

Kijiji My Business Manager

Part 3: Posting an ad

Kijiji My Business: [Real Estate \(2020\)](#)

Welcome to the Kijiji My Business Manager tutorial

This tutorial will teach you how to how to complete the following tasks:

- How to create locations and ads
- How feed scheduling works

The Kijiji My Business Manager is a central place for your team to login and manage your Kijiji advertising, including posting and editing ads, increasing visibility of listings with features, tracking engagement and managing your locations.

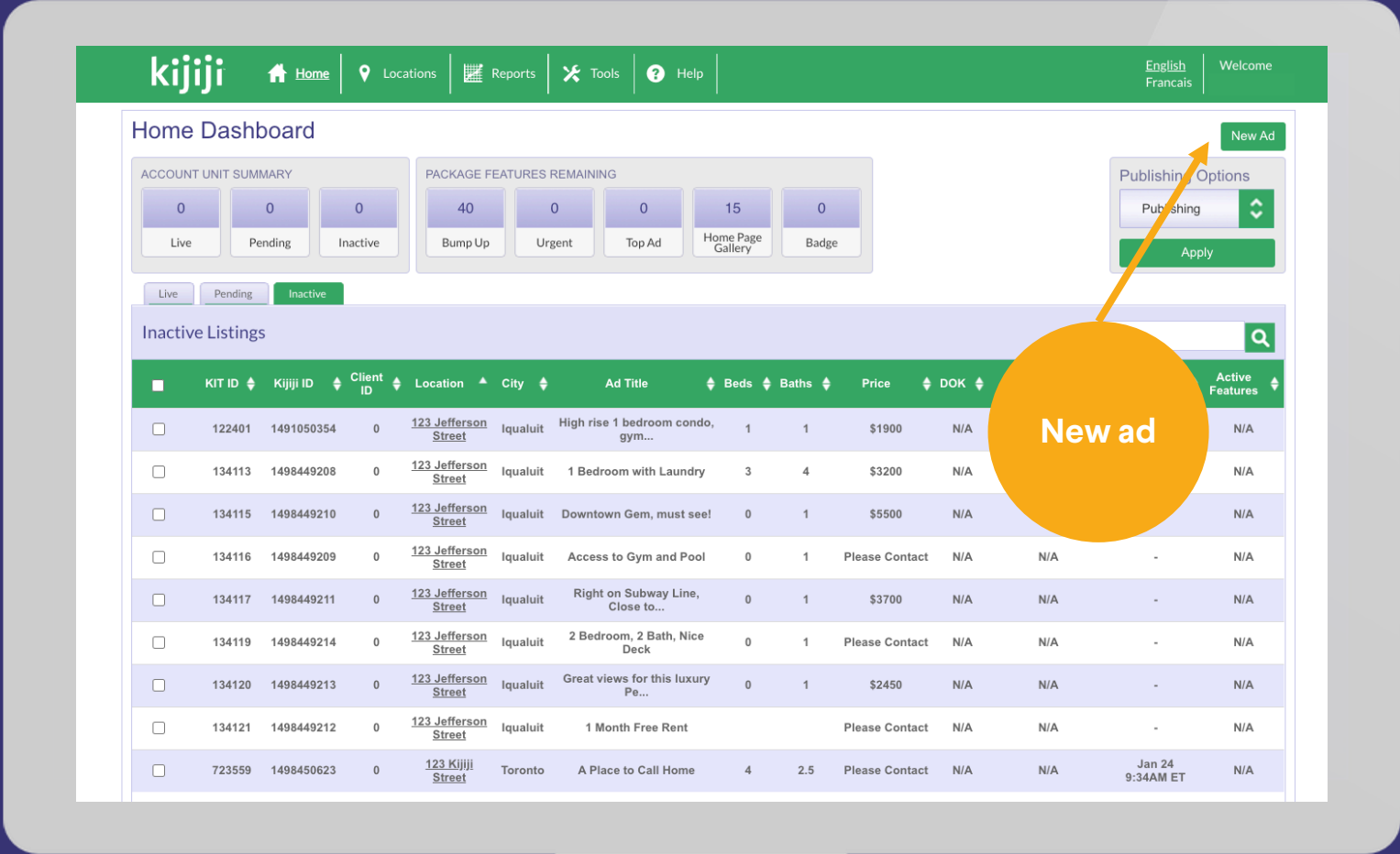
Manage your
property
locations



Home Dashboard

Post an ad

Posting an ad is easy! Get started by clicking the New Ad button in the top right corner.

