

Craigslist

1. If this is the FIRST time you have posted an Ad on Craigslist you will receive a page that says "Telephone Account Verification". You will need to enter YOUR phone number in the box below. Go ahead and keep "via voice" and "in English" checked. Once you have entered your phone number click "send the code!"
2. Another page will come up telling you "A phone call has been placed." Be sure you answer the phone you will need to write the code down. Once you have the code you will want to type it on this screen next to "Enter the authorization code here to verify your account:". Then click "submit verification code". Once this is finished, Craigslist will go ahead and post or Ad. You will then receive an email telling you your ad has been posted.
3. You will want to set up a Craigslist account if you haven't already.
4. Next you will want to find the Biggest City that is closest to where you need that ad for. I wouldn't go out more than 30 miles or so (if possible).
5. On the right hand side of your screen (sample below) you will want to click on "US State", this will give you a list of states. Select the state you want. Then you will see a short list of Cities that you can post your ad in. You will need to check a map to see which City is the closest to where you need a shop completed.

The screenshot shows the Craigslist website for Tallahassee, Florida. The page is divided into several sections:

- Top Left:** Navigation links including "post to classifieds" (highlighted with a red arrow) and "my account" (highlighted with a green arrow). There is also a search bar and an event calendar.
- Top Center:** The city name "tallahassee" with a "w" icon.
- Top Right:** A "nearby cl" sidebar listing various cities, with "us states" highlighted by a blue arrow.
- Main Content Area:**
 - community:** activities, artists, childcare, general, groups, pets, events, lost+found, musicians, local news, politics, rideshare, volunteers, classes.
 - housing:** apts / housing, rooms / shared, sublets / temporary, housing wanted, housing swap, vacation rentals, parking / storage, office / commercial, real estate for sale.
 - jobs:** accounting+finance, admin / office, arch / engineering, art / media / design, biotech / science, business / mgmt, customer service, education, food / bev / hosp, general labor, government, human resources, internet engineers, legal / paralegal, manufacturing, marketing / pr / ad, medical / health, nonprofit sector, real estate, retail / wholesale, sales / biz dev, salon / spa / fitness, security, skilled trade / craft, software / qa / dba, systems / network, technical support, transport, tv / film / video, web / info design, writing / editing.
 - for sale:** antiques, appliances, baby+kid, arts+crafts, barter, atv/utv/sno, bikes, auto parts, boats, beauty+hlt, books, cars+trucks, business, cds/dvd/vhs, computer, cell phones, free, clothes+acc, furniture, collectibles, general, electronics, household, farm+garden, jewelry, garage sale, materials, heavy equip, rvs+camp, motorcycles, sporting, music instr, tickets, photo+video, tools, toys+games, wanted, video gaming.
 - personals:** strictly platonic, women seek women, women seeking men, men seeking women, men seeking men, misc romance, casual encounters, missed connections, rants and raves.
 - discussion forums:** adopt, haiku, philos, apple, health, photo, arts, help, p.o.c., atheist, history, politics, autos, housing, psych, beauty, jobs, queer, bikes, jokes, recover, celebs, kink, religion, comp, legal, romance, crafts, linux, science, diet, m4m, spirit.
- Bottom Left:** Help, FAQ, abuse, legal, avoid scams & fraud, personal safety tips, terms of use, system status, about craigslist, craigslist is hiring in sf, craigslist open source, craigslist blog, best-of-craigslist.

6. Once you have selected the City, click on the City name.
7. Then in the upper left hand side of your screen you will want to click on "post to classifieds"

****NOTE: To see your postings you can click on "my account".**



8. On the sample below, it will give a some options to select where you want to post your ad. You will want to use “**job offered**” or “**gig offered**”.

[oklahoma city craigslist](#) > choose type

[logged in

please limit each posting to a single area and category, once per 48 hours, [no prohibited items](#).


what type of posting is this:

- job offered 
- gig offered (I'm hiring for a short-term, small or odd job) 
- resume / job wanted
- housing offered
- housing wanted

9. If you click on “job offered”, you will also need to click on “**I will abide by these guidelines**”. Please be sure you read the guidelines. This will help keep you from getting your ads deleted automatically.

posting guidelines for jobs

- all job ads must offer monetary compensation -- no unpaid internships, barter, deferred pay, etc.
- please do not post the same job description to multiple categories or cities.
- job posters are responsible for compliance with applicable local, state, and federal employment law, including discrimination law.
- craigslist does not accept the following job posts:
 - business opportunities
 - multilevel marketing
 - referral marketing
 - positions requiring upfront fees
 - positions involving nudity

i will abide by these guidelines 

10. After you click on “I will abide by these guidelines”, you will then see a category list.

[oklahoma city craigslist](#) > jobs > choose category

please choose a category:

- accounting/finance jobs
- admin/office jobs
- architect/engineer/CAD jobs (no IT/computer jobs here please)
- art/media/design jobs
- business/mgmt jobs
- customer service jobs
- education/teaching jobs
- et cetera jobs ←
- food/beverage/hospitality jobs
- general labor jobs
- government jobs
- healthcare jobs
- human resource jobs
- internet engineering jobs

11. Click on “et cetera jobs”. This will take you to the posting page. Here is a sample of what you will want to post:

posting title: specific location: postal code:

posting description: Only one job description per posting please. Please see our FAQ for job posters [?]

