

NCRS Classified Ads — Frequently Asked Questions (FAQ's)

Print FAQs Recommended

Introduction

Sections I to IV is member information and V explains “My Account” page and its contents

Section VI is the Frequently Asked Questions (FAQs)

Notices: Moderators will edit or delete ad listings with inappropriate content

Each listing gives you the ability to display up to **10** photos.

- Ads are listed for thirty (30) days duration
- One (1) item per ad
- Each ad description is limited to thirty (30) words excluding title, price and contact information
- Four (4) photos included free with each listing
- No commercial vendor ads permitted - Individual NCRS Member ads only
- Ad Listing Pricing

Classified Listing Prices

Per Photo Price, after 4 free photos \$.50
Featured Ad Upgrade \$10.00
Bolded Listing Upgrade \$1.00
Better Placement Upgrade \$2.50

Category Specific Pricing

Corvettes \$5.00
Parts For Sale \$2.50
Wanted Ads \$2.50
Literature \$2.50
Memorabilia \$2.50
Tools \$2.50
Trailers \$2.50

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I. Help Desk

For help with something that is not covered in the [Help page](#), [Seller Info](#) or [Buyer Info](#), please create a ticket in the NCRS [Help Desk](#) where one of the classified ads Moderators will respond as quickly as possible.

II. Blocked emails

Not receiving emails from NCRS? Please contact your ISP (Internet Service Provider) and ask your ISP to unblock emails from www.ncrs.org and to add www.ncrs.org to their email "white list".

NCRS does not permit SPAM emails. NCRS cannot be responsible for an ISP blocking/filtering emails from www.ncrs.org

Alternative resolution is to use a gmail.com, yahoo.com or another Internet cloud provider email account.

III. Buying and Selling Dispute Resolution

NCRS is NOT involved in the purchase process!

Buyers negotiate with the seller, pay the seller directly and arrange for shipping with the seller. Any issue resolution is between the Buyer and Seller!

- All disagreements, problems, item-not-as-described, questions, shipping/damaged goods questions, condition concerns, description discrepancy variations, etc. are between buyer and seller
- Disputes will not involve NCRS or classified ads Moderators or Administrators
- Buyers and sellers are encourage to communicate with each other and come to resolve disputes

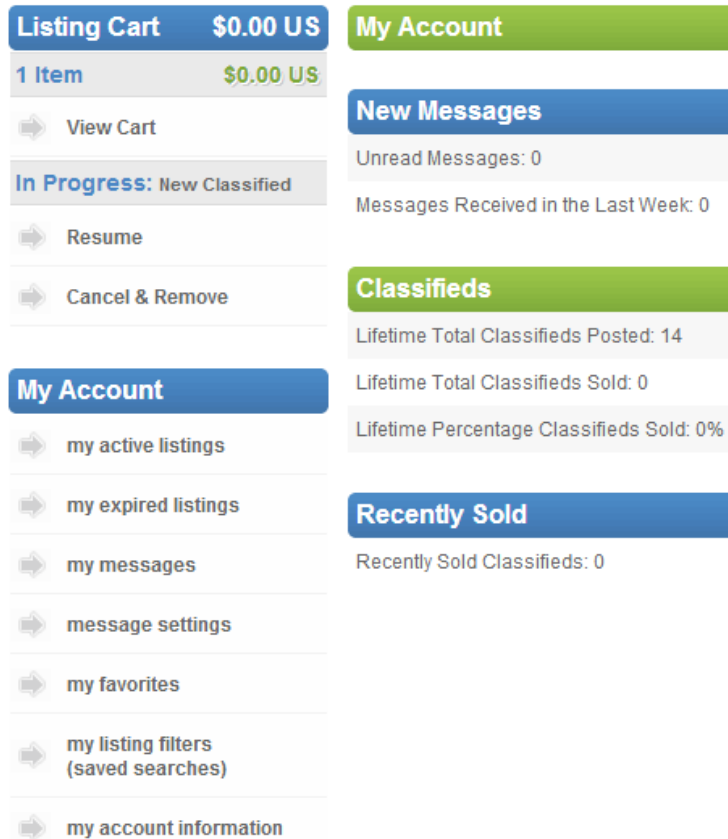
IV. Seller Best Practices

- Package well and Ship promptly
- Ship with a tracking number and provide buyer date shipped and tracking number
- Ship with signature required, particularly for high price point item