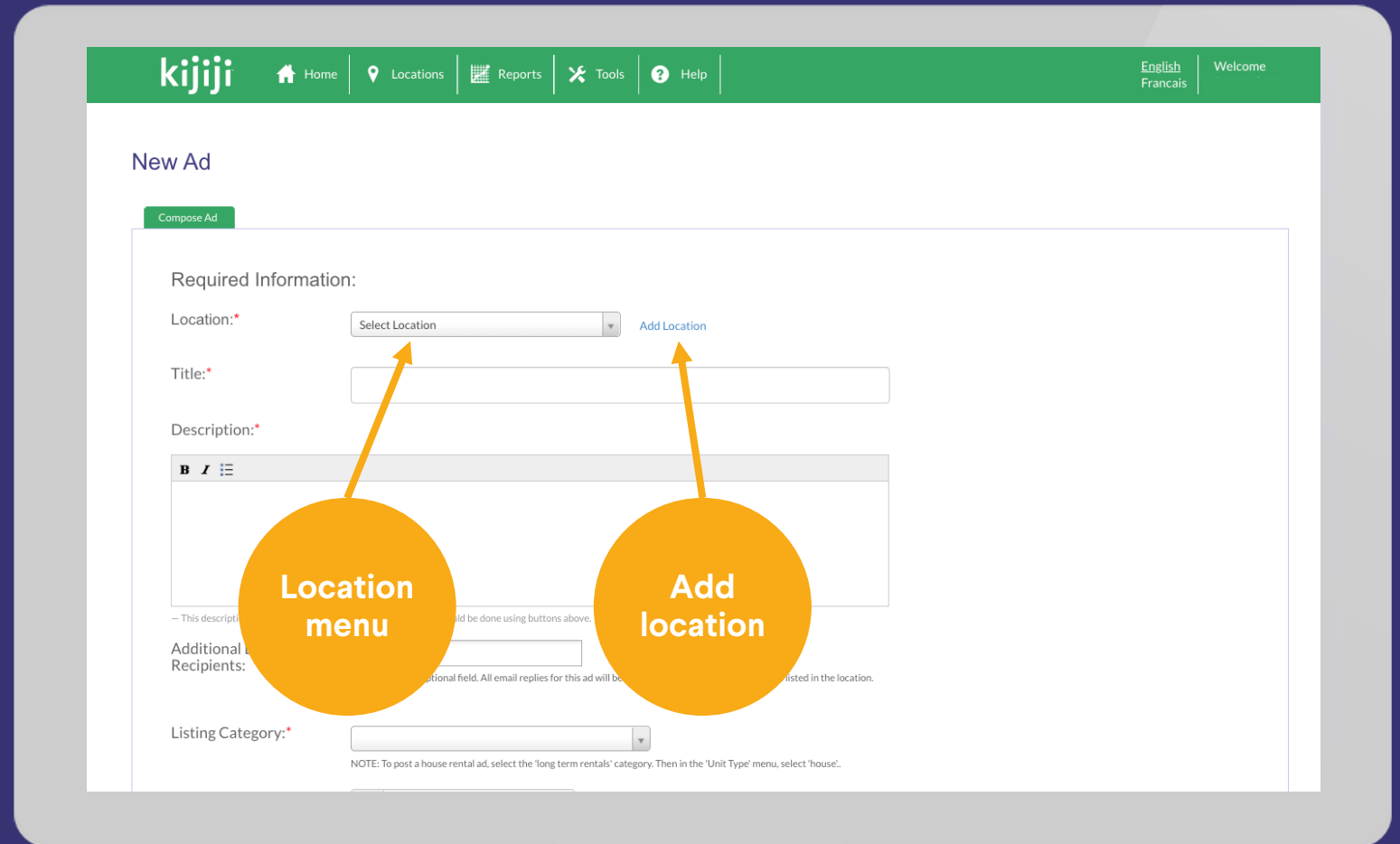


New Ad

Location

Choose the property location from the drop-down menu, selecting the location you wish to add your listing to.

If you can't find your location or need to add a new one to your business, you can add it by clicking Add Location (to the right of the menu).



Add Location

Name

Start by giving your location a name. Most users will use the rental's address.

Tagline

The tagline appears as bold text that helps your properties stand out on the Search and Browse page. You can include a company slogan, promotion, or highlight amenities here.

Default Location Email

This is where leads will be sent for ads created for a building. This field will accept multiple email addresses and can be updated when necessary.

The screenshot shows the 'Add Location' form on the Kijiji website. The form is titled 'Add Location' and has a 'Compose Location' button. It contains several input fields: 'Building Name:*', 'Tag Line', 'Default Location Email Recipients:*', 'Address:*', 'City:*', 'Province:*' (a dropdown menu with 'Select Province'), and 'Postal Code:*'. A note below the email field states: 'NOTE: Recipients listed here will receive email replies for ads in this Location. At least one email recipient is required.' Below the form, it says 'Kijiji Location: where your ads will show up on Kijiji.ca'. Three orange callout circles with arrows point to the 'Name' field (labeled 'Name'), the 'Tag Line' field (labeled 'Tagline'), and the 'Default Location Email Recipients:*' field (labeled 'Location email').

Add Location

Address

Next, enter the full address of where your listing is located.

Kijiji Location (City)

Choose the location closest to where your listing is located.

The screenshot shows the 'Add Location' form on the Kijiji My Business website. The form is displayed on a monitor graphic. The navigation bar at the top includes 'kijiji', 'Home', 'Locations', 'Reports', 'Tools', 'Help', 'English', 'Francais', and 'Welcome'. The form fields are as follows:

- Building Name:*
- Tag Line
- Default Location Email Recipients:*
- NOTE: Recipients listed here will receive email replies for ALL ads in this Location. At least one email recipient is required.
- Address:
- Address:*
- City:*
- Province:*
- Postal Code:*
- Kijiji Location: where your ads will show up on Kijiji.ca
- Kijiji Location:*
- Additional Information:
- Contact Number:
- Website URL:

Two orange callout circles with arrows point to specific fields: 'Address' points to the 'Address:' label, and 'Kijiji location' points to the 'Kijiji Location:*' dropdown menu.

Add Location

Contact number

This is the telephone number that appears in the click to call field in your ad. When clicked, a potential client will see your number so they can call and inquire about your listing.

