kijiji My Business
Real Estate

Kijiji My Business Manager

Part 3: Posting an ad

Kijiji My Business: Real Estate (2020)

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Welcome to the Kijiji My Business Manager tutorial

Manage your property locations

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.

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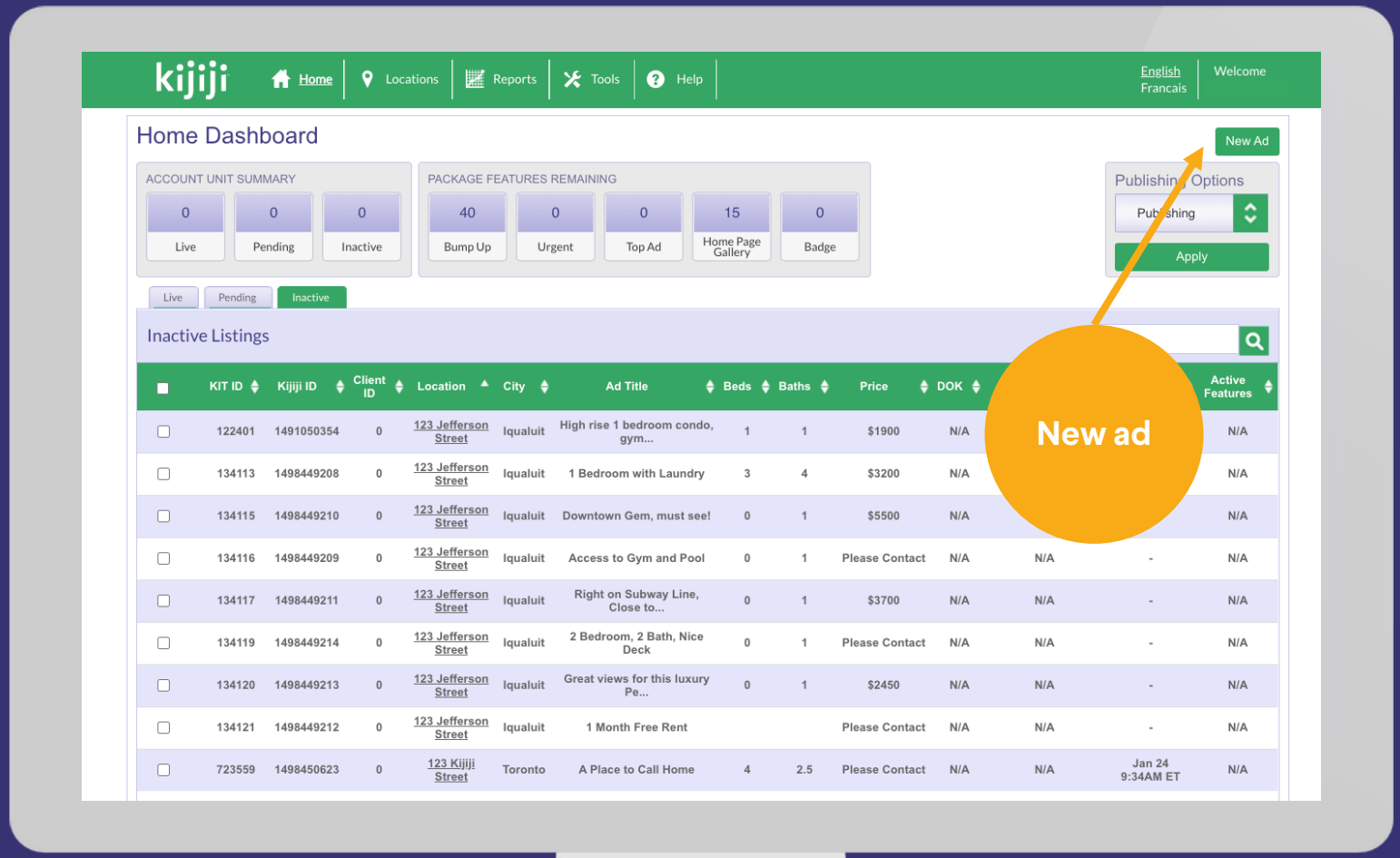
Home Dashboard

Post an ad

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



KIT ID	Kijiji ID	Client ID	Location	City	Ad Title	Beds	Baths	Price	DOK			Active Features
122401	1491050354	0	123 Jefferson Street	Iqualuit	High rise 1 bedroom condo, gym...	1	1	$1900	N/A			N/A
134113	1498449208	0	123 Jefferson Street	Iqualuit	1 Bedroom with Laundry	3	4	$3200	N/A			N/A
134115	1498449210	0	123 Jefferson Street	Iqualuit	Downtown Gem, must see!	0	1	$5500	N/A			N/A
134116	1498449209	0	123 Jefferson Street	Iqualuit	Access to Gym and Pool	0	1	Please Contact	N/A	N/A	-	N/A
134117	1498449211	0	123 Jefferson Street	Iqualuit	Right on Subway Line, Close to...	0	1	$3700	N/A	N/A	-	N/A
134119	1498449214	0	123 Jefferson Street	Iqualuit	2 Bedroom, 2 Bath, Nice Deck	0	1	Please Contact	N/A	N/A	-	N/A
134120	1498449213	0	123 Jefferson Street	Iqualuit	Great views for this luxury Pe...	0	1	$2450	N/A	N/A	-	N/A
134121	1498449212	0	123 Jefferson Street	Iqualuit	1 Month Free Rent			Please Contact	N/A	N/A	-	N/A
723559	1498450623	0	123 Kijiji Street	Toronto	A Place to Call Home	4	2.5	Please Contact	N/A	N/A	Jan 24 9:34AM ET	N/A

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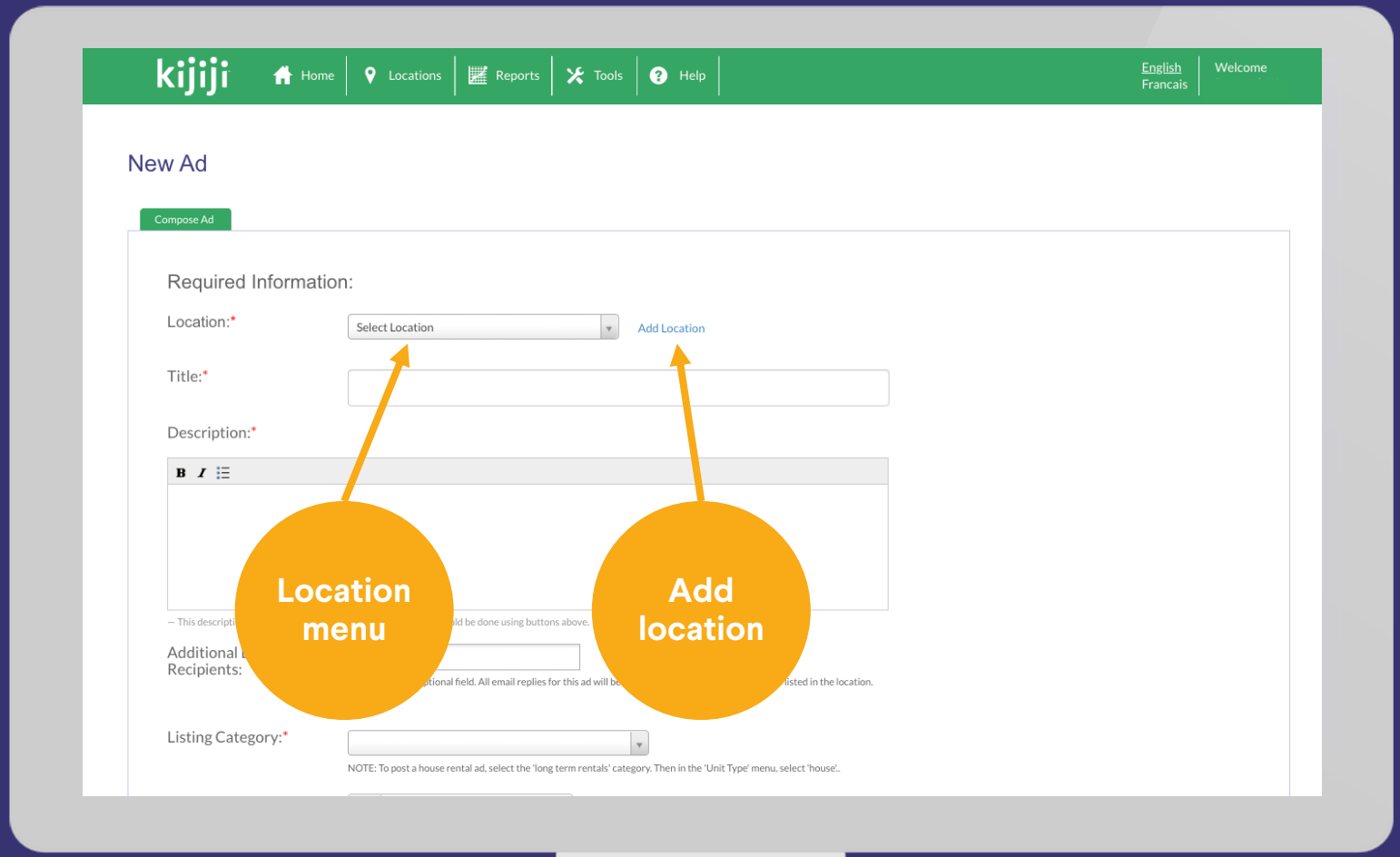
New Ad