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V. My Account page explained

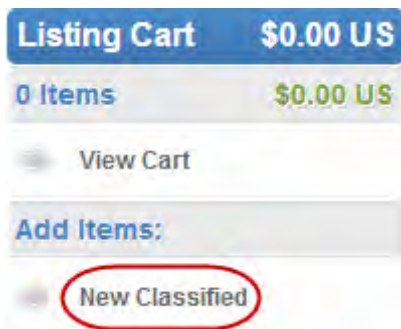
My Accounts page is where you can place an ad listing, review cart, review active & expired listings, messages & messages settings, my favorites (selected favorite listings), my listing filters (saved searches) and my account information.



A. Listing Cart

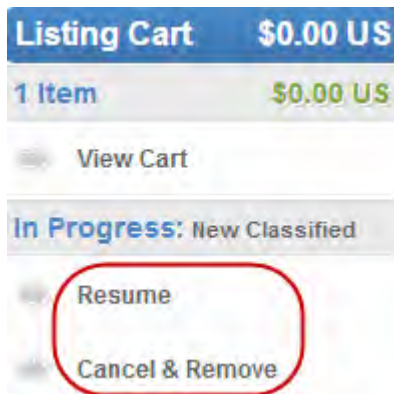
New Classified Ads are started in the Listing Cart. Listing Cart also contains incomplete ads or payments.

- click New Classified to start a new ad listing



- Ad Listing started — not completed Options:
 - Resume and complete ad listing
 - Cancel & Remove ad listing

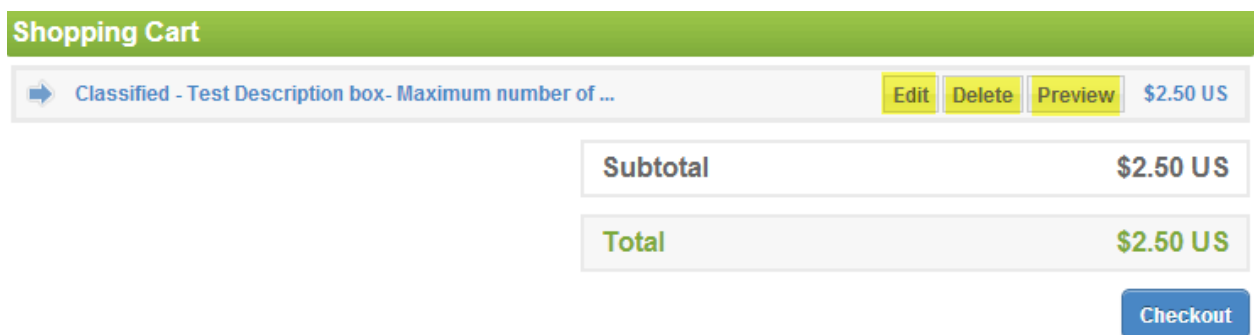
NCRS Classified Ads — Frequently Asked Questions (FAQ's)



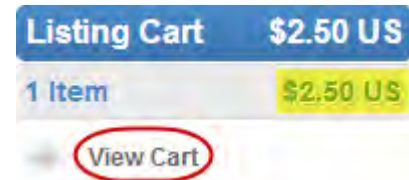
- Listing Cart — Empty Cart, no pending ad listings or payments



- Pay, Edit or Delete a completed ad listing that's not paid for
 - click Resume to finalize ad and pay
 - click View Cart to go to Checkout and pay or Edit, Delete the ad listing