Website

Enter the link to your website homepage or a specific listing here, ensuring that your link begins with http://.

The screenshot shows the 'Add Location' form on the Kijiji My Business website. The form is displayed on a monitor graphic. The navigation bar at the top includes the Kijiji logo, Home, Locations, Reports, Tools, and Help. The form fields are as follows:

- Province*: Select Province (dropdown)
- Postal Code*: (text input)
- Kijiji Location: where your ads will show up on Kijiji.ca
- Kijiji Location*: Select Nearest Location (dropdown)
- Additional Information:
- Contact Number: (text input) - An orange arrow points from a 'Contact number' callout to this field.
- Website URL: (text input) - An orange arrow points from a 'Website' callout to this field.
- Managers: (text input)
- Logos: (text input) - Below this field are 'Add Another | Add All | Remove All' links and a 'Select File' button with 'Small-120x60 Pixels' text.

Add Location

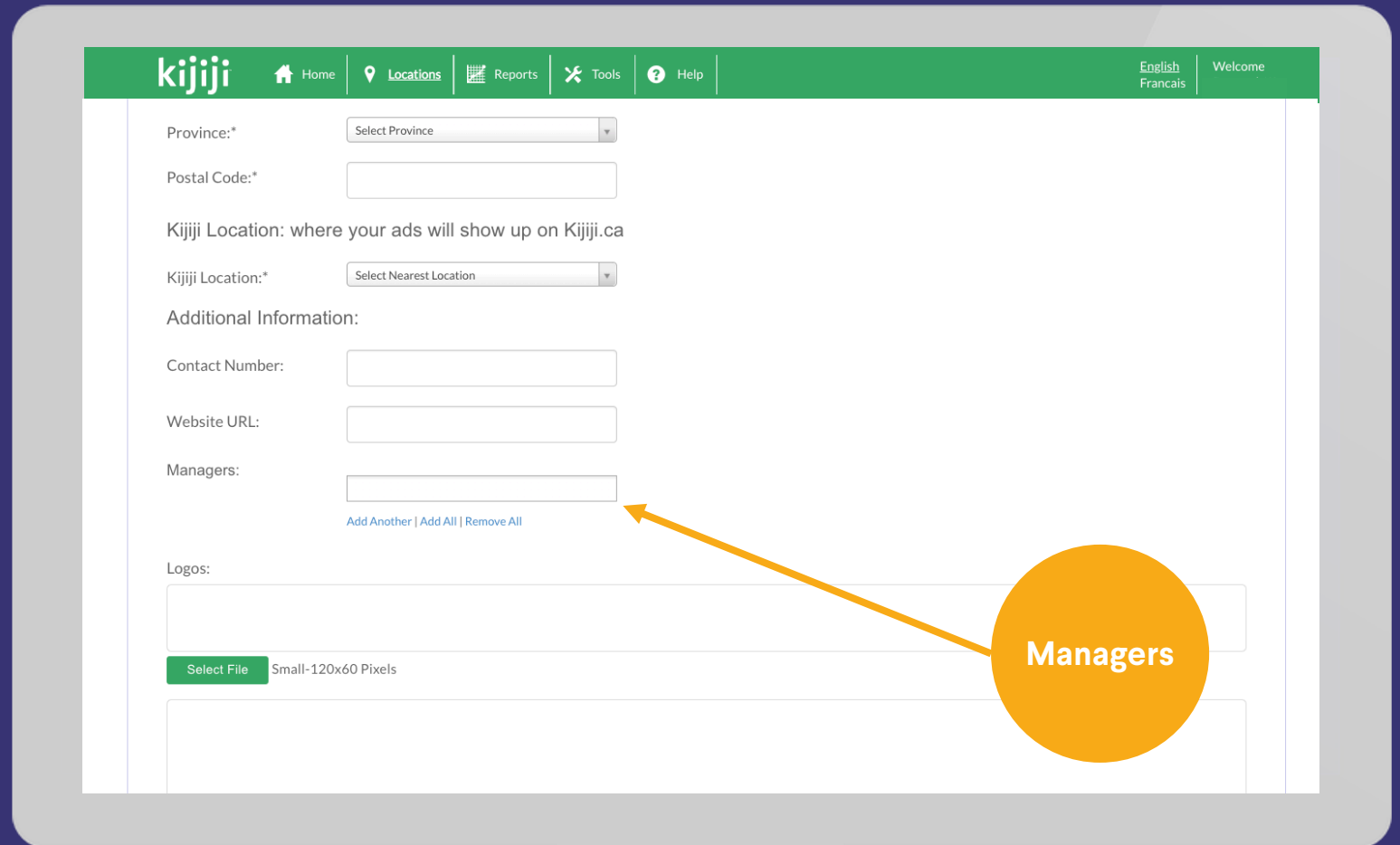
Managers

There are two types of user permission levels for KIT.

1. **Client user** has the highest permission level & can see and make changes to all areas.
2. **Manager level user** can see and make changes to any locations for which they have been granted access.

The manager field allows you to assign the specific manager user or users that will have access to this location.

Click the managers dropdown to see all users who have been added as managers to your account. Click on names to add one or more managers to your listing.



