



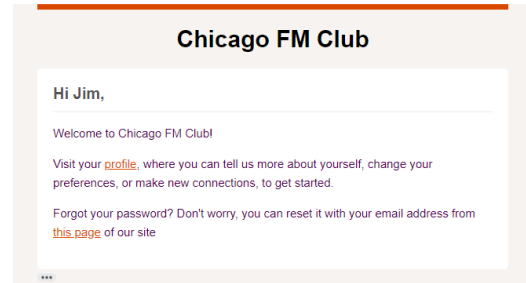
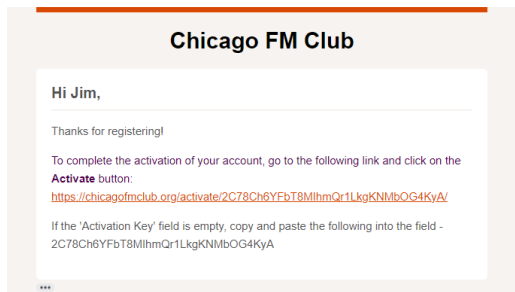
CFMC Swap & Shop Sellers Account Setup

The CFMC Swap & Shop is a special page on the CFMC Website:
<https://chicagofmclub.org/groups/http-swap-shop/>

All visitors may view the Swap and Shop advertisements. But, only CFMC Members that have requested access may post Ads on the Page.

To “Request Membership” in the CFMC Swap & Shop, CFMC Club Members must submit a request using this online form: <https://chicagofmclub.org/register/>

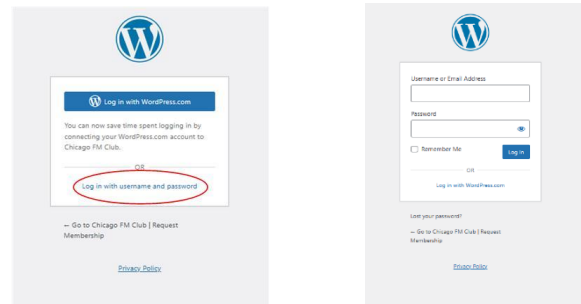
- Username must be your Callsign.
- Name must be your Legal Name as registered with CFMC.
- Email must be the same as registered with CFMC
 - Note: Your selected Password is secure; Admins cannot view or retrieve your Password.
- Complete all fields and “Submit Request”.
- Your request will be reviewed by the Group Admins.
- After your request is approved (usually < 24 hours), you will receive an Email to “Activate” your account.
- After you “Activate” your account, you will receive a second “Welcome” Email.



You can now Login to the CFMC Website here:
<https://chicagofmclub.org/wp-admin/>

Select “Login with username and password”
Enter your Username and Password

Hint: Select “Remember Me” to stay logged in on the current Browser.



When Logged-in... You will see a Black Bar at the top of the Website.

Note: You may need to “refresh” your screen to see the black bar

In the upper-right is your log-in information.

You can edit your Profile and add a Pic or Avatar from here.



CFMC Swap & Shop

Posting Swap & Shop Ads

You must be Logged In to the website (black bar on top) to post a Swap & Shop Ad.

Note: You may need to “refresh” your screen to see the black bar

Go to the Swap & Shop group page:
<https://chicagofmclub.org/groups/http-swap-shop/>

Enter your Ad information in the “What’s new...?” section;
Click the Image Icon to add Images.

- Pictures must be of the actual item being offered.
- Multiple Images should be uploaded together.
- Total file size limit is 2 MB.
- Please keep your images small (no larger than 1048 pixels).
- Please Limit the number of pictures to four (4) per Ad.

Don’t forget to include in your Ad:

- Asking Price
- Condition of Item(s)
- Shipping Cost and Method
- Preferred method of Contact (Email, Phone, Text, etc.)

Swap & Shop Ads are **Not Moderated** and will be published immediately. However, Ads that violate any of the Swap & Shop Rules will be promptly removed by the Group Admins. Members posting Ads that violate the rules may receive a Warning; Egregious or repeat violators will be **BANNED** from the Group.

Note: Once an Ad is submitted and published, it **cannot be edited**. If there is a mistake or change, you must DELETE the original Ad and Post a new Ad.

CFMC Online Swap & Shop Rules

- Ads must be for items of interest to the Amateur Radio Community (Computers, Test Equip., etc.).
- All Ad content must be “G” Rated and pertain to the Item being offered; No profanity, controversy, or provocative images of any kind will be tolerated.
- Images in Ads should meet the following guidelines.
 - Pictures must be of the actual item being offered.
 - Multiple Images should be uploaded together.
 - Total file size limit is 2 MB,
 - Please keep your images small (no larger than 1048 pixels).
 - Please Limit the number of pictures to four (4) per Ad.
- No Duplicate Ads allowed (same item); If refreshing or updating an Ad, Delete the Original.
- Members are expected to **DELETE** their Ad when the Item is **SOLD**.
- Ads older than 60 Days are subject to Deletion by the Admins; Members may re-post the Ad if the Item is still available.

If you have questions about the Website or need assistance with getting up and running on Swap & Shop, contact: kd9wnr@gmail.com.

Swap & Shop

