

Enter the MLS and click Find Property. It will take a few moments to find the property.

This is a one-time process. If it is “skipped” by clicking the SKIP button, you will not have a second opportunity to identify without an admin correcting their account.

Identify Yourself...

You must type in the MLS Number OR the address of one of your listed properties in order for Homefinder to identify you within the Homefinder database. You do not need to be specific, typing in a street name with a city and state combination will bring up a list of all listed properties that fit that criteria. Once the list is displayed, you will have the opportunity to choose one of your listings from the available list, or you can enter a different set of address criteria to bring up a new list.

Find Property

Once it finds the property, click either “Agent” or “Broker.” “Agent” will find properties attached to that agent. “Broker” will find the properties attached to that broker.

3. Customize Your Ad

Enter your property listing information. You are only required to fill out fields designated by a red asterisk. Once each field has been completed, it will show a preview on the template on the right side of the screen. (Note: You must click out of the field for it to appear on the preview.)

Please be aware that each field has a limitation on how many characters will fit in the template. If the allowed number of characters has been exceeded, the field will alert you in red on the template (as shown below).

Ex: \$150,000
Approx. 10 characters. Reduce as necessary to resolve any errors.


Open Times*

Sun 1-3

Ex: Sun 1-4
Approx. 11 characters. Reduce as necessary to resolve any errors.

Property Description*

3BR/2BA Gorgeous views, new floors



Development
123 Main Street
\$123,456
Sun 1-3
Agents Description: Jane Smith, Realtor
Company Name: Call Us! 12345 555-5555

property description too big

If you need to save your work but are not ready to complete the ad, you can click “Save Ad.”

If you have completed this screen and are ready to proceed, click “Continue.” (You will have a chance to review the completed ad in a larger preview)

Customize Your Ad Copy

Customize your ad copy by filling in the fields that correspond to the ad design. You will see a live preview of your ad on the right. Don't forget to check your spelling, price, address, and phone number for accuracy.

Back

Resize Preview

Continue

Development

Development

Approx. 37 characters. Reduce as necessary to resolve any errors.

Address*

123 Main Street

Approx. 37 characters. Reduce as necessary to resolve any errors.

City*

Palm Springs

This is the city of the advertised property. Your ad will be listed under this city in the print Open House Directory.

Price*

\$123,456

Ex: \$150,000

Approx. 10 characters. Reduce as necessary to resolve any errors.

Open Times*

Sun 1-3

Ex: Sun 1-4

Approx. 11 characters. Reduce as necessary to resolve any errors.

Property Description*

3BR/2BA

Ex: 3BR/2BA Mntn View

Approx. 14 characters. Reduce as necessary to resolve any errors.

Agent Name

Jane Smith

Approx. 22 characters. Reduce as necessary to resolve any errors.

Agent Title

Realtor

Company Name

Company Name

Approx. 32 characters. Reduce as necessary to resolve any errors.

Cal DRE*

12345


Agent Phone Number*

555-555-5555

Ex: 555-555-5555

Approx. 12 characters. Reduce as necessary to resolve any errors.

Property Photo



house.png

Upload Image

Delete image

Select from gallery

Crop image

Development

123 Main Street

\$123,456

3BR/2BA

Sun 1-3

Jane Smith, Realtor

Company Name CalDRE# 12345 555-555-5555

Development

123 Main Street

\$123,456

3BR/2BA

Sun 1-3

Jane Smith, Realtor

Company Name CalDRE# 12345 555-555-5555

Back

Save ad


Continue

4. Proof Your Ad

This is your opportunity to review your ad proof. This is the way your ad will appear in the newspaper. **Carefully review the content of your proof before proceeding.** If you need to make changes to your ad, click “Back.” Click “Continue” to proceed.

Proof Your Ad

Your finalized ad is shown below. Please carefully review all content as this is the way your ad will appear in the newspaper. Make sure you follow the standards of acceptability to ensure timely ad scheduling. As of April 8, 2013 all classified ads are subject to the applicable rate card, copies of which are available from our Advertising Dept. All ads are subject to approval before publication. The Desert Sun reserves the right to edit, refuse, reject, classify or cancel any ad at any time. Errors must be reported in the first day of publication. The Desert Sun shall not be liable for any loss or expense that results from an error in or omission of an advertisement. No refunds for early cancellation of order.



Development
123 Main Street
\$123,456
3BR/2BA
Company Name CalDRE# 12345 555-555-5555

Sun 1-3
Jane Smith, Realtor

Preview Your Ad

Back

Save ad

Continue

5. Schedule Your Ad

Click the dates you want your ad to run. Available run dates are shown in white. Dates you have selected appear in yellow. Click “Continue” to proceed.

Schedule Your Ad

To select your schedule, click on the available dates (light gray background). The YELLOW dates indicate your previously selected run dates. To deselect a date, click on the date.

Show Ad Preview

Palm Springs Real Estate Schedule

?