The screenshot shows the Kijiji 'Add Location' form. The form includes fields for Province, Postal Code, Kijiji Location, and Kijiji Location. Below these are fields for Contact Number, Website URL, and Managers. The Managers field is a dropdown menu with a blue arrow pointing to it from an orange circle labeled 'Managers'. Below the Managers field are links for 'Add Another', 'Add All', and 'Remove All'. At the bottom, there is a 'Logos' section with a 'Select File' button and a note 'Small-120x60 Pixels'.

Add Location

Logos

You can upload a small, medium, or large logo to your ad – each one design to appear in different spots on Kijiji. Small logos appear when your ad is in list view. Medium logos appear on the ad detail page. Large logo appears on your gallery page. Please ensure the dimensions fit 120x60px, 300x120px, and 728x90px.

Tip: We recommend using a JPEG format. For best results do not use translucent logos. If you need help with logos, contact Kijiji support.

The screenshot shows the 'Add Location' form on the Kijiji My Business website. The form is displayed on a monitor. The top navigation bar is green and contains the Kijiji logo, Home, Locations, Reports, Tools, Help, English/Français, and Welcome. The form fields are as follows:

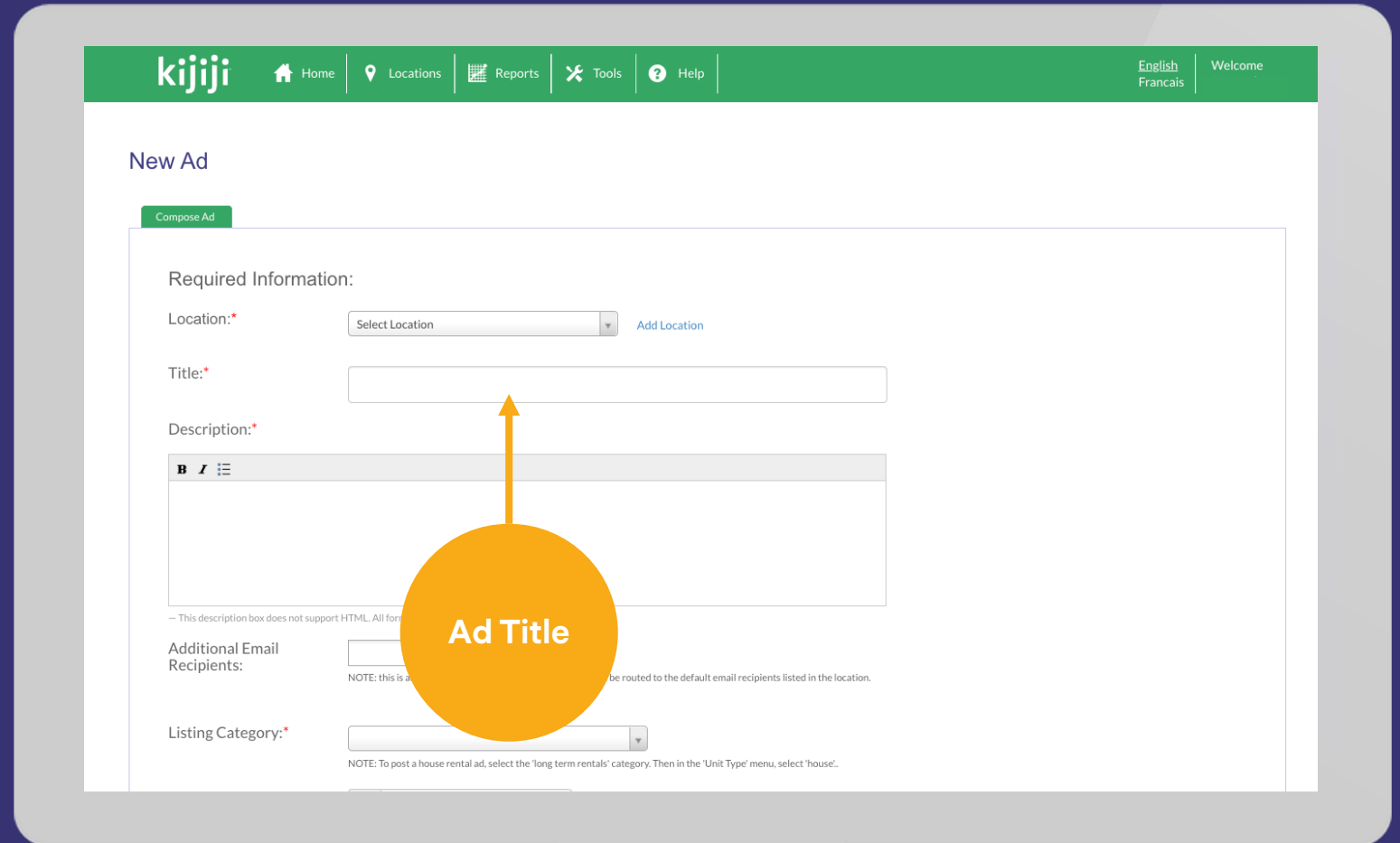
- Province*: Select Province (dropdown)
- Postal Code*: (text input)
- Kijiji Location: where your ads will show up on Kijiji.ca
- Kijiji Location*: Select Nearest Location (dropdown)
- Additional Information:
- Contact Number: (text input)
- Website URL: (text input)
- Managers: (text input)
- Buttons: Add Another | Add All | Remove All
- Logos: (text input)
- Buttons: Select File | Small-120x60 Pixels

An orange circle with the word 'Logo' inside and an arrow pointing to the 'Logos' text input field is overlaid on the form.

