

## Instructions for completing Hay Listing

- 1) Click on List Now on the Home Page.
- 2) Complete login with your user name and password. (If not a member, completed membership application and activation is necessary before listing hay)
- 3) On your account page, click the Add Hay Listing tab
- 4) Complete the Hay Listing Title with a name that you will remember the listing by.
- 5) For buyer search capability, please complete both County and City boxes.
- 6) Select Type of Hay from drop-down list. If it is alfalfa, go on to Type of Bale drop-down box. If it is mixed or grass, you will get an additional dropdown box with grass type to select from.
- 7) Select the Type of Bale and Cutting drop-downs.
- 8) You must select either yes or no buttons on Certified Noxious Weed Free
- 9) You must select either Tarped, Shredded or Uncovered
- 10) Input Tons per Lot and Date of Harvest.
- 11) If you have a forage analysis on this lot, you may upload the .pdf file version.
- 12) Indicate if trucking is available or not.
- 13) Fill in Load scheduling with information on loading availability, alternative contact information, etc.
- 14) You now have 500 characters to comment on the hay. Be as specific and precise as possible.
- 15) **NO PRICING – That means numbers or words.** If there are any references to pricing, your listing is subject to suspension until edited out. The wording Price Reduced or similar is allowed, but establishing prices shall be done by contact only. If pricing occurs more than once on listings, you may lose listing privileges or your membership may be cancelled.
- 16) You may upload 2 photos of the hay listed. Please be sure they are clear and represent the actual hay in the listing lot.
- 17) Click Submit and your hay should show up on the Hay Listings Page. If not, please check your account for listings to confirm it was entered.
- 18) On the Account page, you can REACTIVATE your listing if it expires or any time before that. Reactivating will renew the listing for 60 days.
- 19) You may also mark SOLD, remove the sold sign with UNSOLD, EDIT any part of your listing or totally DELETE the listing.
- 20) **YOU ARE SOLELY RESPONSIBLE FOR YOUR LISTINGS. Please monitor them regularly, at least every 30 days. If sold, be sure to mark them sold as soon as possible. If you have changed the listing, please edit as soon as possible.**
- 21) **You are responsible for the sale of hay listed. Be sure to check your callers for legitimate buyers. You are marketing your hay, so due diligence is a must.**
- 22) If you have issues in this process, please call Scott Keith at 307-257-1171 between 6 a.m. and 8 p.m. – if no answer leave a message or text me and we will try to help you figure out what went wrong.