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).



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Add Location

Name

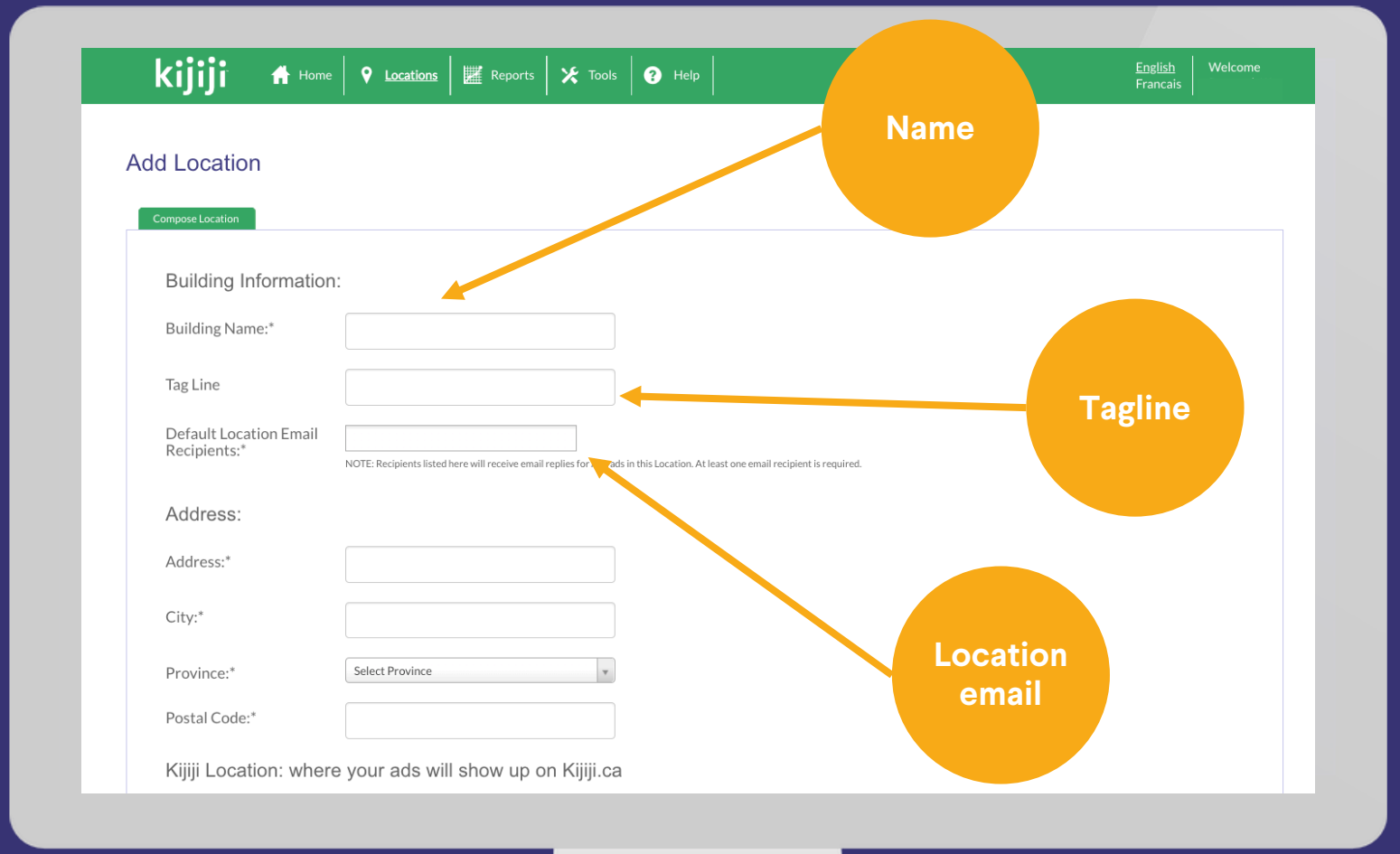
Start by giving your location a name. Most users will use the rental's address.

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.



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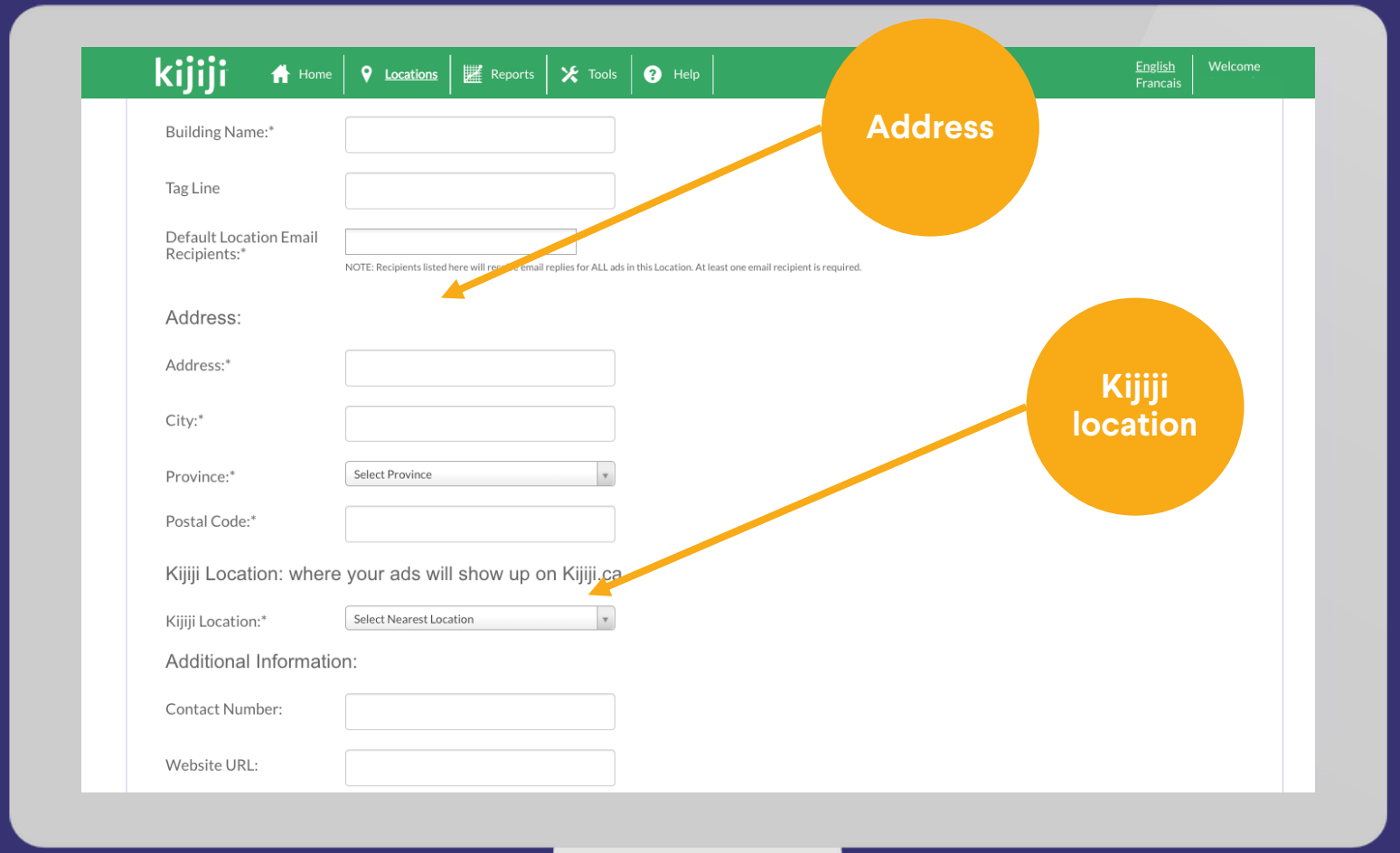
Add Location

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.