New ad

Ad title

When you've finished adding your new location, you'll be taken back to the Compose Ad Section, to add more details to your listing. The Title of your listing is what appears on the Search and Browse page, as well as the ad page. Remember, your Title is keyword searchable.



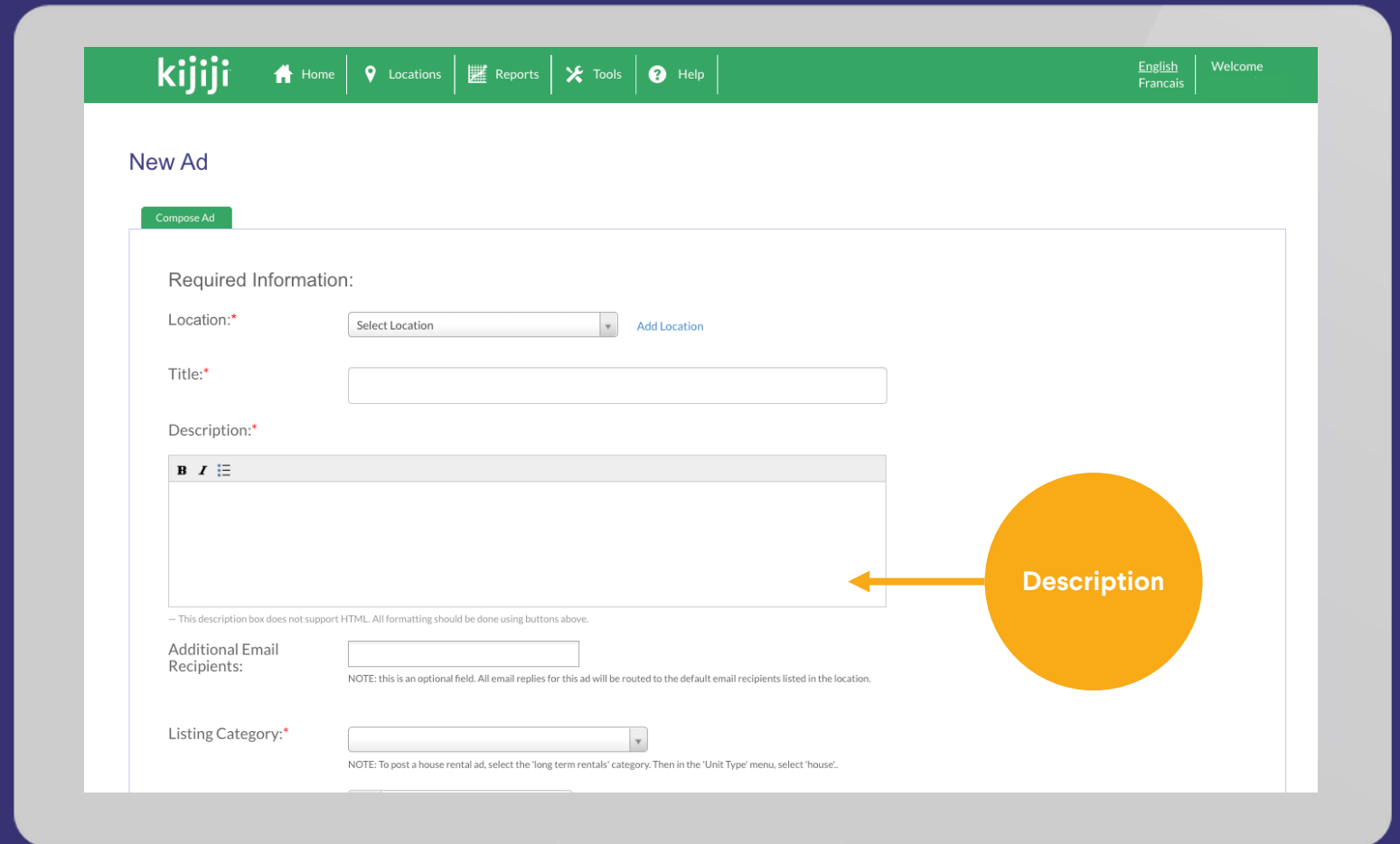
The screenshot shows the 'New Ad' form on the Kijiji website. The form is titled 'New Ad' and has a 'Compose Ad' button. It contains several fields: 'Location:*' with a dropdown menu and an 'Add Location' link; 'Title:*' with a text input field; 'Description:*' with a rich text editor; 'Additional Email Recipients:' with a text input field; and 'Listing Category:*' with a dropdown menu. An orange circle with the text 'Ad Title' and an arrow points to the 'Title:*' field. The website header includes the Kijiji logo, navigation links (Home, Locations, Reports, Tools, Help), and language options (English, Français) and a 'Welcome' message.

New ad

Description field

The first 200 characters of your description are keyword searchable, so include the most relevant details in the first few lines of your ad. This field is plain text only. If you would like to change the appearance of your text, use the Bold, Italic and Bulleting tabs provided.

Contact your Kijiji advertising consultant for advice on keywords!