- Ad Listing completed — not paid for
Click on View Cart to go to Checkout to complete payment or Edit or Delete ad listing



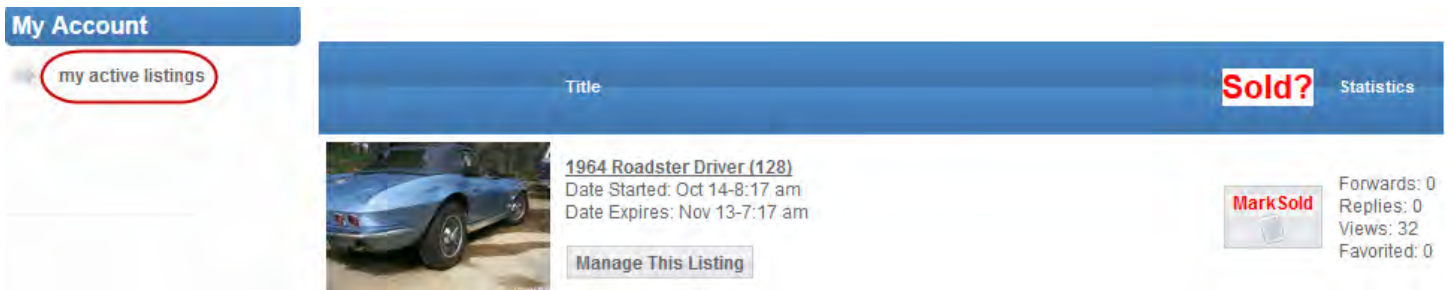
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B. My Account


My Account contains your active listings, expired listings, messages received through the classified ad messaging system, message settings, my favorites (ad listings selected as a favorite) my listing filters (saved searches) and my account information.

- **my active listings**

Your active ad listings are displayed

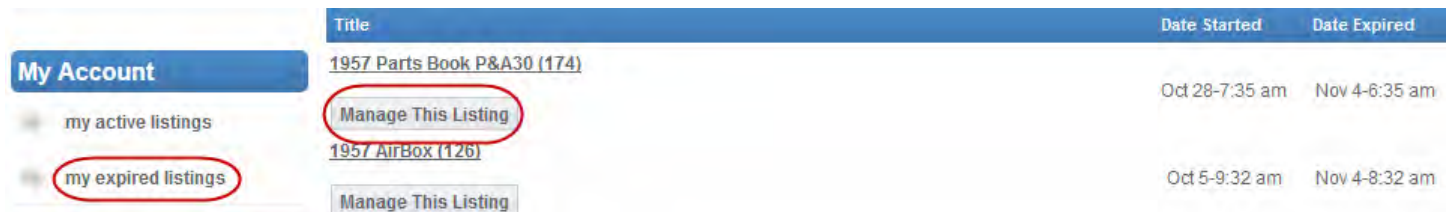


The screenshot shows the 'My Account' page. On the left sidebar, 'my active listings' is highlighted with a red circle. The main content area displays a table of active listings. The first listing is for a '1964 Roadster Driver (128)' with a date started of 'Oct 14-8:17 am' and a date expires of 'Nov 13-7:17 am'. It includes a photo of a blue convertible car and a 'Manage This Listing' button. To the right of the listing is a 'Mark Sold' button and statistics: 'Forwards: 0', 'Replies: 0', 'Views: 32', and 'Favorited: 0'.