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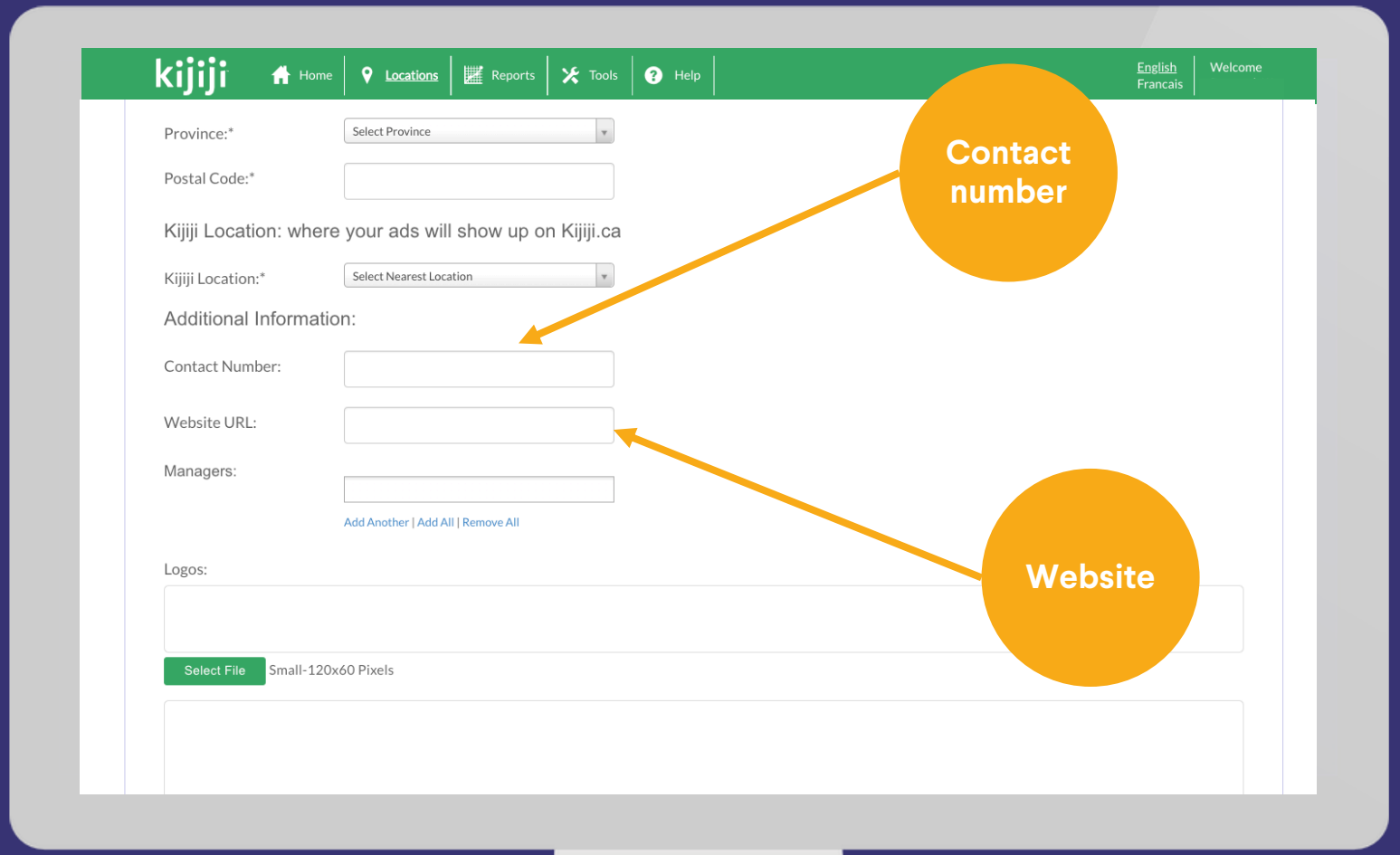
Add Location

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://.



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Add Location

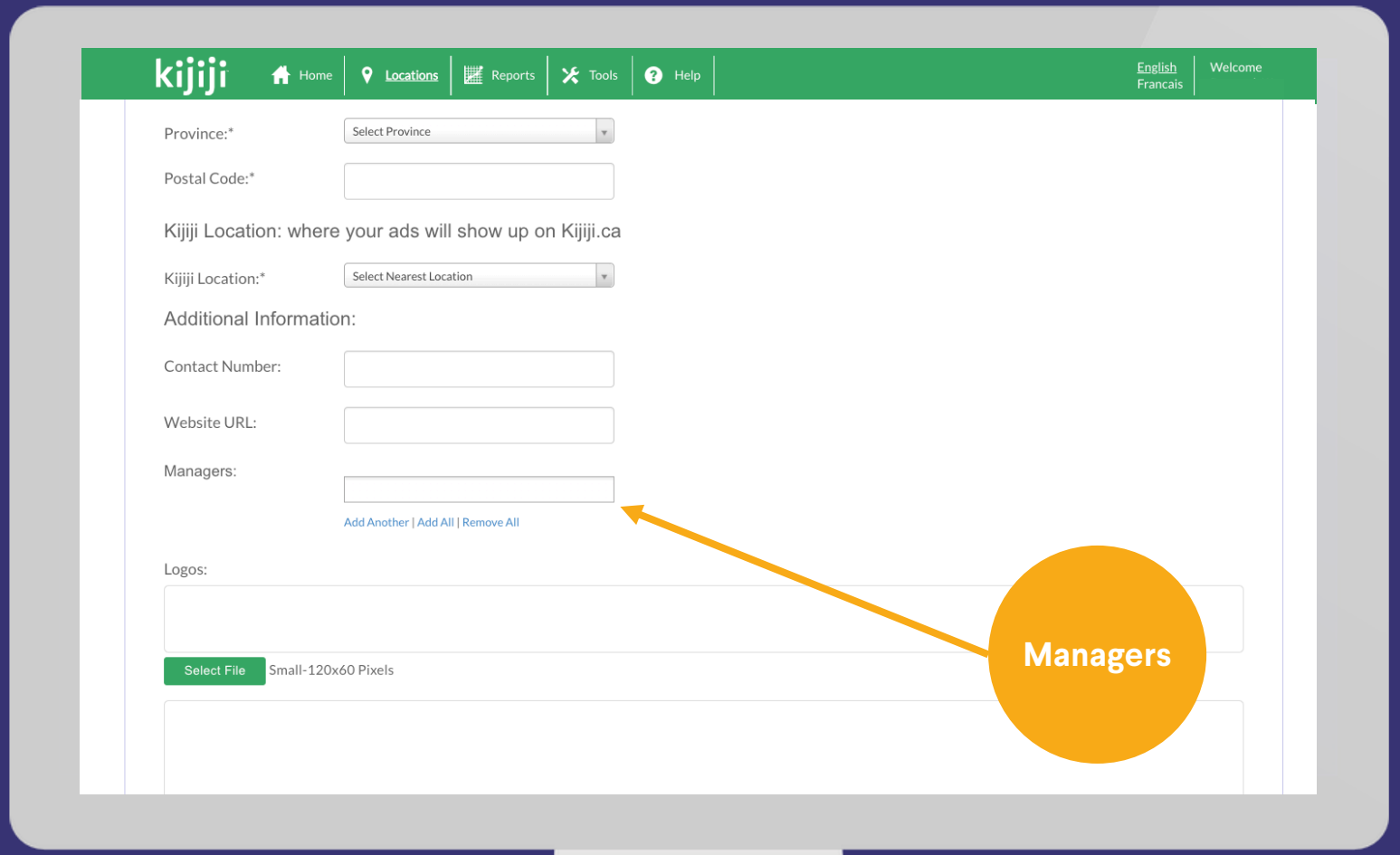
Managers

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 ad one or more managers to your listing.

