Wave2

Self-Service Portal Instructions

Palm Springs

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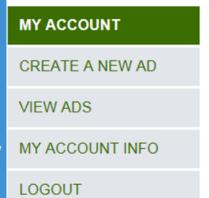
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Log In

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.





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.

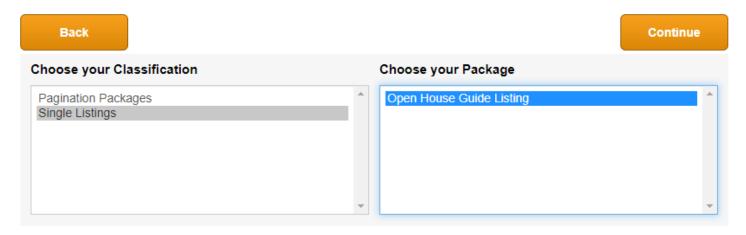


1. Choose Your Classification & Package Type

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

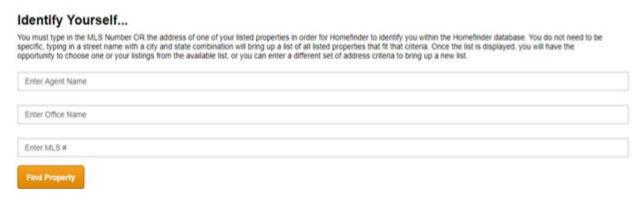
The first column below will let you choose the Classification you are interested in. Once chosen, the second column will populate with a list of available Packages.



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.



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).

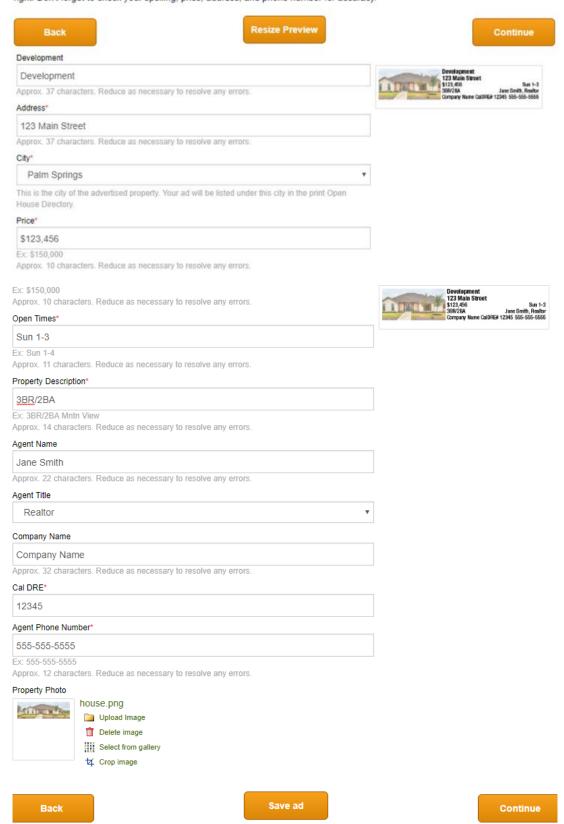


If you need to save your work but are not ready to complete the ad, you can click "Save Ad."

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.



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.

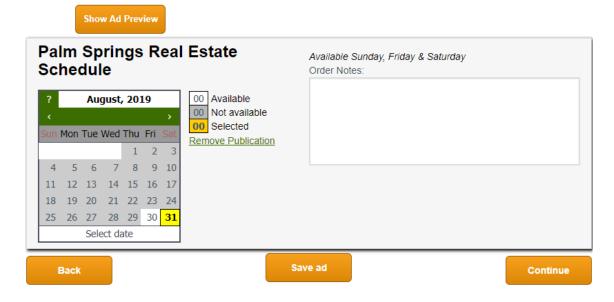


5. Schedule Your Ad

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.

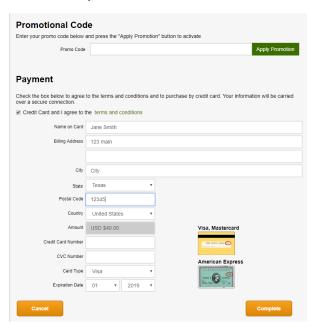
Schedule Your Ad

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.



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.



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.

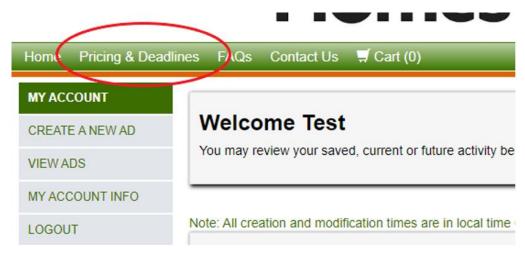
Options for each ad order are available within the white box containing the order details.

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.



Deadlines

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



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).