Title	Sold?	Statistics
 <u>1964 Roadster Driver (128)</u> Date Started: Oct 14-8:17 am Date Expires: Nov 13-7:17 am Manage This Listing	Mark Sold	Forwards: 0 Replies: 0 Views: 32 Favorited: 0

- **my expired listings**

List of your expired ad listings

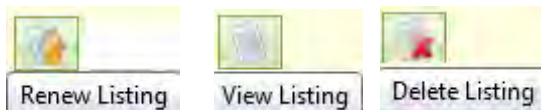


The screenshot shows the 'My Account' page. On the left sidebar, 'my expired listings' is highlighted with a red circle. The main content area displays a table of expired listings. The first listing is for a '1957 Parts Book P&A30 (174)' with a date started of 'Oct 28-7:35 am' and a date expired of 'Nov 4-6:35 am'. It includes a 'Manage This Listing' button. The second listing is for a '1957 AirBox (126)' with a date started of 'Oct 5-9:32 am' and a date expired of 'Nov 4-8:32 am'. It also includes a 'Manage This Listing' button.

Title	Date Started	Date Expired
<u>1957 Parts Book P&A30 (174)</u> Manage This Listing	Oct 28-7:35 am	Nov 4-6:35 am
<u>1957 AirBox (126)</u> Manage This Listing	Oct 5-9:32 am	Nov 4-8:32 am

- **Manage This Listing**

- Renew listings up to 5 days after the ad listing expiration date
- View listing
- Delete listing



Three buttons are shown: 'Renew Listing' with a clock icon, 'View Listing' with a magnifying glass icon, and 'Delete Listing' with a trash can icon.

NCRS Classified Ads — Frequently Asked Questions (FAQ's)

- **my messages**

Messages received from other members.

Listing Cart \$0.00 US
0 Items \$0.00 US
View Cart
Add Items:
New Classified

My Account
my active listings
my expired listings
my messages
message settings
my favorites

My Account
My Messages ?

Below are the current messages/inquiries that you have received from other users of this site. To view and/or reply to a message click the view button. To remove a message from the list click the delete button.

You can control the way in which you will receive messages through this site by accessing the Messaging Setup link below.

message from	subject	date received
Members Name	shoe box	Nov 6-7:58 pm
Members Name	1957 AirBox	Nov 3-5:13 pm
Members Name	1957 AirBox	Oct 31-8:27 am
Members Name	1957 AirBox	Oct 30-4:39 pm

click to view message
click to delete message

Message Settings My Account

- **message settings**

Options for how you'll receive emails and messages from other members and the classified ad system.

Private Communications option — you will receive an email and a message from the classified ad messaging system.

Listing Cart \$0.00 US
0 Items \$0.00 US
View Cart
Add Items:
New Classified

My Account
my active listings
my expired listings
my messages
message settings

My Account
Message Settings ?

Please select the communication setting that best suits your needs. You may come back and change this selection any time you choose.

☐ Public Communication
Expose my email address to users and communicate through email. I will also be able to view and respond through the messaging system provided if desired.

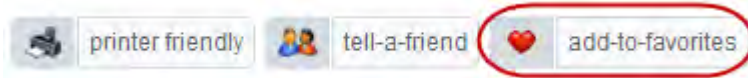
☒ **Private Communication** ← Recommended Setting
Do not expose my email address to other users of this site. If you select this setting, you will receive messages in two ways...via email and via this messaging system. You can then choose which method to reply with. If you would like to keep your email address private, simply use this messaging to reply to your buyer's inquiry.

Save configuration

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- **my favorites**

Ad listings you've selected to "add-to-favorites" — button at the top of each ad listing



Listing Cart \$0.00 US
0 Items \$0.00 US
View Cart
Add Items:
New Classified

My Account
my active listings
my expired listings
my messages
message settings
my favorites

My Account
My Favorites List ?
Displayed below are the listings you have chosen to keep track of. To remove a listing, please click the delete button in the corresponding row. A listing will automatically be deleted from the table after it has been removed from the site.

listing title	Price	date added to favorites	date listing started	time auction ends	remove
Experimental 1953	\$5,000.00 USD	Nov 9-12:46 pm	May 8-7:08 pm	Jan 2-5:42 am	Delete Favorite
Experimental 1953 for sale					

My Account

- **my listing filters (saved searches)**

Searches can be saved in My Account "my listing filters". You will receive an email when an item matches the criteria you've specified.