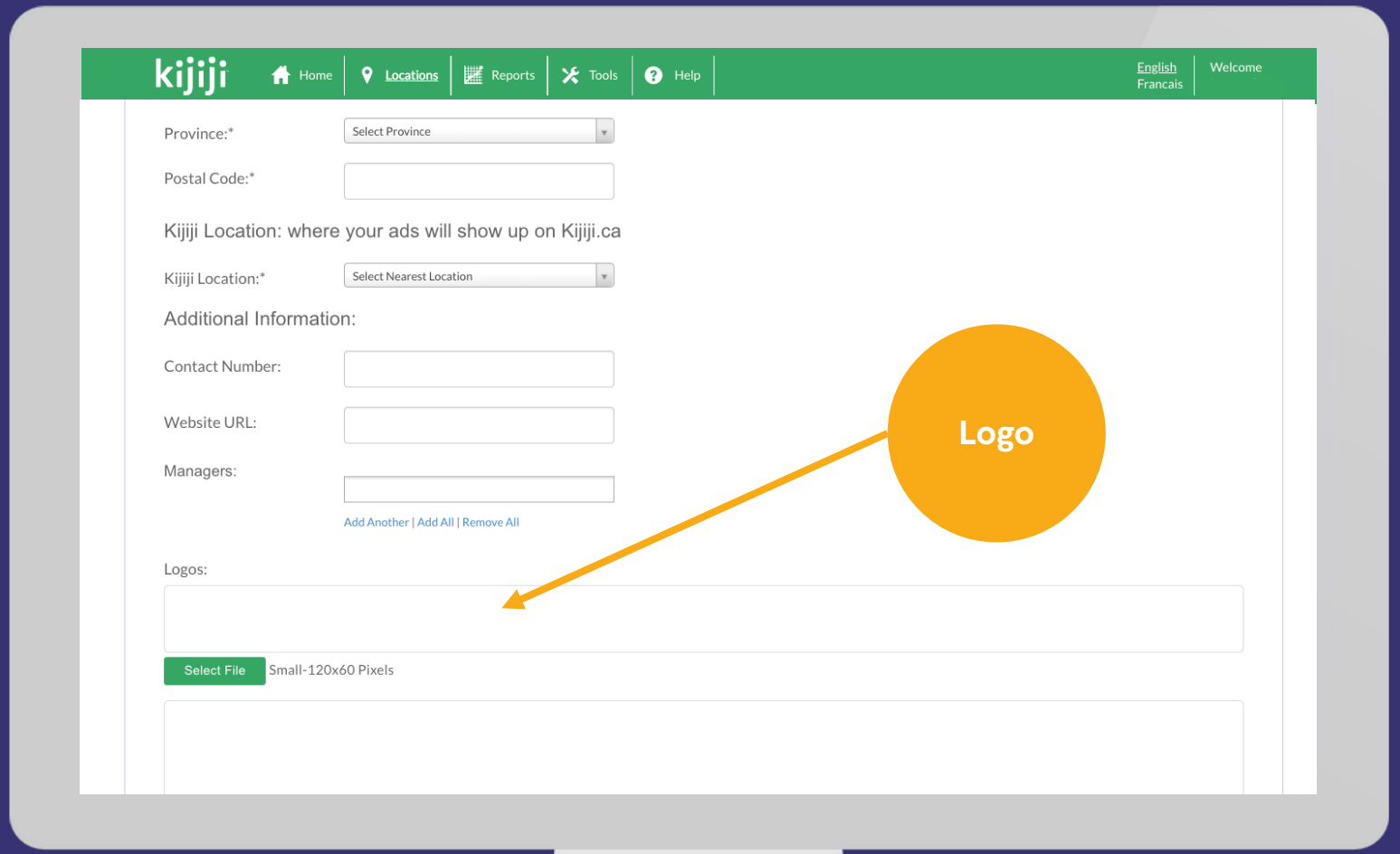


Add Location

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.

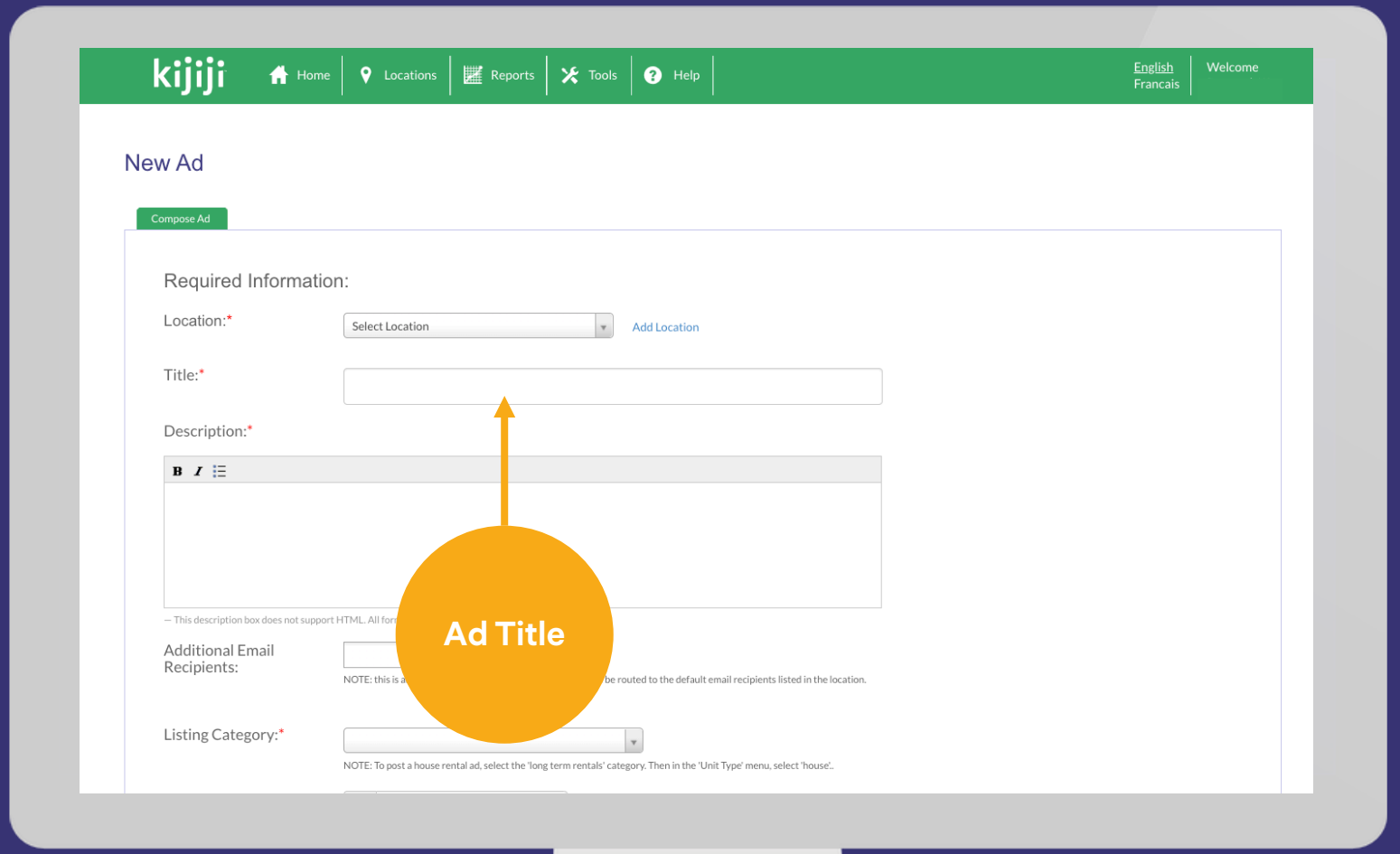
Tip: We recommend using a JPEG format. For best results do not use translucent logos. If you need help with logos, contact Kijiji support.



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.



