

## User Guide For Listing Your Property

This guide will help you through the listing Process step by step.

1. In order to list your Property, you need to Register:
  - Click on the 'Register Tab in the top menu
2.
  - Complete the form, choosing a username and password that you can easily remember (you will need this to login to your account in the future)
  - Add your contact details
  - Click Submit

**Owner Direct Spanish Property - Advertise FREE!**

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**Signup**

Username \*

Password \*

Password (Again)\*

First Name \*

Last Name \*

Email \*   
(not displayed on site)

Items marked \* are required

3. The next screen will display a "Account created" message, follow the link.
4. You will now be taken to your account homepage, this is where you can add or amend your Property listings.



HOME | ADMIN | LOGOUT | HELP



5. Simply click the Add Listing icon to add your property, choose the relevant property class and fill out the required information, then click **submit** at the bottom of the page.
6. You will then have the option to edit your listing or upload photos.
7. When uploading photos, click the browse button, navigate to the location of the photos on your PC and select the photo, progress to the next browse button down and so on until you have up to 4 photos loaded.
8. Preview your listing to check for any mistakes.
9. When you have finished, click 'logout' to return to the 4salebyowner-spain.com login page, then click 'home' to return to the homepage.

**CONGRATULATIONS, you have now added your Property Listing.**

10. Remember you can Upgrade to Spanish Property Live at anytime for only 49€ giving you more features and greater exposure through additional International Property Portals.

11. If at any time you need to edit your listing, login in to your account using the login tab the top menu on the homepage. Enter your username and password and click on edit.

Here you can:

- Change the price, edit description.
- Add new photos.
- Change your email details.

**Notes on listings:**

- When uploading photos, use image sizes no bigger than 640 X 480 pixels, this is ample for viewing on a PC and keeps the upload time to a minimum, and ensures the page will load promptly in front of your potential buyers.

If you need further assistance, please email [info@4salebyowner-spain.com](mailto:info@4salebyowner-spain.com)

Thank you for choosing **4salebyowner-spain.com**

*Buy or Sell Your Property The Smart Way*