Listing Cart \$0.00 US
0 Items \$0.00 US
View Cart
Add Items:
New Classified

My Account
my active listings
my expired listings
my messages
message settings
my favorites
my listing filters (saved searches)

My Account
My Listing Filters ?
Send filter alert emails at most every 1 day Save
You currently have no listing filters.
Listing filters allow you to screen listings for specific terms as they are entered onto the site.

click to add new search → **New Filter** My Account

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- **my account information**

Lists the information for your account

C. New Messages

Classified Ad messaging system. Shows Unread Messages and Messages Received

New Messages

Unread Messages: 0

Messages Received in the Last Week: [2](#)

D. Classifieds

An overview of your classified ad listings

Classifieds

Lifetime Total Classifieds Posted: 17

Lifetime Total Classifieds Sold: 0

Lifetime Percentage Classifieds Sold: 0%

E. Recently Sold

List of your recently sold classified ad listings

Recently Sold

Recently Sold Classifieds: 1 of 1

[1964 Roadster Driver](#)

NCRS Classified Ads — Frequently Asked Questions (FAQ's)

VI. Frequently Asked Questions (FAQs)

1. *How do I post a photo?*

After you complete the “List an Item” page, click the “Next Step” & upload images (photos)

The screenshot shows the 'List an Item' page with a green header. Below it is a grey bar for 'Photo & File Uploads'. A text instruction says: 'This step is where you enter any media for your classified ad.' Below that, it states: 'Maximum photo size: 1 megabyte and 500 pixels x 500 pixels'. The main section is titled 'Image & File Upload' with an 'Instructions' tab. Inside this section, it says 'Using 0 of 10 Images' and '\$0.50 US Per Image (4 FREE!)'. There is a blue 'Select Files' button.

2. *How do I show my email address in an ad listing*

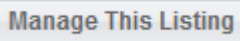


- Click “Yes” to make your email address visible to NCRS members only on your ad listings
- Non-NCRS members (guests) cannot see any seller contact information and can only contact a seller with the “contact seller” form

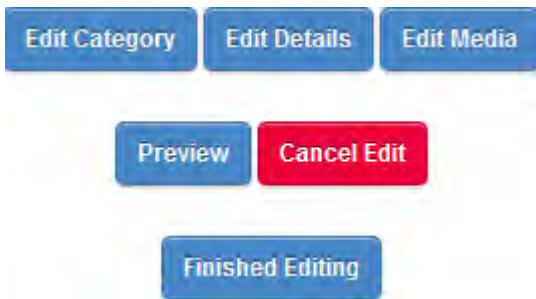
The screenshot shows the 'Contact & Location Information' section with a blue header. Below it, there is an 'Email:' label, a text input field containing 'Your email address', and a label 'check Yes to receive emails from NCRS members'. To the right of this label are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected and circled in red.

NCRS Classified Ads — Frequently Asked Questions (FAQ's)