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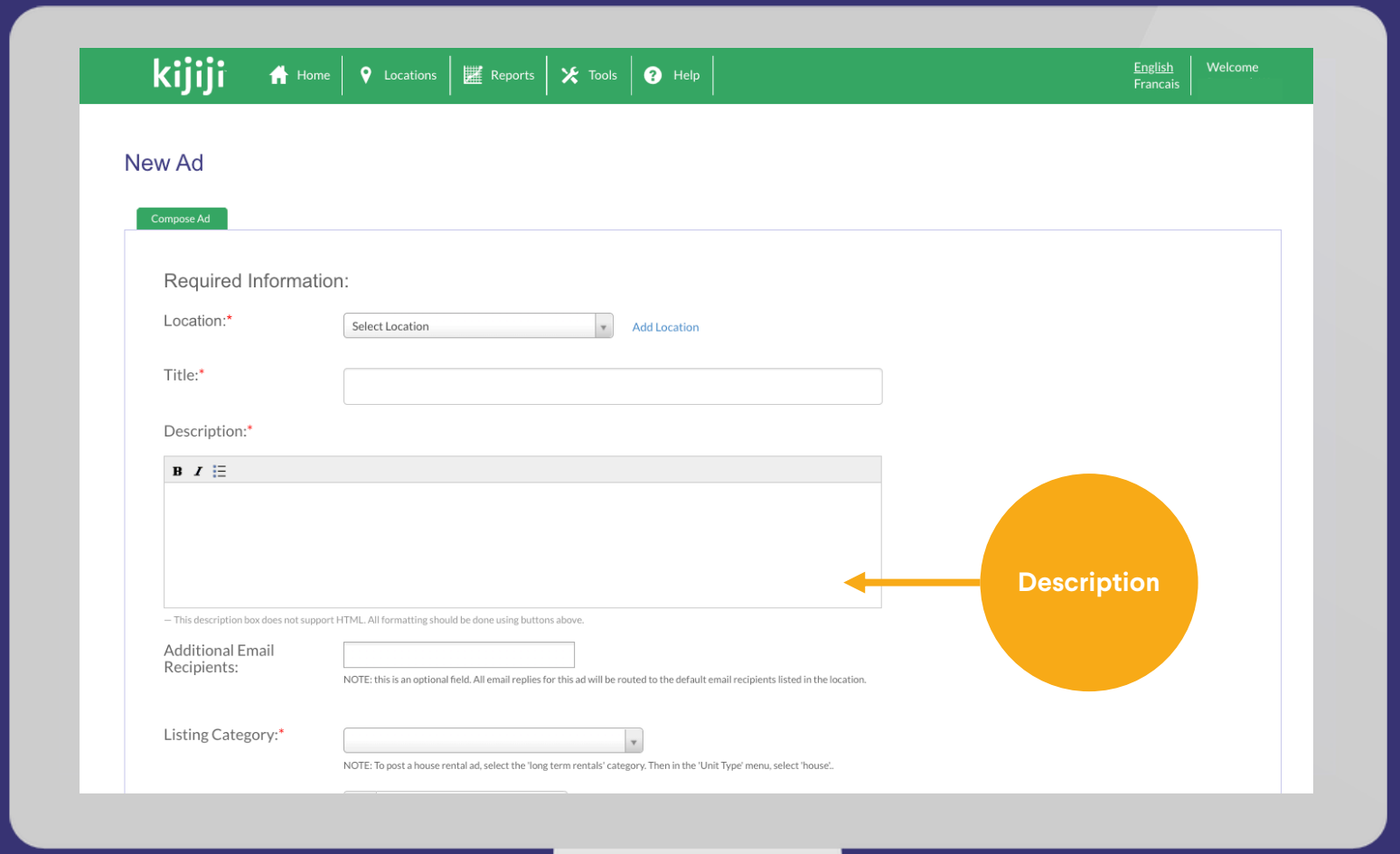
New ad

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!



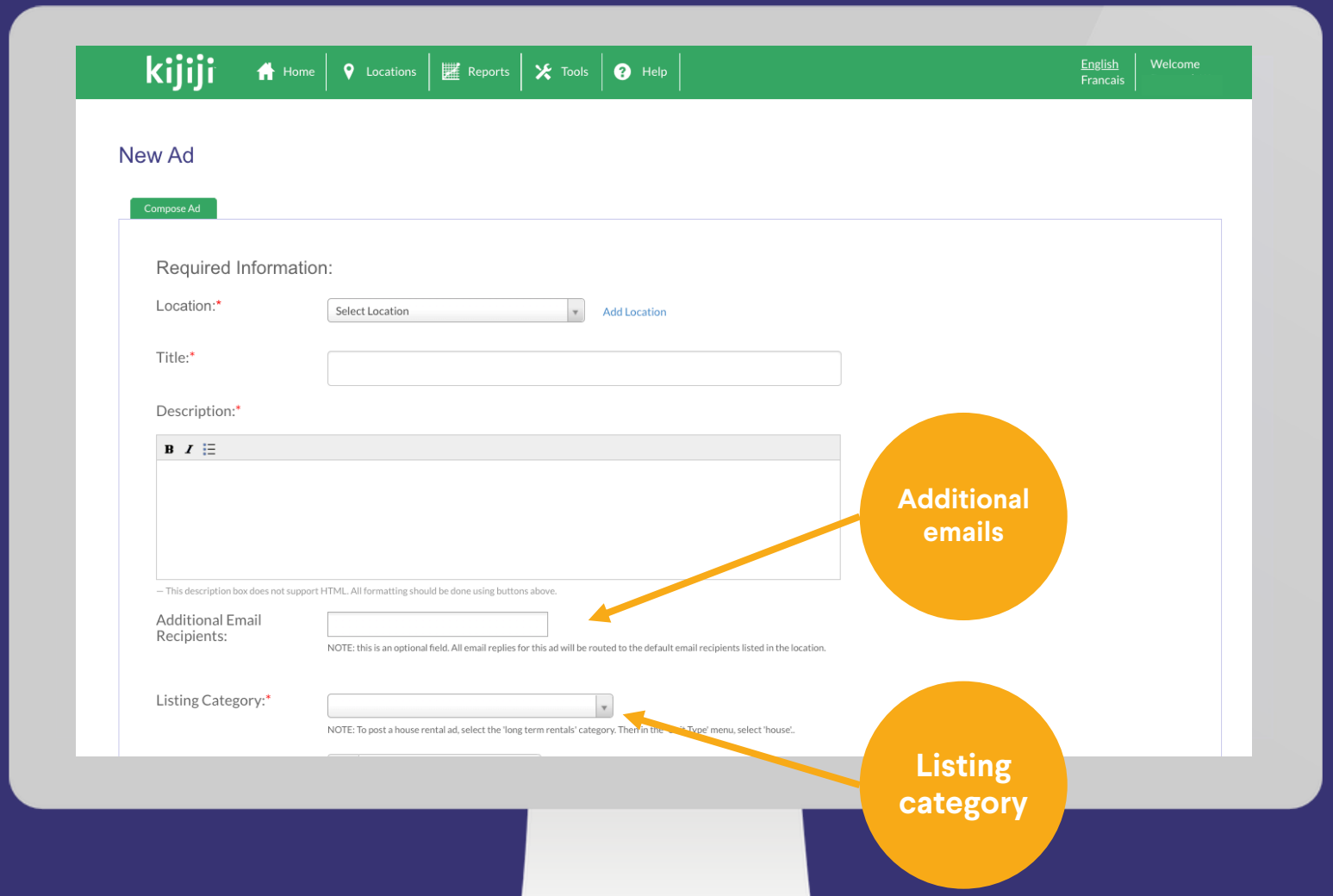
New ad

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.



