



Portal

Classifieds

Entering Classifieds onto Your Community Portal

1. Firstly Log In to the Portal

COMMUNITY > BUSINESS > SERVICES > TOURISM > NEWS > FORUM > CONTACT US > Log In

Welcome to East Northants Online

Welcome to East Northamptonshire Online, your gateway to relevant services available in your local community. Contains information for residents and visitors including local clubs, events, business directory, information, accommodation, places to visit, local services and more!

- [East Northamptonshire Council's website](#)
- [Report delivery problems with Nene Valley News](#)
- [Tourism Guide 2008 - Short Breaks and Accommodation](#)
- [Out and About Events Guide](#)
- [Out & About - Walking and Cycling Guide](#)
- [Tourist Information Centre](#)
- [User Guides](#) - Free entry listings for jobs, clubs, businesses, community events etc.
- [Transport & Travel information](#)

East Northants Online - Your Local Life Online

For a map of the area and a list of towns and villages covered by East Northants Online please see the [map page](#).

connect to your council

cultural. community. partnerships.

Nene Valley News

HOME > COMMUNITY > BUSINESS > SERVICES > TOURISM > NEWS > FORUM > CONTACT US

Welcome to the Log In page. This page will allow you to access any of the information or services on the site that requires a user name and password.

User Name :

Password :

Log In

Forgot your details?

If you don't have a user name and password, please click on the [New User](#) link.

Enter your Portal Username and Password here

- Services accessible to date include:
- [Businesses](#) - Allows you to manage the information about your services.
 - [Events](#) - Allows you to post events for your organisation which will be publicised across the site.
 - [Jobs](#) - Allows you to post job vacancies.
 - [Locations](#) - Allows you to update and manage information on your village.
 - [Parish Council](#) - Allows you to update and manage information on your village.
 - [WasteXchange](#) - Allows businesses to trade unwanted materials.
 - [Clubs and Societies](#) - Allows you to build and manage a home page about your club or society.
 - [Press Releases](#) - Allows you to publish news releases about your organisation.
 - [Classifieds](#) - Allows you to advertise household items for sale.
- Once set up, all of these functions can be accessed through the [Control Panel](#)

This will then produce the following screen:

Classified

- [Add](#)
- [Delete](#)
- [Update](#)

Event

- [Add](#)
- [Delete](#)
- [Update](#)

To add a classified, click on Classified Add

This then produces the following screen:

Add Classified

* = required fields

submit save Save this item to preview

Description

Location(s) * Achurch
 Ailsworth
 Aldwinkle
 Apethorpe
 Armston
 Ashton
 Barnwell
 Barnwell All Saints
 Barnwell St Andrew
 Blatherwicke

Category (s) * Cars/Motorcycles
 Computers
 Electrical
 Garden
 General
 Household
 Pets

Further details [advanced edit](#)

How Much £

Email ***

Telephone

- Description:** Enter a brief description of the item for sale
- Location:** Tick the location of the item for sale
- Category:** Select the most suitable category for the item
- Further Details:** Enter any extra information about the item
- How Much £:** Enter the price of the item
- Email:** Enter a contact email address (mandatory)
- Telephone:** Enter a contact number
- Picture:** Clicking on add picture produces the following screen:

Barnwell
 Barnwell All Saints
 Barnwell St Andrew
 Blatherwicke

Category (s) * Cars/Motorcycles
 Computers
 Electrical
 Garden
 General

**Using Windows Explorer, Browse to find the picture.
All pictures must be in JPEG or GIF format.**

How Much £

Email ***

Telephone

Picture

Last updated - New record

*** By publishing your email address your email address becomes public which may result in an increase of unwanted email. Please note that East Northants Online does not take responsibility for such emails.

submit save Save this item to preview

Image upload

File :

File must be GIF, JPEG or PNG. Files may be scaled down, see option below.

Image Description :

Make image public :
If you make the image public then anyone else designing a page on this site can also use your image

Scale filesize to : 60KB
 30KB
 20KB
 10KB

Image Description: The picture needs to be given a name

Make Image Public: Tick to allow others designing on this site to use your picture


Scale filesize to: This compresses the file size of the picture

Add Image: Once the picture has been given a description and a file size chosen, click on Add Image.

This produces the following screen:

Image upload

Added as image number : 74959



Click on Continue to complete the process.

Preview: Click here to preview what your classified will look like when on the website. If you are unhappy with it, amendments can be made and then preview the site again.

Submit: Click here to submit your classified for approval.

The classified will then sit in an editorial area where an administrator will approve the entry. Once it has been approved it will appear on the website.