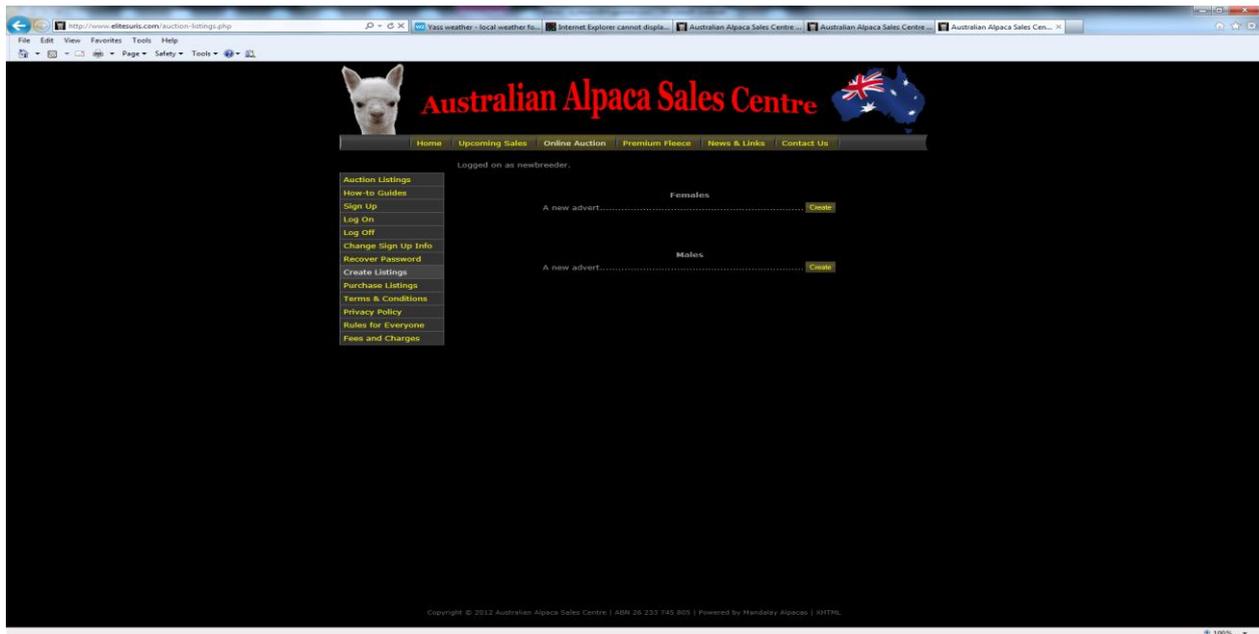


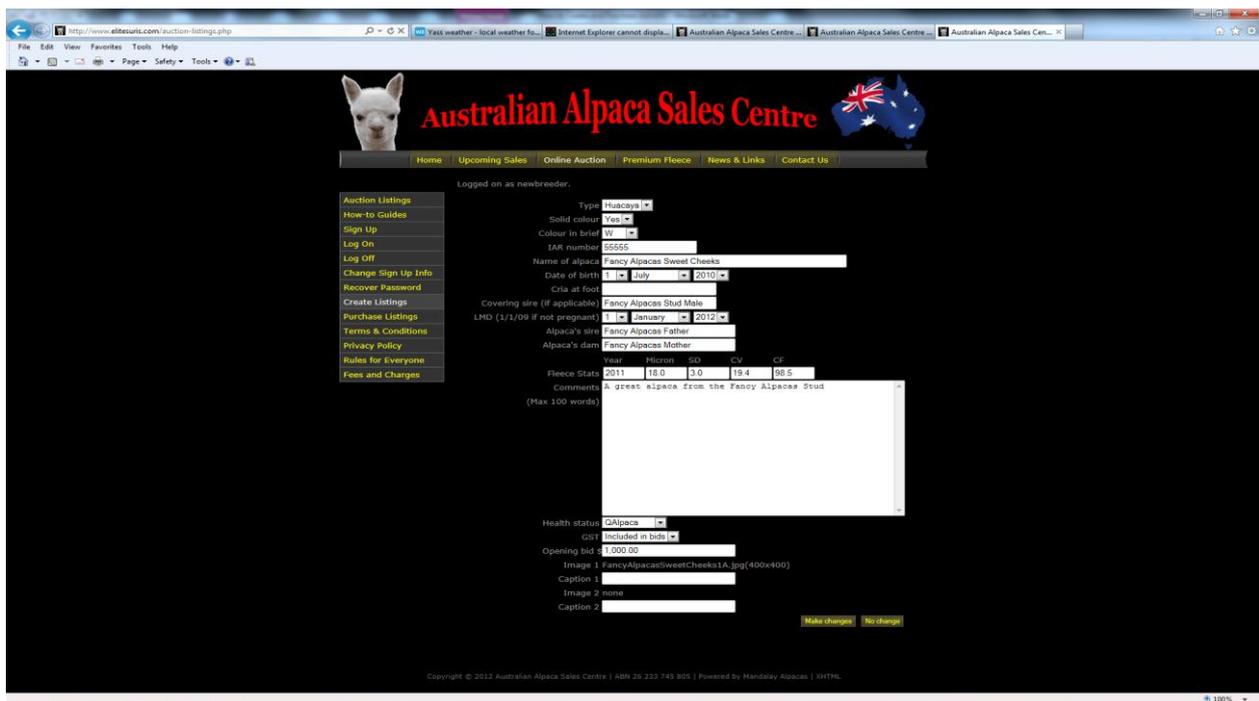


## How to Create and Purchase Listings

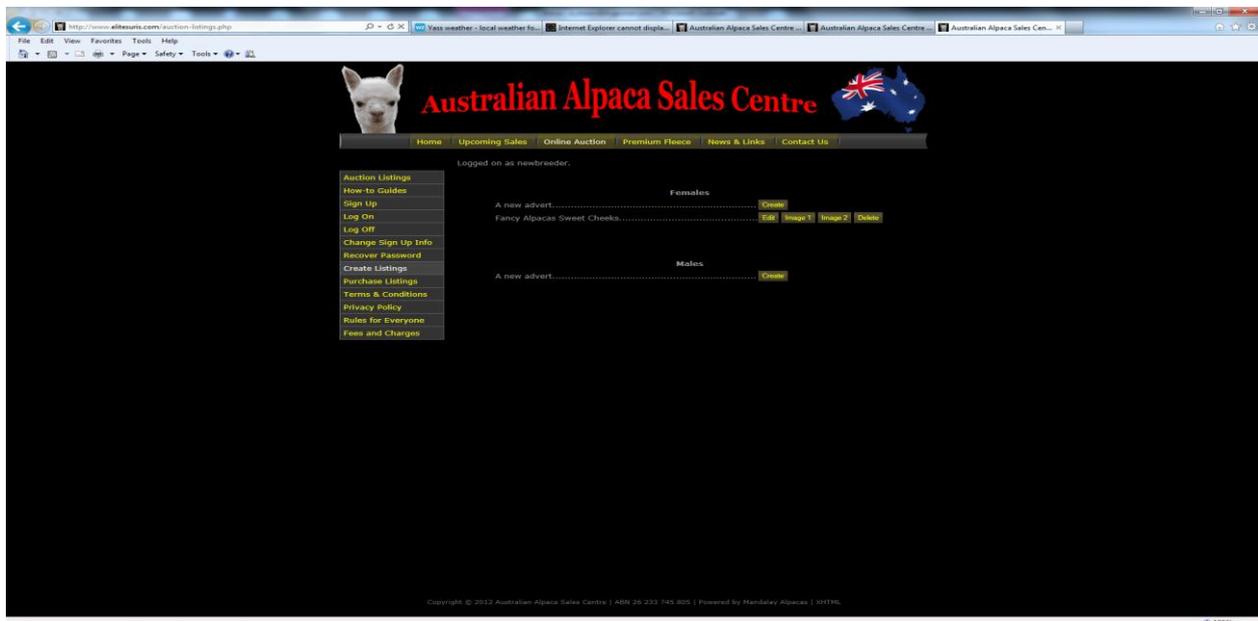
After you sign up and log on to your account the first thing you will need to do is click on the “Create Listings” tab. This will immediately take you to the following screen.



Select “Create” for either a Female or Male listing. Once you have made this selection you will be taken to the following screen.



Complete all the fields and then select “Make Changes”. Do not worry about the pictures at this stage. You will upload them on the next screen.



On this screen you can upload up to two images of your alpaca. Click the “Image 1” button and you will be taken to a screen where you can search for the image on your computer and upload it. Repeat the process for the second image. Remember that images will be resized to fit on our website.

Once you have completed uploading the images for the advert you can continue creating adverts for additional animals in the same way.

To activate these listings on the website you will need to **purchase** the listings you want to activate. To do this click on the “Purchase listings” tab and you will be taken to the following screen.



Select the listings you wish to purchase and display on the website by clicking the check box . Then click the “Proceed” button. You will then be taken to our PayPal payment page. You will have the option of either paying by PayPal or Credit Card.

Once your payment has been processed the Australian Alpaca Sales Centre will be notified by email that your advert/s has been paid for and that it is ready for review. You will also receive a receipt for payment which will be emailed to the address you supplied us when you created your account.

We will review your ad and as long as it complies with our User Agreement, Privacy Policy and Rules for Everyone we will activate your listing. Please allow up to 24 hours for this to occur. Normally this will be done with a couple of hours.

**Some important points to keep in mind:**

- The listing period for all adverts is 30 days from the time of 'activation' by us.
- Please include the colour of Dams and Sires at the end of the name.  
e.g. Alpha Centauri Outlaw (SW)
- Once signed in you can amend any adverts by clicking on the "Create Advert" tab and then "Edit" button.
- Wether quality males are **NOT** to be listed on the site. Only Certified or Stud quality males are to be listed.
- Remember the "Opening Bid" price is the **minimum** acceptable sale price. Once a bid is received at or above your "Opening Bid" price you are obligated to proceed with the sale of the animal/item.