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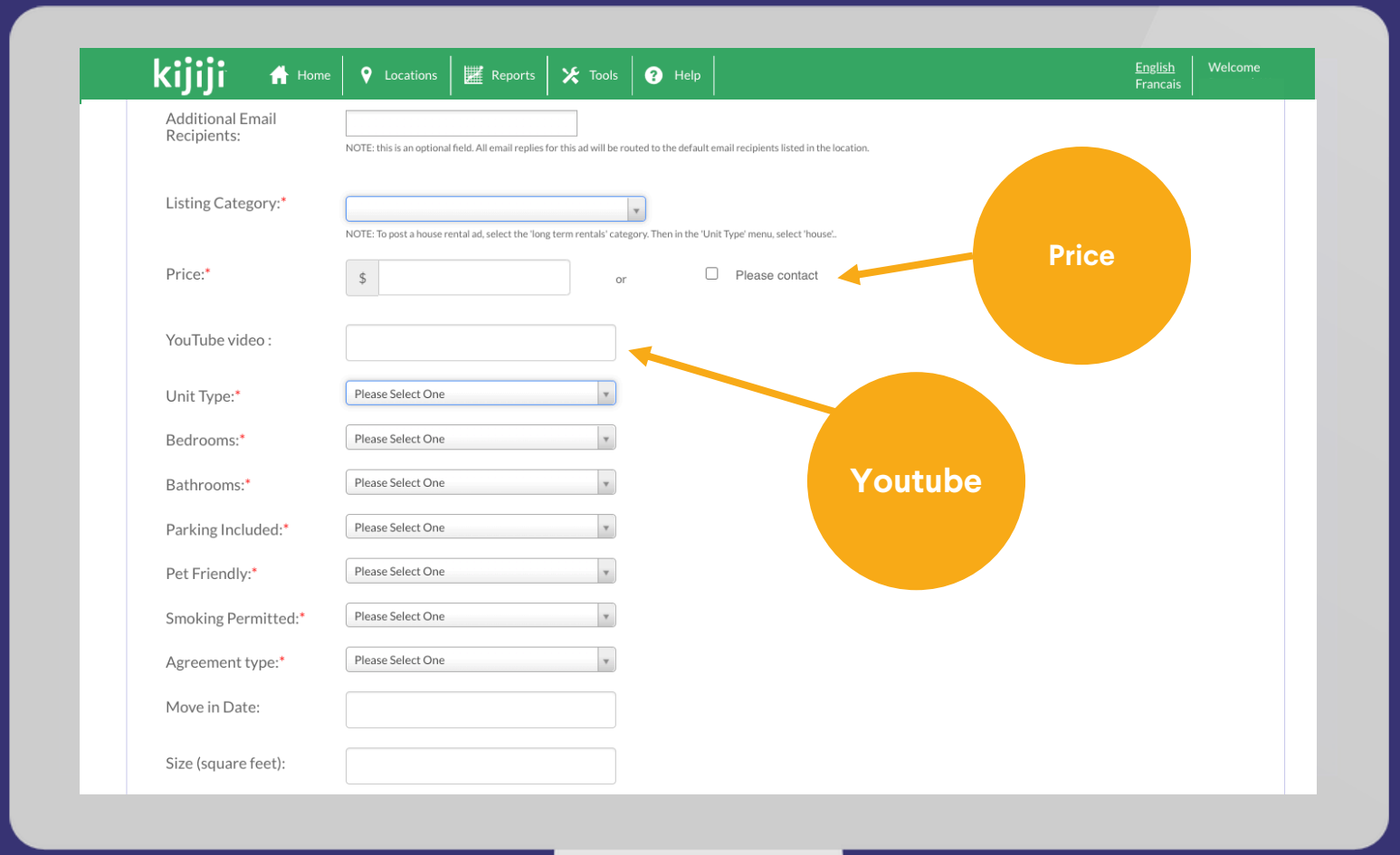
New ad

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.



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New ad

Unit type

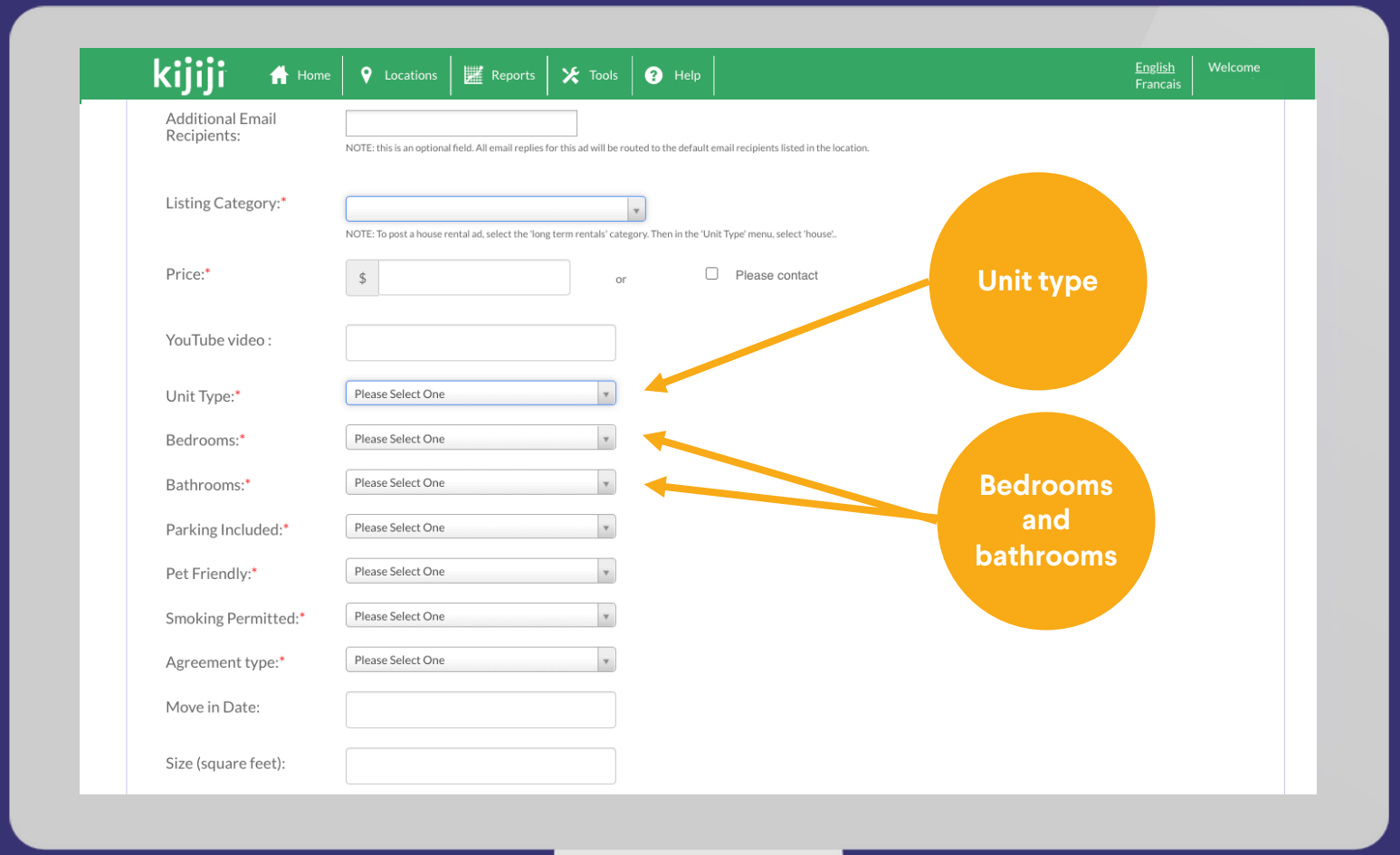
Select the type of unit (apartment, townhouse etc.) from the dropdown.

