

DETAILS

ACCURATE

YOUR BOOKING NUMBER

COMPOSE Helpdesk 1300 726 088 | adcompose@austcommunitymedia.com.au



PREPARING YOUR COPY

The Today Acquire app requires minimal data for your digital advertising.

If you have already created a print advertisement the majority of the information will already be stored in AdCompose.

Additional elements such as the web URL, postcode and shorter versions of your adcopy may be all that is required.

Important Information

Postcode and Landing Page URL must be filled.

Ensure all images are landscape

ACM

HOW TO

Under your existing properties the new **Acquire Package** option is available.

Select this to access the Acquire send page.



Important Information

If your property is not already loaded to AdCompose, please select the **New Property** button to load the copy and images.



EDITING & SUBMISSION

Once selected, the data will be displayed on your Acquire Details Tab, allowing you to edit any fields required.

You must include **4x** property images and **1x** Rep Photo. Note: You can repeat one or more property images if needed. (See Example to right)

Input Select	2 Select Image	3 Select Image	4 Select Image
Sale Type			
Private Treaty			
Bedrooms			
3			
Bathrooms			
2			
Car Bays			
1			
Description Shorter copy, less than 400 characters			
This is a brief description of the property do not	use more than 400 characters in this box		

Important Information

The Acquire Description copy is pulled from the Description 2 and Description 3 fields located under your Property Details TAB **Extra Descriptions**. This is usually entered when initially setting up a property, but may be added at this later stage using the Acquire Details Tab.

Extra Descriptions →
Heading 3
Heading 4 An alternate heading
Description 2 Shorter copy for this property This is a brief description of the property do not use more than 400 characters in this box



SIZE OF REP IMAGE

Please upload your sales rep image in passport standards and ensure the image file type is .jpg





SENDING

To send your Acquire package, enter your unique booking number supplied from your sales representative. Then select the validate button.

Once the booking is validated and all fields are accurately completed, agree to the Terms and Conditions and select the send button.

Once the booking is submitted, the active button disappears and your submission date and time is recorded for your reference.

Important Information

No further changes can be made to an Acquire package once it is sent. PLEASE ENSURE YOU SUBMIT YOUR ADVERT BEFORE 4PM ON THE DAY BEFORE IT IS DUE TO GO LIVE

	Property Detail
	Document Name Validate RM1234567
	Click on the Booking No. button to validate your booking number.
	Validation has been successful.ACM Acquire - Starter.
	Photo Passport sized photo cropped to head & shoulders only. Please select an image Select Image
	Terms I agree to the Terms and conditions, I have checked the information contained in the document below and I am approving it for online publishing. Click to display Terms & Conditions
	Cancel Save Send
1/17A Created	Henderson Street, Ararat on 06 Feb 2024 e sent:9/02/2024 4:03:01 PM



LAYOUT EXAMPLES



