

# Maintaining Your Wish List Online

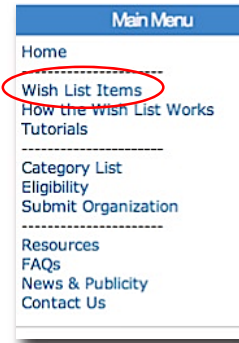
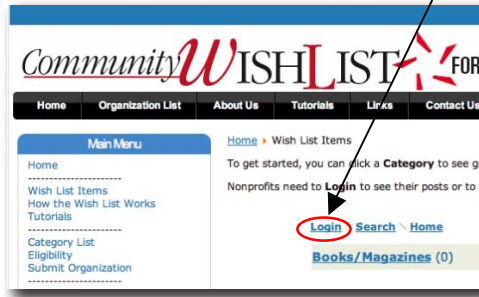
## Getting Started

Before you begin, you must have your user name and password for your Wish List account. If you need help, email [helpdesk@communitywishlist.org](mailto:helpdesk@communitywishlist.org).

Open an Internet browser window on your computer, type [www.communitywishlist.org](http://www.communitywishlist.org) in the address bar and press **Return** or **Enter**.

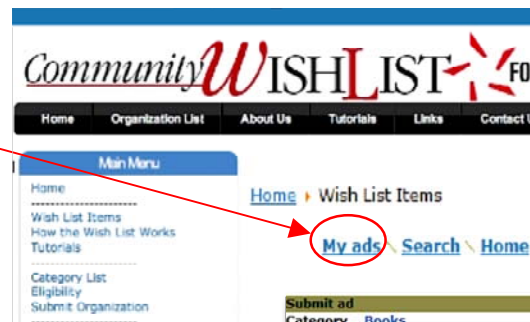
## Logging In

1. On the Main Menu, click on **Wish List Items**
2. On the **Wish List Items** screen, click on the **Login** link



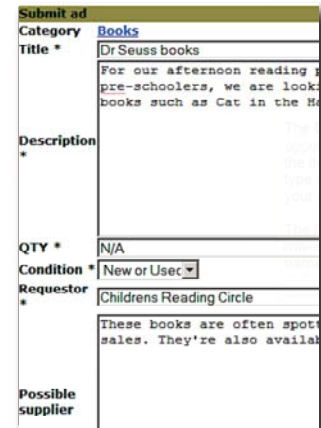
3. On the next screen, type in your user name and password and click the **Login** button.

4. The **Wish List Items** screen will display with the **My Ads** link instead of the **Login** link.



## Adding a new listing

1. On the **Wish List Items** screen, click on the category link that best describes the item you need.
2. Click on the **Submit Ad** link.
  - A blank item form is displayed for you to describe the item you need. Provide a detailed description of the item you need. Explain why you need the item or how it will be used. Fill in all fields marked with asterisks (\*), as they are required.
3. Click **Ok** at the bottom of the screen when you are finished.
4. Your item will be displayed on the **Wish List Items** screen at the top of the list in the category you selected.



## Modifying or deleting a listing

1. On the **Wish List Items** screen, click on the category link for the item listing you wish to modify or delete.
2. Your item listings will be displayed. Click on the **blue Title** link of the item you wish to modify or delete.
3. The detailed listing will be displayed. Click on **modify** or **delete**.
4. To modify the listing, click on the field to change. Make the change(s) to the listing and click on the **Ok** button at the bottom of the screen.