Bedrooms

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

Bathrooms

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



New ad

Parking included

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

Pet friendly

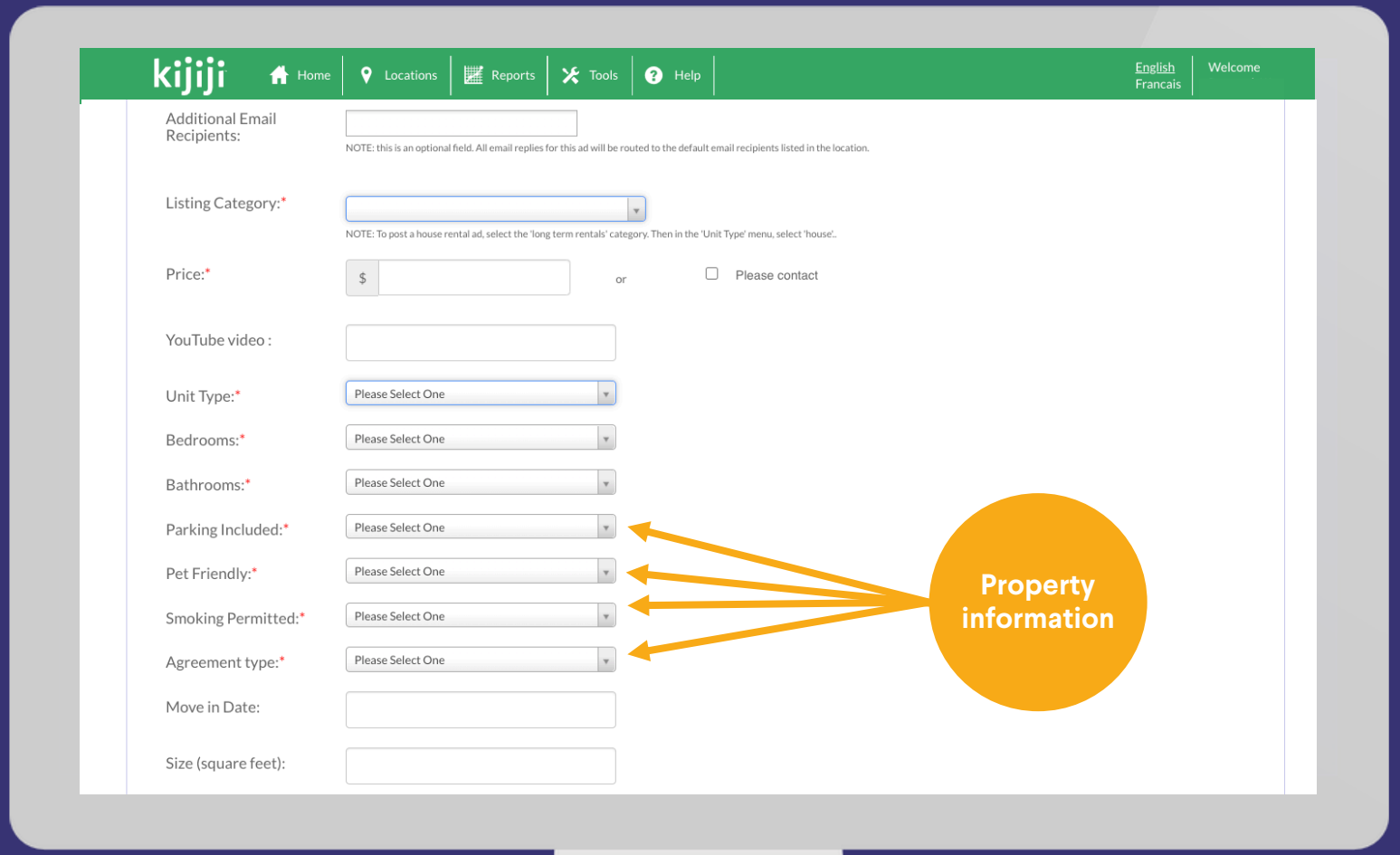
Specify whether pets can be kept in the dwelling by the renter.

Smoking permitted

Specify if and where smoking is permitted.

Agreement type

Select the terms of the agreement.

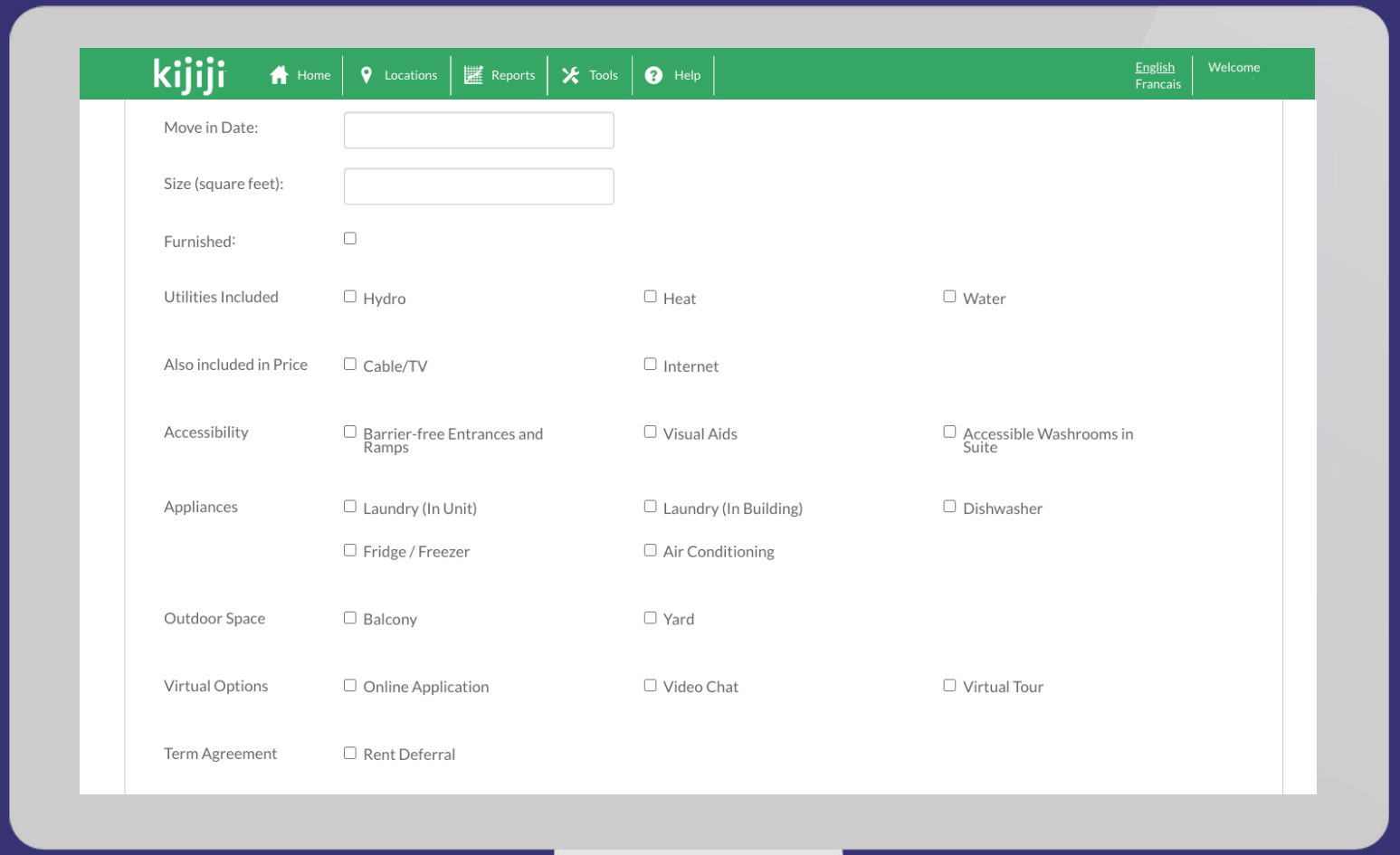


New ad

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.