The screenshot shows the 'New Ad' form on the Kijiji website. The form is titled 'New Ad' and has a 'Compose Ad' button. It contains several fields: 'Location:*' with a dropdown menu and an 'Add Location' link; 'Title:*' with a text input field; 'Description:*' with a large text area and a formatting toolbar (Bold, Italic, Bulleted List); 'Additional Email Recipients:' with a text input field and a note: 'NOTE: this is an optional field. All email replies for this ad will be routed to the default email recipients listed in the location.'; and 'Listing Category:*' with a dropdown menu and a note: 'NOTE: To post a house rental ad, select the 'long term rentals' category. Then in the 'Unit Type' menu, select 'house.''. A large orange circle with the word 'Description' and an arrow points to the description text area.

New ad

Additional emails

If you would like to add additional email recipients that weren't included in location, add them here and they will receive email replies along with the email or emails that were added to the location.

Listing Category

The listing category will sort your ad into the appropriate sub-category on Kijiji and identify specific attributes so when users browse and use refined search parameters, they will be able to find your listing.

The screenshot shows the 'New Ad' form on the Kijiji website. The form is titled 'New Ad' and has a 'Compose Ad' button. It contains several fields: 'Location:*' with a dropdown menu and an 'Add Location' link; 'Title:*' with a text input field; 'Description:*' with a rich text editor; 'Additional Email Recipients:' with a text input field and a note: 'NOTE: this is an optional field. All email replies for this ad will be routed to the default email recipients listed in the location.'; and 'Listing Category:*' with a dropdown menu and a note: 'NOTE: To post a house rental ad, select the 'long term rentals' category. Then in the 'Type' menu, select 'house.''. Two orange circles with arrows point to the 'Additional Email Recipients' and 'Listing Category' fields, with labels 'Additional emails' and 'Listing category' respectively.

New ad

Price

Enter your rental or sale price here. If you do not want to include a price, choose the please contact option.

YouTube video

Paste a YouTube URL or video code here to add a video or slideshow. This will always appear as the first image on the ad.

The screenshot shows the 'New ad' form on the Kijiji My Business website. The form is displayed on a monitor graphic. The top navigation bar includes the Kijiji logo, Home, Locations, Reports, Tools, Help, and language options (English/Français) and a Welcome message. The form fields are as follows:

- Additional Email Recipients:
- Listing Category:
- Price: \$ or Please contact
- YouTube video:
- Unit Type: Please Select One
- Bedrooms: Please Select One
- Bathrooms: Please Select One
- Parking Included: Please Select One
- Pet Friendly: Please Select One
- Smoking Permitted: Please Select One
- Agreement type: Please Select One
- Move in Date:
- Size (square feet):

Two orange callout circles are overlaid on the form. One circle labeled 'Price' has an arrow pointing to the 'Please contact' checkbox. The other circle labeled 'Youtube' has an arrow pointing to the 'YouTube video' text input field.

New ad

Unit type

Select the type of unit (apartment, townhouse etc.) from the dropdown.

Bedrooms

Select the number of bedrooms in your listing from the dropdown.

Bathrooms

Select the number of bathrooms in your listing from the dropdown.

The screenshot shows the 'New ad' form on the Kijiji My Business Real Estate website. The form is displayed on a tablet-like device. The top navigation bar is green and contains the Kijiji logo, Home, Locations, Reports, Tools, and Help. The form fields are as follows:

- Additional Email Recipients:
- Listing Category:
- Price: \$ or Please contact
- YouTube video:
- Unit Type:
- Bedrooms:
- Bathrooms:
- Parking Included:
- Pet Friendly:
- Smoking Permitted:
- Agreement type:
- Move in Date:
- Size (square feet):

Two orange callout boxes are present on the right side of the form:

- A circle labeled "Unit type" with an arrow pointing to the "Unit Type" dropdown.
- A circle labeled "Bedrooms and bathrooms" with arrows pointing to the "Bedrooms" and "Bathrooms" dropdowns.

New ad

Parking included

Specify the number of parking spots included in the price of the listing.

Pet friendly

Specify whether pets can be kept in the dwelling by the renter.

Smoking permitted

Specify if and where smoking is permitted.

Agreement type

Select the terms of the agreement.

The screenshot shows the 'New ad' form on the Kijiji My Business website. The form is displayed on a monitor graphic. The top navigation bar includes 'kijiji', 'Home', 'Locations', 'Reports', 'Tools', 'Help', and language options 'English' and 'Français'. The form fields are as follows:

- Additional Email Recipients:** A text input field with a note: "NOTE: this is an optional field. All email replies for this ad will be routed to the default email recipients listed in the location."
- Listing Category:** A dropdown menu with a note: "NOTE: To post a house rental ad, select the 'long term rentals' category. Then in the 'Unit Type' menu, select 'house'."
- Price:** A text input field with a dollar sign icon, followed by "or" and a checkbox labeled "Please contact".
- YouTube video:** A text input field.
- Unit Type:** A dropdown menu with "Please Select One" selected.
- Bedrooms:** A dropdown menu with "Please Select One" selected.
- Bathrooms:** A dropdown menu with "Please Select One" selected.
- Parking Included:** A dropdown menu with "Please Select One" selected.
- Pet Friendly:** A dropdown menu with "Please Select One" selected.
- Smoking Permitted:** A dropdown menu with "Please Select One" selected.
- Agreement type:** A dropdown menu with "Please Select One" selected.
- Move in Date:** A text input field.
- Size (square feet):** A text input field.

A yellow circle labeled "Property information" is positioned to the right of the form, with arrows pointing to the dropdown menus for Listing Category, Unit Type, Bedrooms, Bathrooms, Parking Included, Pet Friendly, and Smoking Permitted.