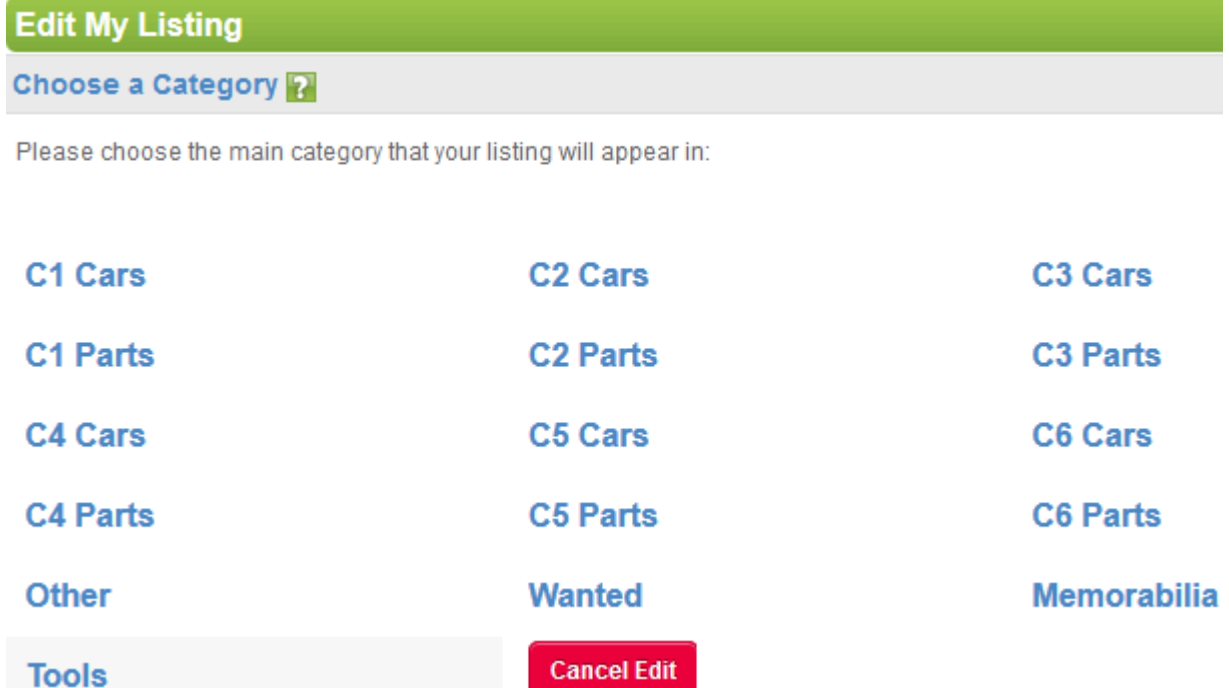
3. How do I modify or edit an active ad listing?

You can modify or edit an active listing until 5 days before the expiration date

- Login
- Go to "My Account"
- Click "my active listings"
- Select listing to edit and click on 
- Click Edit icon 
- Select item to edit 



- Features Edit Category — change Category, do NOT click if not changing category



The screenshot shows the 'Edit My Listing' form. At the top is a green header with the text 'Edit My Listing'. Below this is a grey dropdown menu labeled 'Choose a Category ?'. Below the dropdown is a text prompt: 'Please choose the main category that your listing will appear in:'. Below this prompt is a table of category options:

C1 Cars	C2 Cars	C3 Cars
C1 Parts	C2 Parts	C3 Parts
C4 Cars	C5 Cars	C6 Cars
C4 Parts	C5 Parts	C6 Parts
Other	Wanted	Memorabilia

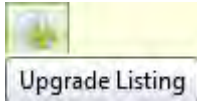
At the bottom of the form are two buttons: a grey 'Tools' button and a red 'Cancel Edit' button.

- Edit Details — edits listing Title, Description, Price, etc.
- Edit Media — edits Photos; add up to 4 photos or delete existing photos

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4. How do I upgrade a listing

Listings can be upgraded with additional photos and additional features such as bolding, featured listing, etc. for five (5) days after the listing was started.

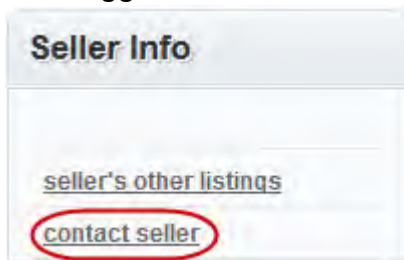


- Add more Photos (up to 10 at \$.50 each)
- Features such as
 - Featured listing, which ads your listing to the Featured Listings section on the front page
 - Title Bolding — Title will be in **bold**
 - Better Placement — displays your listing at the top of a category