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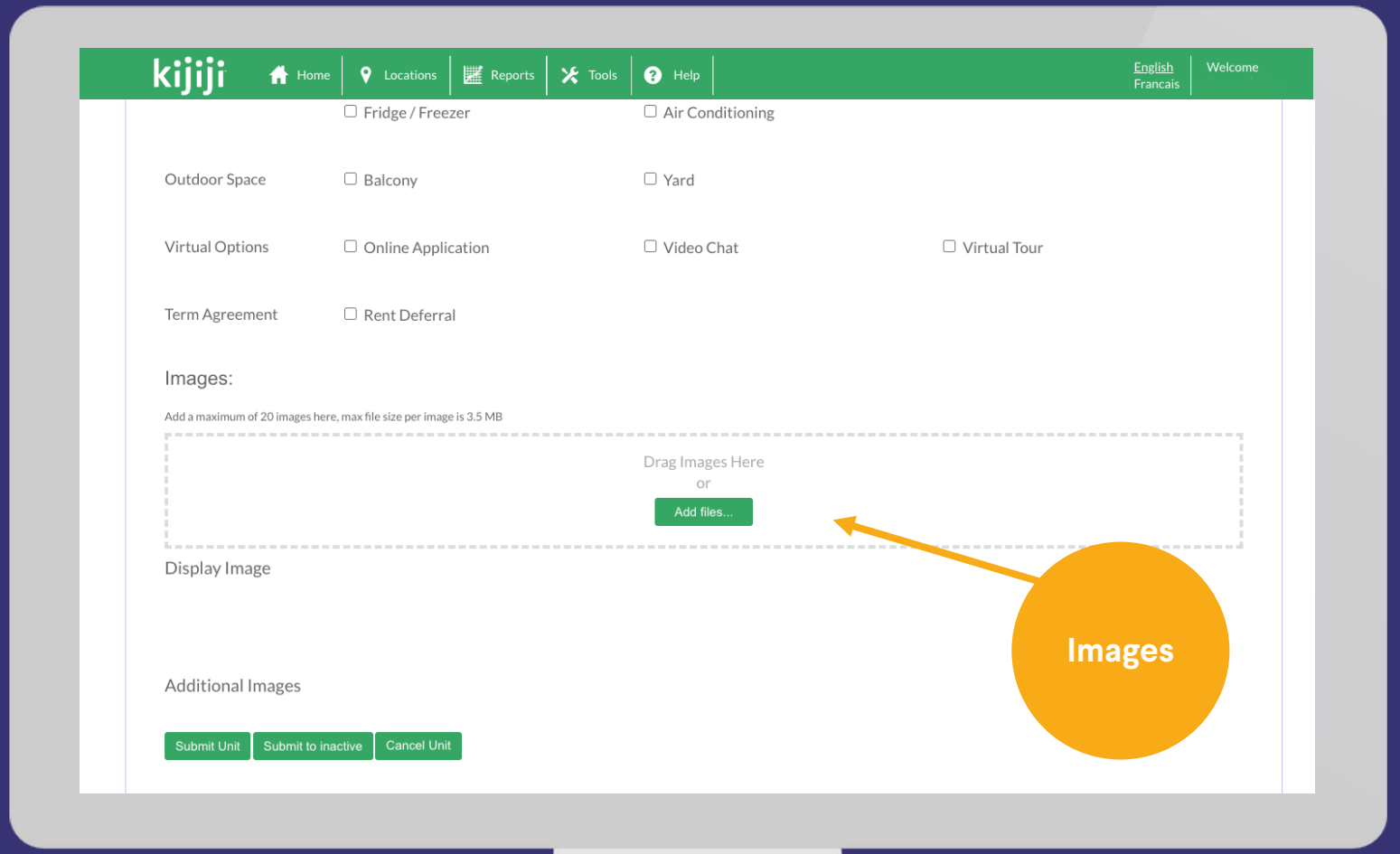
New ad

Images

Upload photos of the unit our 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.



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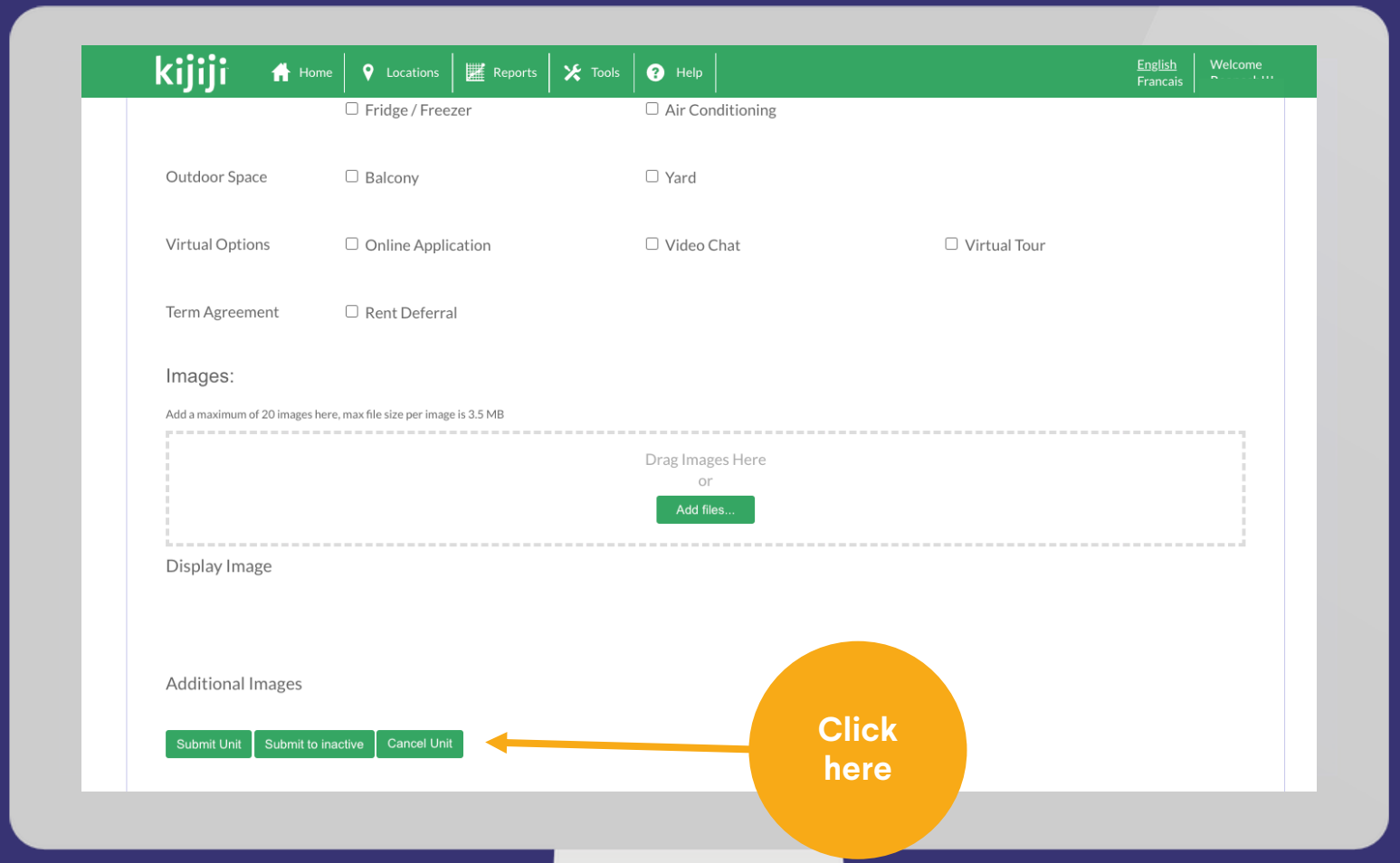
New ad

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.



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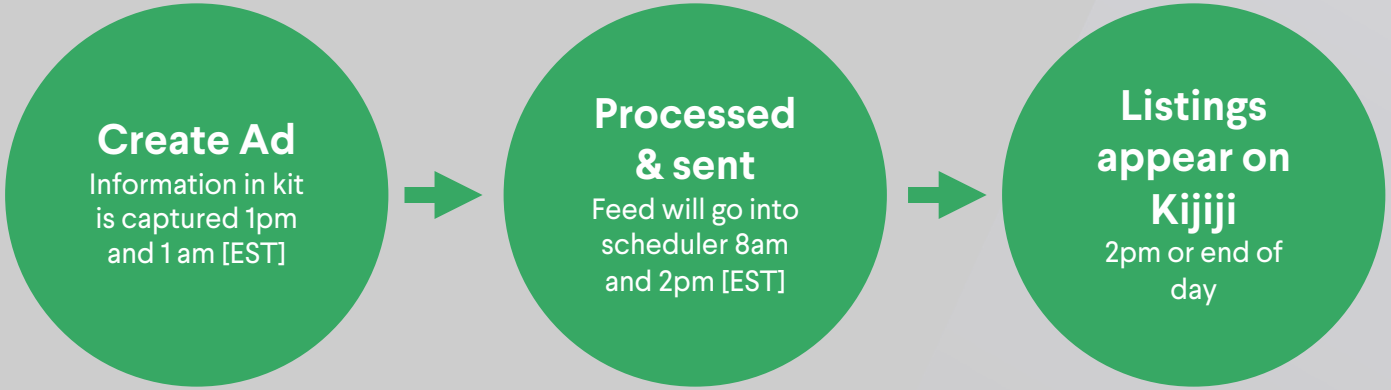
Site scheduling

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).



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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