

## How do I edit my listing?


These instructions can be found online at:

[http://www.charityvillage.com/cv/faq/faq\\_adv\\_38.html](http://www.charityvillage.com/cv/faq/faq_adv_38.html)

To edit a listing:

1. **Go to the** Advertiser Log-in page at: <http://www.charityvillage.com/client/index.asp>
2. **Enter your username and password** as noted in the confirmation e-mail you received when you registered. **Click the "Log-in" button.**

If you have forgotten your log-in information, enter your e-mail address in the "Forgot Your Password" section below the log-in area and we will e-mail the information to you.

3. When you are logged in to the "My Desk" screen, **click the "Manage My Listings" link.**
4. On the "**My Listings**" page, you will see all the listings you have posted on our site. Beside the listing you want to edit, **click the "Edit" icon** ()
5. On the "**Listing Information**" page, make any necessary changes. Scroll to the bottom of the page and **click the "Next" button.**

Please Note: You cannot edit the Listing Start Date or the Listing Title. To change either of these, please call the Help Line at 1-800-610-8134 or e-mail [help@charityvillage.com](mailto:help@charityvillage.com)

6. **Preview your changes.** To accept the changes **click the "Next" button.** To make more changes click the "Back" button and repeat step #5.
7. The system will return to your "My Listings" page.

That's all there is to it! If you have any questions about editing a listing, please contact the **Help Desk** at 1-800-610-8134 or e-mail [help@charityvillage.com](mailto:help@charityvillage.com)