New ad

Additional details

The check boxes are optional and allow you to notify renters if the property offers certain features.

These will be indicated on your listing page, and some can be applied as filters while searching.

The screenshot shows the 'Additional details' section of the Kijiji My Business interface. The form is set against a green header with navigation links: Home, Locations, Reports, Tools, and Help. On the right side of the header, there are links for 'English' and 'Français', and a 'Welcome' message. The main content area is white and contains the following fields and options:

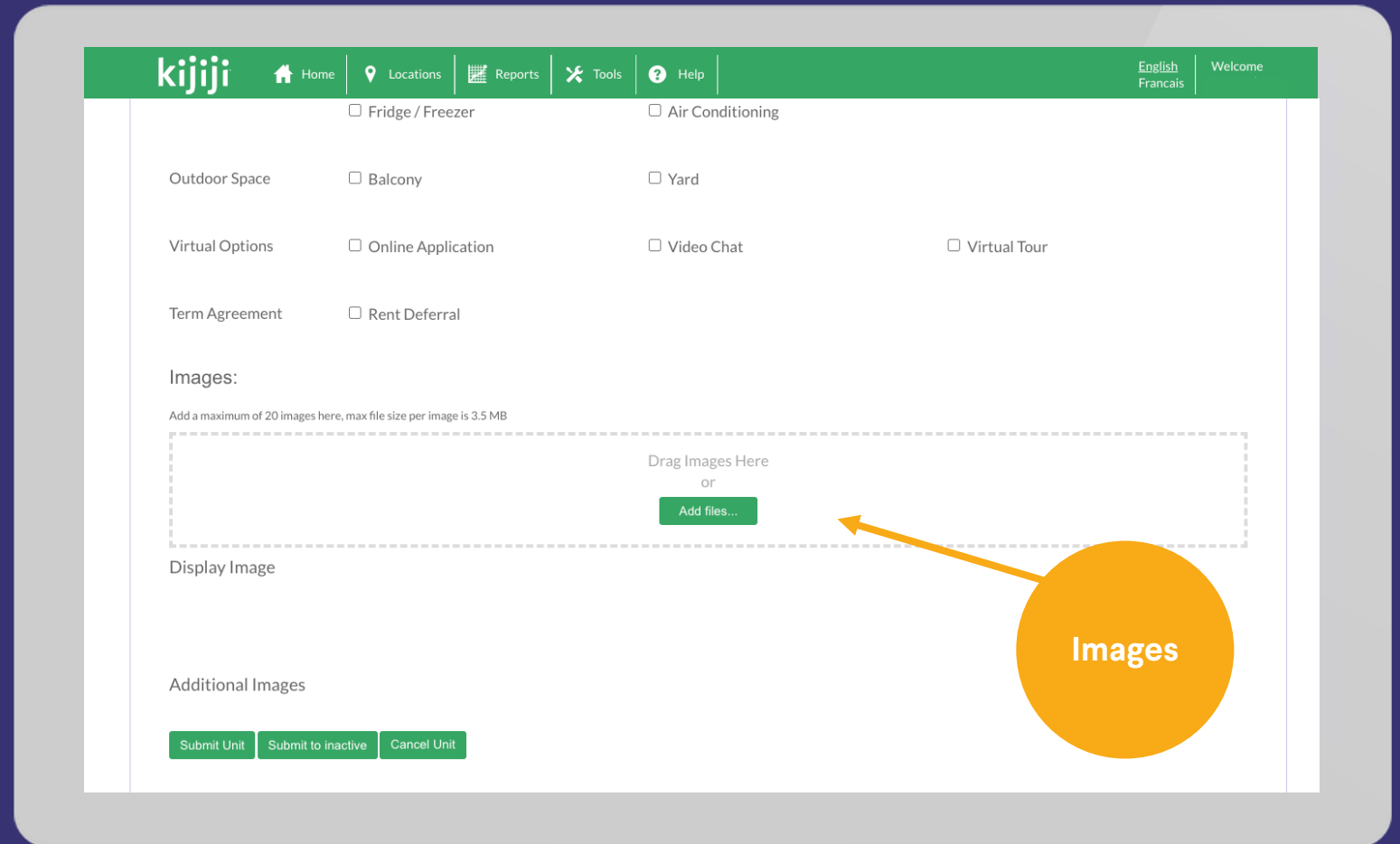
- Move in Date:** A text input field.
- Size (square feet):** A text input field.
- Furnished:** A checkbox.
- Utilities Included:** Three checkboxes: Hydro, Heat, and Water.
- Also included in Price:** Two checkboxes: Cable/TV and Internet.
- Accessibility:** Three checkboxes: Barrier-free Entrances and Ramps, Visual Aids, and Accessible Washrooms in Suite.
- Appliances:** Four checkboxes: Laundry (In Unit), Laundry (In Building), Dishwasher, and Fridge / Freezer.
- Outdoor Space:** Two checkboxes: Balcony and Yard.
- Virtual Options:** Three checkboxes: Online Application, Video Chat, and Virtual Tour.
- Term Agreement:** One checkbox: Rent Deferral.

New ad

Images

Upload photos of the unit or house you're listing. Remember, the first picture uploaded will be displayed most prominently. You can choose Add Files to browse your hard drive for images, or simply drag and drop the images you want to include.

Tip: After uploading, drag and drop your photos to customize the order in which they appear.



