

How to add your Swap ...to Free Beauty

Add a New Swap

Click 'Add New Swap' shown below:

The screenshot shows the 'Free Beauty' website interface. On the left is a 'Swap Search' sidebar with filters for Swap Type, Property Agents, To Swap, Condition, Interested In..., and My Location. The main area is titled 'Beauty Swap Shop' and contains a navigation bar with 'Add New Swap' and 'Swap Manager' (the 'Add New Swap' button is circled in blue). Below the navigation bar are 'Featured Swaps' (showing a Rimmel Blue mascara) and 'Swap Types' (listing categories like Make-Up, Accessories, Haircare, Skin Care, Bath and Body, and Fragrances). On the right is a 'Latest Swaps' sidebar showing a Rimmel Blue mascara listing with details like 'Condition: New' and 'My Location: UK'.

Complete the form as follows:

The screenshot shows the 'Add New Swap' form in the 'Beauty Swap Shop'. The form is divided into two sections: 'Swap Details' and 'Publishing Details'. Red arrows point from labels on the right to specific fields in the form:

- Select Swap Type** points to the 'Swap Type' dropdown menu.
- Item you have to swap** points to the 'To Swap' text input field.
- Description of swap item** points to the 'Description' text area.
- Condition (new/used)** points to the 'Condition' dropdown menu.
- What you would like to swap for (i.e. in return)** points to the 'Interested In...' text input field.
- Your Location (in the world)** points to the 'My Location' dropdown menu.
- Status – Already 'swapped' or 'available'** points to the 'Status' dropdown menu.

The 'Publishing Details' section includes fields for 'Owner', 'Creation Date', 'Start Date', 'End Date', 'Featured?', 'Approved', and 'Published'. At the bottom, there are links for 'Update', 'Update & Edit Photos', and 'Cancel'.

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

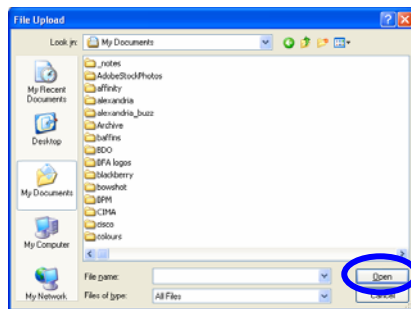
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To add photos, click 'update and add photos'. To complete your swap without photos, just click 'update' and you are finished.

When adding photos:

The screenshot shows the 'Beauty Swap Shop' interface. At the top, there is a navigation breadcrumb: '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)' with the text 'Below are the photos assigned to this property' and 'There are no photos currently assigned.' At the bottom, there is 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 first one, 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 photo icon with a red 'X' over it.

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

When the first screen reappears, click 'Update'.

Your swap is now added!