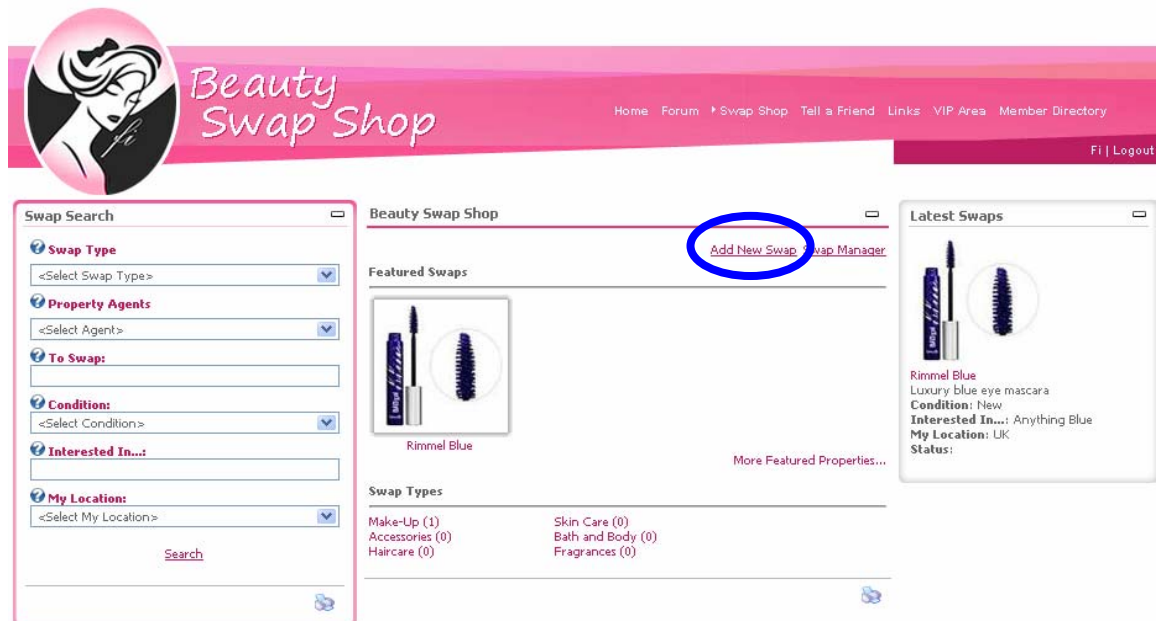


How to add your Swap ...to the **Beauty Swap Shop**

Add a New Swap

Click 'Add New Swap' shown below:



Complete the form as follows:

Beauty Swap Shop

Swap Shop Home » Swap Manager » **Add New Swap** [Add New Swap](#) [Swap Manager](#)

Swap Details

Enter the details of your Swap and then click "update".

Swap Type:

To Swap:

Description:

Condition:

Interested In...:

My Location:

Status:

Publishing Details

Enter the publishing details of your Swap.

Owner: **Fi** [Change Owner](#)

Creation Date: 9 : 01 12/4/2007 [Calendar](#)

Start Date: 9 : 01 12/4/2007 [Calendar](#)

End Date: - : - [Calendar](#)

Featured?:

Approved:

Published:

[Update](#) [Update & Edit Photos](#) [Cancel](#)

Select Swap Type

Item you have to swap

Description of swap item

Condition (new/used)

What you would like to swap for (i.e. in return)

Your Location (in the world)

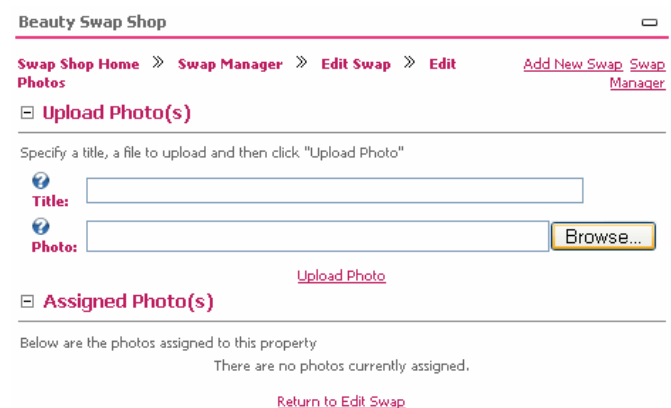
Status – Already 'swapped' or 'available'

You can also set the start date, end date etc. You should ensure 'published' is ticked.

How to add your Swap ...to the **Beauty Swap Shop**

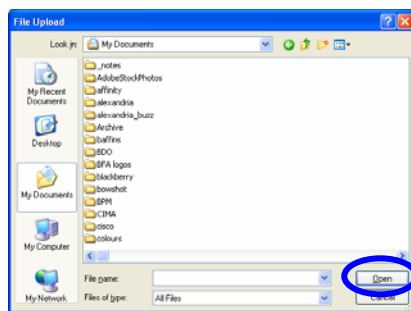
To add photos, click 'update and add photos'. To complete your swap without photos, just click 'update' and you are finished.

When adding photos:



The screenshot shows the 'Beauty Swap Shop' interface. At the top, there is a breadcrumb trail: 'Swap Shop Home >> Swap Manager >> Edit Swap >> Edit'. Below this, there are links for 'Add New Swap' and 'Swap Manager'. The main heading is 'Upload Photo(s)'. Below the heading, there is a text prompt: 'Specify a title, a file to upload and then click "Upload Photo"'. There are two input fields: 'Title:' and 'Photo:'. The 'Photo:' field has a 'Browse...' button next to it. Below the input fields is an 'Upload Photo' button. Underneath, there is a section for 'Assigned Photo(s)' which currently shows 'There are no photos currently assigned.' and a 'Return to Edit Swap' link.

Give your photo a title. Click 'browse'.



Navigate to your photo file and click 'open'.

Once the window closes, click 'upload photo'.



This screenshot is similar to the one above, but with blue circles highlighting the 'Upload Photo' button and the 'Return to Edit Swap' link. A red arrow points to a small icon in the 'Assigned Photo(s)' section, which is a placeholder for an uploaded photo.

When the image appears, click 'Return to Edit Swap'.

When the first screen reappears, click 'Update'.

Your swap is now added!