August, 2019

<

>

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

Select date

00

Available

00

Not available

00

Selected
[Remove Publication](#)

Available Sunday, Friday & Saturday
Order Notes:

Back

Save ad

Continue

6. Pay for Ad and Submit for Publication

This screen allows you to select your payment method. If you would like to pay for your ad now, select the box for “Credit Card.” This will allow the credit card information fields to appear. Once you have finished entering information on this screen, you may hit “Complete” to finish your ad order.

Promotional Code
Enter your promo code below and press the "Apply Promotion" button to activate

Promo Code Apply Promotion

Payment
Check the box below to agree to the terms and conditions and to purchase by credit card. Your information will be carried over a secure connection.

☒ Credit Card and I agree to the [terms and conditions](#)

Name on Card

Jane Smith

Billing Address

123 main

City

City

State

Texas

Postal Code

12345

Country

United States

Amount

USD \$40.00

Credit Card Number

CVC Number

Card Type


Visa

Expiration Date


01

2019

Visa, Mastercard



American Express



Cancel Complete

If you need to modify or cancel your ad order:

When you log in to your Wave2 account, you will be brought to your Home screen. Your current, future and saved ad orders appear on this page for your reference.

Options for each ad order are available within the white box containing the order details.

You will be able to make changes to your ads until Deadline. Deadline information is available for your reference by selecting "Pricing & Deadlines" from the green bar along the top of the page.

The screenshot shows the Wave2 account Home screen. On the left, under 'Your Future Ads', there is a white box containing an ad preview and details: Ad Number: ARN7012660, Template: ARN 2x2 01 Logo, Sat Aug 17, 2019, Abilene Reporter News Real Estate. Below this, a green circle highlights the 'Options to edit ad order' menu, which includes 'View Details', 'Modify Ad', 'Reschedule Ad', 'Cancel Ad', and 'Reorder Ad'. On the right, the 'Abilene Reporter News Homes' header is visible, with a green navigation bar containing 'Home', 'Pricing & Deadlines', 'FAQs', 'Contact Us', and 'Cart (0)'. Below the navigation bar, the 'MY ACCOUNT' section lists 'CREATE A NEW AD', 'VIEW ADS', 'MY ACCOUNT INFO', and 'LOGOUT'. A 'Welcome Test' message is displayed, followed by a note about local time and a 'Your Saved Ads' section.

Deadlines

Deadline information can be accessed by clicking "Pricing & Deadlines" which can be found on the green bar across the top of your screen.

This screenshot is similar to the previous one, but with a red circle highlighting the 'Pricing & Deadlines' link in the green navigation bar at the top of the page. The rest of the page content, including the 'Your Future Ads' section and the 'MY ACCOUNT' menu, remains the same.

Deadlines may vary on a week in which a holiday falls. If you are placing an ad for a week that contains a holiday, please contact us to verify deadlines.

*760-322-2222 Option 7
Monday-Friday 8am-5pm CST*

Reordering Ads

To reorder an ad that you have previously run, you will click “View Ads” from the Home screen. This will take you to a list of ads that have been ordered on your account.

You can use the “Status” and “Predefined Range” drop-down menus to change the listings that populate on your list. You can also filter the list using the “From Date” and “To Date” options.

Once you have located the listing you would like to order, select “Reorder Ad” to the right side of the listing (as shown below).

MY ACCOUNT

CREATE A NEW AD

VIEW ADS

MY ACCOUNT INFO

LOGOUT

Click on View Ads

VIEW ADS

MY ACCOUNT INFO

LOGOUT

ad, click on the order number. If you want to filter the search results, click on the “Show Filter” button below to expose the filter fields.

Status:--Please Select

Predefined Range:Last 30 Days

From date:06/27/2018

To date:07/27/2018

Filter

Show Previews

11 items found, displaying all items.

Click italicized link to take action

All times are in local time zone: GMT-0400 (Eastern Daylight Time)

Preview	Order #	Status	Name	First Insertion	Package	Cost	Date Ordered	Date Created	MLS#	Address	Actions
	#TAD716445	Approved		7/28/18	Weekend Showcase	\$109.00	7/26/18 3:45 PM	7/26/18 2:45 PM	294708	1108 Alameda Drive	Reorder Ad
	#TAD716510	Submitted		8/4/18	Agent Showcase Pagination Pkg	\$0.00	7/27/18 2:08 PM	7/27/18 2:08 PM			Reorder Ad
	#TAD716496	Submitted		7/29/18	Weekend Showcase Pagination Pkg	\$0.00	7/27/18 1:02 PM	7/27/18 1:03 PM			Reorder Ad
	#TAD716495	Submitted		7/28/18	Weekend Showcase Pagination Pkg	\$0.00	7/27/18 12:57 PM	7/27/18 12:57 PM			Reorder Ad
	#TAD716494	Cancelled		7/28/18	Weekend Showcase	\$0.00	7/27/18 12:29 PM	7/27/18 12:29 PM			Reorder Ad

Click on Reorder Ad