

# How to Place a Classified Ad

## on Sonoma Sun

Placing an ad on Sonoma Sun is quick and easy. Follow these six simple steps to get your ad in front of the Sonoma community.

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### Step 1: Create Your Account

If you're new to Sonoma Sun, you'll need to register first:

- Click the Create Ad or Sign In our website at <https://classifieds.sonomasun.com>
- Click "Register" to create your account.
- Enter your name, email address, and create a password.

Already have an account? *Simply log in and skip to Step 2.*

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### Step 2: Start Your Ad

Once you're logged in, click the "Create Ad" button located in the top-right corner of the page. This will open the ad submission form. Up to 240 characters cost \$25. Up to 360 characters is \$35. **In order to appear in the printed edition, ads must be received one week prior to the printed date.**

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### Step 3: Enter Your Ad Information

Fill out the details for your ad, including:

- Category — Select the category that best fits your ad.
  - Headline — For website only. (Is not shown in print version)
  - Ad Content — Provide the details about what you're offering or promoting including contact information.
  - Images — Upload any photos you'd like to include.
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### Step 4: Choose Your Ad Package

Select the ad package that works best for you:

- One-Time Payment — Pay once and your ad runs for the selected duration.
- Recurring Subscription — Your ad automatically renews so it stays active without interruption.

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## **Step 5: Enter Payment Information**

Enter your credit card details to complete your purchase. All payments are processed securely. You'll receive an email confirmation once your payment goes through.

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## **Step 6: Wait for Approval**

After submitting your ad, the Sonoma Sun team will review it to make sure everything looks good. Ads will be approved within 24 hours. You'll receive an email notification once your ad has been approved and is live on the site.

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## **Questions?**

If you need help placing your ad or have any questions, don't hesitate to contact us. We're happy to help!