Submit your announcements through our online portal.

Just follow these steps.
Go to TimesDispatch.com and hover the cursor over the Business tab. Click on “Submit On The Move Announcements.”

Or go to OnTheMove.TimesDispatch.com.
You will be directed to this screen. Click on “On The Move.”
You will then be directed to this screen. Select your business “Classification” and announcement size/package. Click “Continue.”

Note: 1 column = 1.56 inches / 2 columns = 3.22 inches
Example: 1 x 5 = 1 column (1.56 inches) wide and 5 inches deep.

*Please be sure to choose the correct size package. It is better to choose a size that is too big and have a little space left over, than to pick a size that is too small and not be able to include all of the desired information.
Choose to include picture or no picture. Click “Continue.”

Select Your Print ad Template
Based on your previous selections, ad templates that are suited towards your needs are shown below. You will be able to customize each template with your images, logos, and wording in the next step.

V1 with Photo

V1 without Photo

Click “Continue.”
Add Employee Content and be sure to fill the available space. Click on the small file folder to include picture. Please be sure to crop your photo to fill the photo box.
When complete, your page should look something like this. Click “Continue.”
Proof your ad.
Click “Continue.”
Schedule your ad.
Click “Continue.”
Login or Create a new account.

Register

Before you can pay for your order, you must login or register.

Login to an existing account

If you already have an account, type your username and password below. If you forgot your username or password, click on the link and your information will be emailed to the address associated with your account.

* Required Fields

User Name* [Field]

Password* [Field]  Forget Password

Create a new account

Choose a Username and Password for your account below

* Required Fields

User Name* [Field]  
Password* [Field]
Retype Password* [Field]  

Personal Details

Please enter the personal details that will be associated with your account.

Organization [Field]  
First Name* [Field]
Last Name* [Field]  

Login or Create a new account.
The payment screen will follow.
The pricing and deadline information is below.

Pricing & Deadlines:

On the Move:
Publishes in the Metro Business section every Monday inside the Richmond Times-Dispatch

<table>
<thead>
<tr>
<th>Print Ad Size/Color</th>
<th>Price</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 col. (1.56&quot;) by 1.5&quot; - Black &amp; White</td>
<td>$45.00</td>
<td>Tuesday at 5pm</td>
</tr>
<tr>
<td>1 col. (1.56&quot;) by 2.5&quot; - Black &amp; White</td>
<td>$75.00</td>
<td>Tuesday at 5pm</td>
</tr>
<tr>
<td>1 col. (1.56&quot;) by 5&quot; - Black &amp; White</td>
<td>$150.00</td>
<td>Tuesday at 5pm</td>
</tr>
<tr>
<td>1 col. (1.56&quot;) by 8&quot; - Black &amp; White</td>
<td>$240.00</td>
<td>Tuesday at 5pm</td>
</tr>
<tr>
<td>2 col. (3.22&quot;) by 8&quot; - Black &amp; White</td>
<td>$480.00</td>
<td>Tuesday at 5pm</td>
</tr>
</tbody>
</table>

EMAIL US AT: ADDISPATCH@TIMESDISPATCH.COM  CALL US AT: 804.775.8188  OR CONTACT: YOUR LOCAL ACCOUNT EXECUTIVE