use craigslist mail relay (recommended) show my real email address

reply to: no replies to this email, please

category:

compensation: [please be as detailed as possible]

show on maps

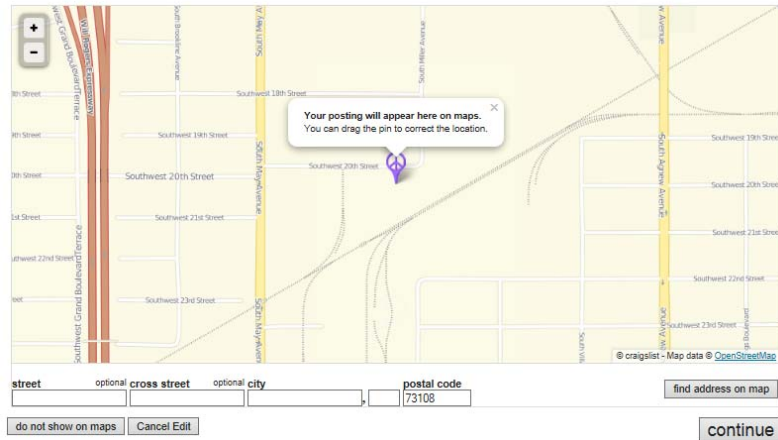
street: optional
cross street: optional
city:

telecommuting ok part-time contract non-profit organization internship
 direct contact by recruiters is ok
 ok to highlight this job opening for persons with disabilities [?]

Add your fee and expenses if any.

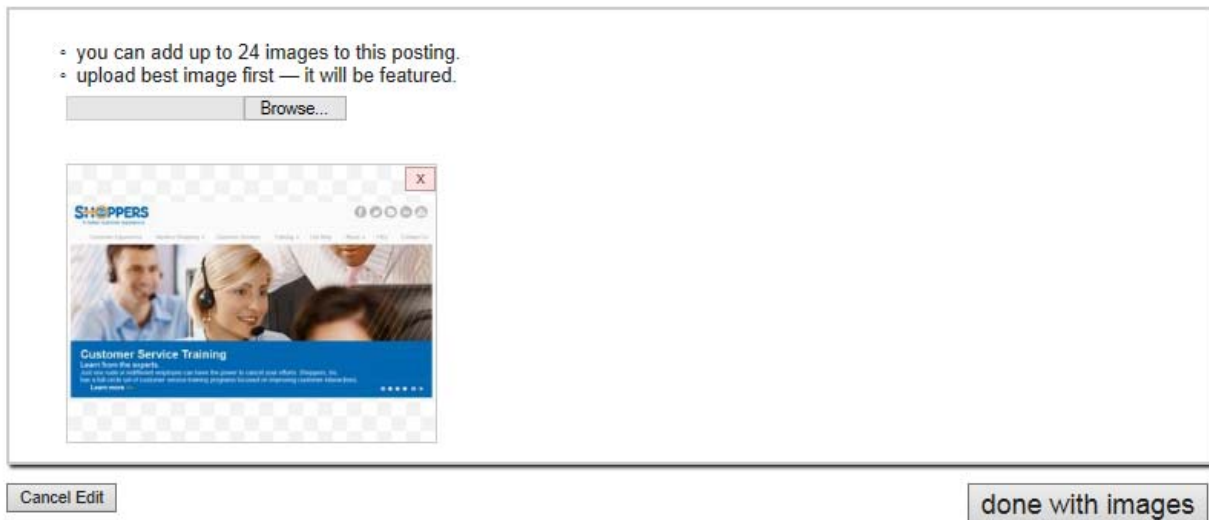
12. Then click “Continue”

13. On the next page it will show a map if you put the zip code in. You can move the point around to align to mark closer to where the shop is or just leave it for a general area. (I usually just leave it unless it is really off.)



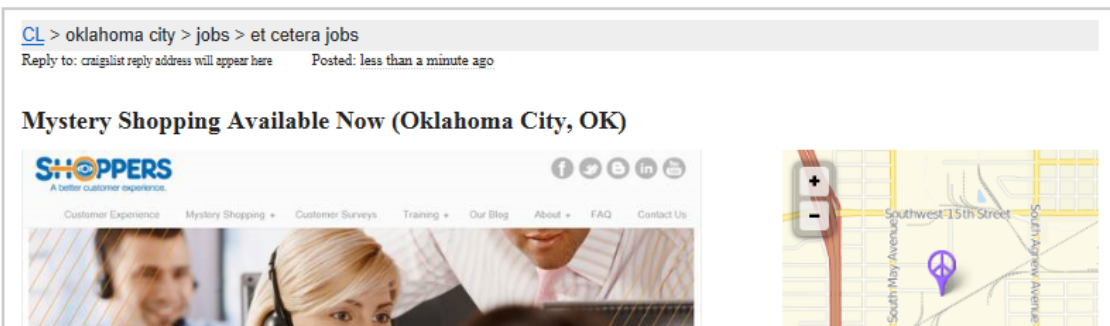
14. Click “Continue”

15. On the next page you will be able to upload a logo. There are a couple of logos you will be able to use. I will add them to the Ads page and you will be able to copy the logo or save the logo to your computer. you are finished adding the logo, click “done with images”.



16. The next page will show you what your ad will look like on Craigslist.

17. The last thing you will need to do is click on “PUBLISH”.



18. You will receive an email say your ad has been posted.

NOTE: Some locations may charge to post under jobs, go to “gigs” and post there as wanting to hire.