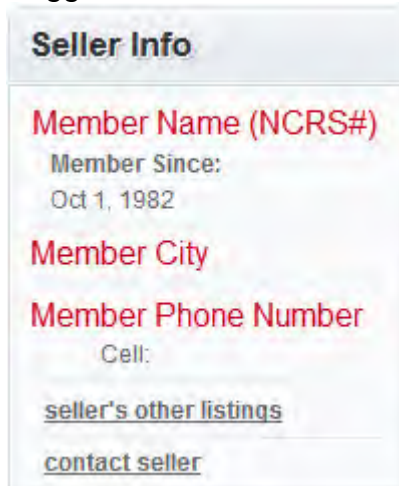
5. How do I Contact a Seller?

- Login
- Click on an ad
- Click on "contact seller" in Seller Info

Not Logged In



Logged In



Contact Seller form sends:

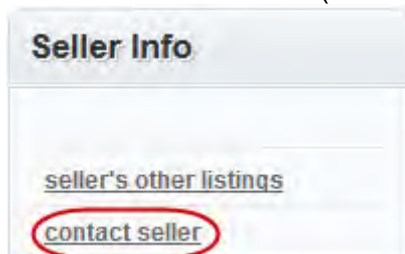
- Email notification to seller
- Seller can click link in email to go to message. Seller must first login.
- Saves a copy of the message in My Account "My Messages", which can be access when logged in

NCRS Classified Ads — Frequently Asked Questions (FAQ's)

6. Can Non NCRS members (Guests) see my contact information?

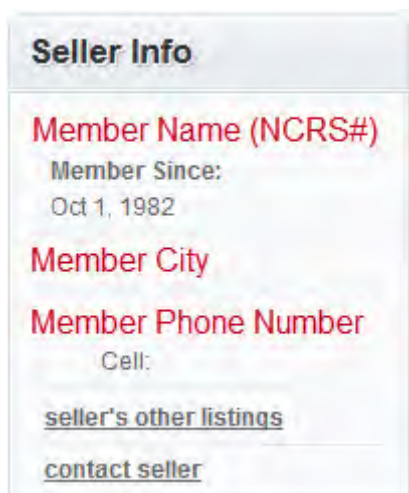
No, non-NCRS members (Guests) cannot see a NCRS member's (Seller) personal email address or contact information

Non-NCRS members (Guests) can contact a seller using the "contact seller" form



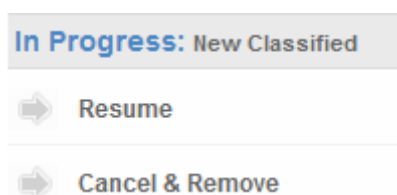
NCRS members when logged in can see "Seller Info", which contains:

- Seller — NCRS member name
- City
- Phone numbers
- Email, if selected by Seller on the "List an Item" page



7. What happens if I start an ad listing and don't complete it?

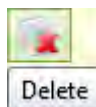
Incomplete listings are available for 7 days in "My Account" and can be resumed or canceled



NCRS Classified Ads — Frequently Asked Questions (FAQ's)



8. What do I do when my item is sold?

- Login
- Go to “My Account”
- Click on “my active listings”
You can do one of two things:
 - Mark item as “Sold”
 - Delete the item



My Account

- my active listings
- my expired listings
- my messages
- message settings

Title	Sold?	Statistics
 1957 Early 4 Speed Transmission (168) Date Started: Nov 2-7:30 am Date Expires: Nov 9-6:30 am Manage This Listing		Forwards: 0 Replies: 0 Views: 30 Favorited: 0 Click to mark as sold

To mark Sold - click this icon

My Account

- my active listings
- my expired listings
- my messages
- message settings

Title	Sold?	Statistics
 1957 Early 4 Speed Transmission (168) Date Started: Nov 2-7:30 am Date Expires: Nov 9-6:30 am Manage This Listing		Forwards: 0 Replies: 0 Views: 2 Favorited: 0

Note: to unmark an item as **Sold** — click the **Sold** button to change status back to unsold