

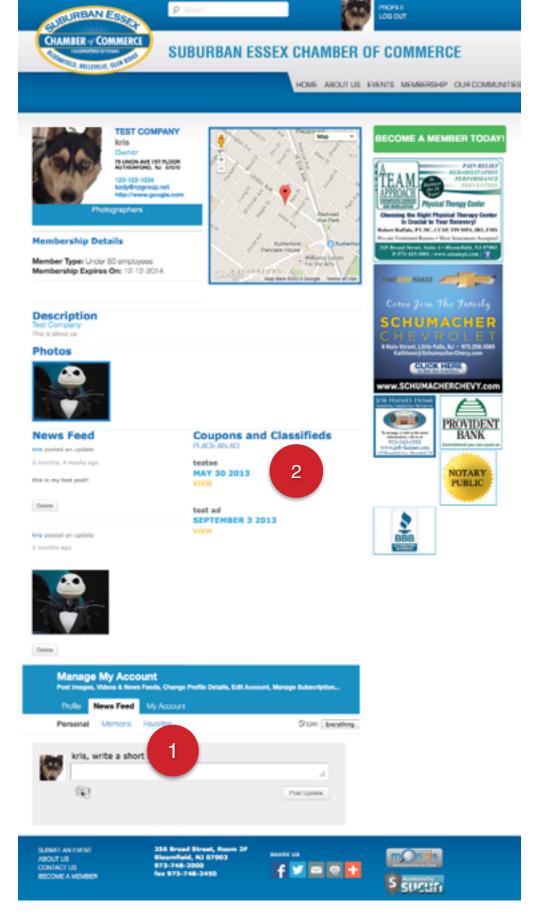
## Add a News Item

To add a news item, go to the bottom of your profile. There you'll find the *Manage My Account* section. Click on the *News Feed* tab. You can write a news item in the text box, or click on the camera icon to upload a photo.



## Add a Coupon

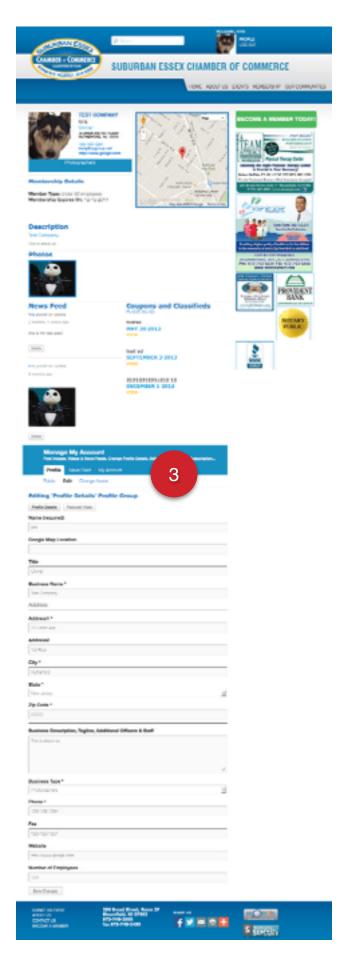
To add a coupon, click on the *Place an Ad* link. Then, select the category your ad best fits. Continue to the next pages and fill out the form with details pertaining to your ad. You can images to your ad or choose to keep it text-only. You ad is good for 30 days.





## **Edit Profile**

To add edit your profile, go to the bottom of your profile. There you'll find the *Manage My Account* section. Click on the *Profile* tab. You can edit each part of your profile. Click on *Save Changes* when done.





## **Change your Profile Photo**

To add edit your profile photo, go to the bottom of your profile. There you'll find the *Manage My Account* section. Click on the *Profile* tab and then the *Change Avatar* link. You can upload a new image that is either a JPG, GIF, or PNG format. Make sure the image is under 1 meg in size. Also, it should be square. If it is not, the system will automatically cut the image.