New ad

Go live

Once you've finished filling in your info, click Submit Unit button to add the listing to the pending folder. It can go live after the next feed cycle.

Click Submit to Inactive to save your listing to the inactive folder if you'd prefer to list at a later date.

The screenshot shows the Kijiji My Business 'New ad' form. The top navigation bar includes 'kijiji', 'Home', 'Locations', 'Reports', 'Tools', 'Help', 'English/Français', and 'Welcome'. The form contains several sections with checkboxes:

- Outdoor Space: Fridge / Freezer, Air Conditioning, Balcony, Yard
- Virtual Options: Online Application, Video Chat, Virtual Tour
- Term Agreement: Rent Deferral

The 'Images' section includes a note: 'Add a maximum of 20 images here, max file size per image is 3.5 MB'. Below this is a dashed box for image upload with the text 'Drag Images Here or Add files...'. The 'Additional Images' section is also present.

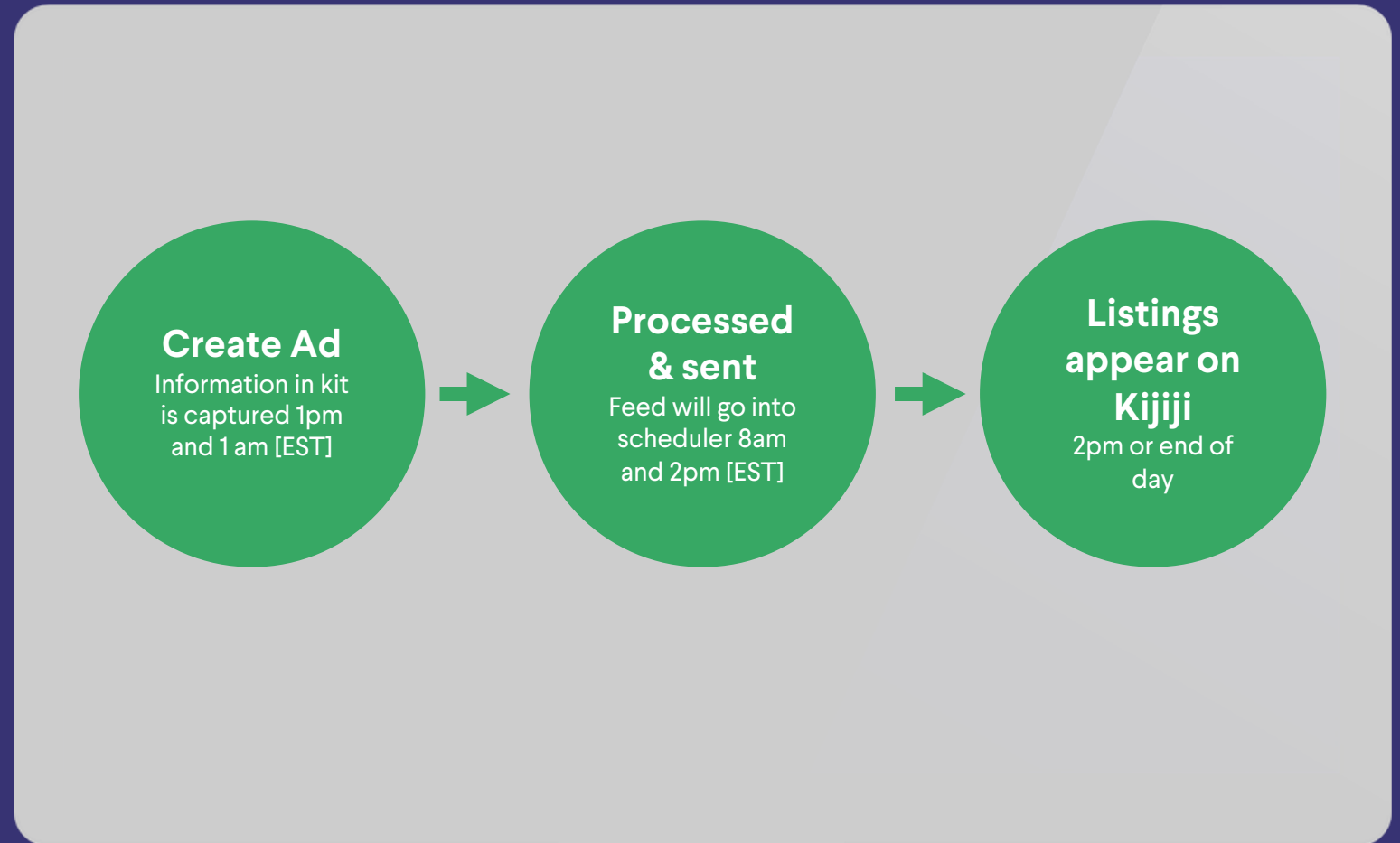
At the bottom of the form, there are three buttons: 'Submit Unit', 'Submit to inactive', and 'Cancel Unit'. A callout bubble with an orange circle and the text 'Click here' has an arrow pointing to the 'Submit Unit' button.

Site scheduling

When will your ad go live?

Ads Pending in KIT will be posted with the next batch if they are in pending status by the capture times of 1AM, and 1PM EST, daily.

Your listing will be live by 2PM (for 1AM captures) or end of day (for 1PM captures).



Questions?

We're happy to help!

Contact our local support team
by phone at

1-866-Kijiji-6 (866-545-4546)

or email us at

housing_support@kijiji.ca

