



YouthBiz[®] MARKETPLACE[™]

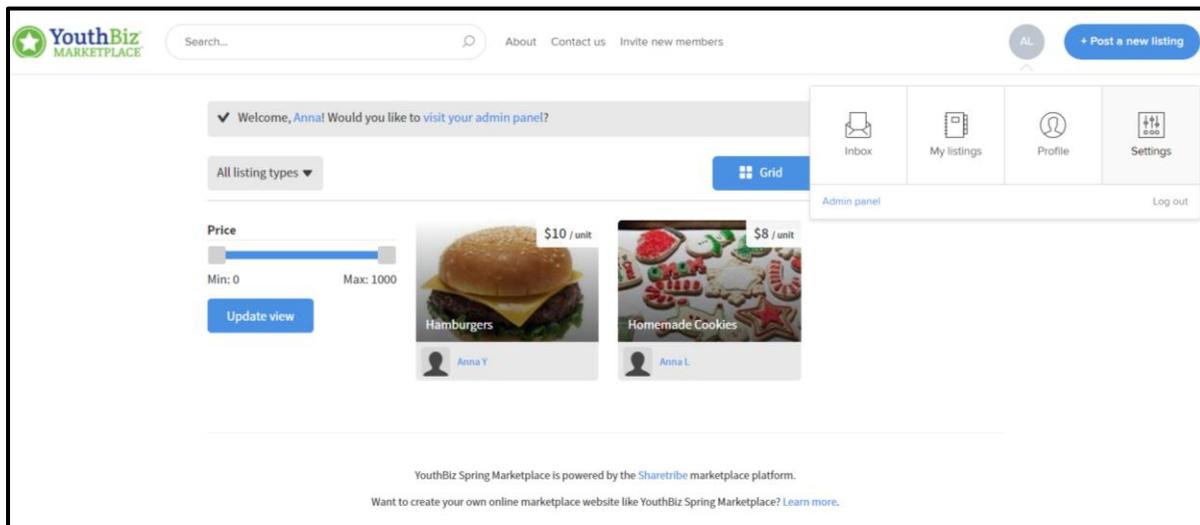
Online Marketplace Setup Guide

Creating Your Account

1. Go to YouthBiz-Spring-Marketplace.sharetribe.com
2. Click on **Sign Up** and enter your Name, Email, and Password. Accept the terms of use and click **Create My Account**.

Settings

1. Once you have created your account, hover over your initials in the top right corner until the menu appears. From there, select **Settings**. To return to the marketplace at any time, click on the **YouthBiz Marketplace** logo in the top left.



a. Profile Info

Settings

Profile info —

Some of this information is visible to all YouthBiz Spring Marketplace users in your profile page.

First name
Anna

Last name (only first letter shown to other users)
Leer

Display name
If you represent an organization, you can use its name as your display name. Display name is shown to other users instead of your first and last name.

Username
Your username is used as part of the unique URL of your profile page. You can only use letters and numbers for your username, without spaces. When you change your username, your URL will automatically change and your previous URL will not be redirected. The old username will become available for other users.
annal

Location (used only as a default when creating a new listing)
You can provide either your street address or only a city or zip/postal code. It's good to also add your country when adding your location. Examples: "10111 Berlin, Germany" or "2000 Sand Hill Road, CA, USA".
Denver, CO, USA

Phone number (not shown to other users)

Profile picture
The profile picture should be in a square format (1:1 ratio), for example, 800x800 pixels. Otherwise, it will be cropped to fit.
Choose File No file chosen

About you
You can format your description using Markdown.

Save Information

- From the Settings menu, select **Profile Info** to create your profile. Remember to use your **Business Name** when you enter your **Display Name**.
- Fill in the remainder of your Profile with your location (city), your photo (or product/logo photo), and your business description.
- Click **Save Information**.

b. Listings

- See all the listings you have posted, including their status. An open listing is available to customers. A closed listing is unavailable to customers.

c. Transactions

- View all transactions in which you've been involved.
- Statuses
 - A Free Transaction does not involve online payment.
 - A Preauthorized status means the customer has paid with a valid credit card, but the seller has not accepted the transaction.
 - A Rejected status means the seller did not want to complete the transaction.
 - A Processing status means the seller accepted the transaction, but the product has not been sent or received yet.
 - A Completed status means the seller accepted the transaction, sent the product, and the buyer/YouthBiz Staff marked it as complete.

d. **Account**

- i. Add another email to your account
- ii. Change your password
- iii. Delete account

e. **Notifications**

- i. Customize when you'd like to receive emails from your YouthBiz Marketplace. We recommend, **at the very least**, the following:
 - 1. ...someone sends me a message
 - 2. ...someone comments on my offer or request
 - 3. ...someone accepts my offer or request
 - 4. ...someone rejects my offer or request
 - 5. ...someone marks my order as completed
 - 6. ...I receive a new payment

f. **Payments**

- i. If you wish to receive online payments, have a parent/guardian input bank account information.
- ii. Even if you have your own bank account, the platform will only accept information for someone 18 years or older.

Post a New Listing

- 1. In the upper right hand corner, click on the button **Post a New Listing**
 - a. In order to post a new listing, your account must be verified. It may take up to four hours after account creation to verify your account.
- 2. Choose the type of payment you want your listing to accept.

The screenshot shows the 'Post a new listing' form on the YouthBiz Marketplace. The form includes the following fields and options:

- Category:** Default category
- Listing type:** Selling with online payment
- Listing title:** Text input field
- Price:** Input field with '0' and '\$ per unit' label
- Delivery method:** Radio buttons for 'Shipping' (selected) and 'Pickup'
- Shipping fee:** Input field with '0' and '\$' label
- Additional items:** Input field with '0' and '\$' label
- Detailed description:** Text area with a note: 'You can format your description using Markdown. If your description contains YouTube links, the videos will be shown below the description.'
- Product Options:** Text input field
- Location:** Text input field with 'Denver, CO, USA' and a note: 'The exact location will not be shown to other users.'
- Image:** Three buttons: 'Select file', 'Select file', and '+ Add more'. A note above says: 'For best results, use JPG, GIF or PNG images that are 620x480 pixels.'

3. **Listing Title:** Include the name of your business with the name of your product.
4. **Price:** Designate the price of the item you are listing. One price per listing.
5. **Delivery Method:** Decide if you will be shipping or allowing pickup for your product.
 - a. Carefully consider one vs. the other. Offering both options could require extra work for you.
 - b. Shipping—Designate a fair shipping fee to charge to cover your postal costs. Your shipping fee should not be over 50% of your product price.
6. **Detailed Description:** Describe the product you are selling, what it does, how it works, what it's made from, and why someone should buy it.
 - a. Double check spelling and grammar for professionalism.
7. **Product Options:** List the different varieties of product available in this listing.
 - a. For example, different colors, different flavors, different designs, etc.
8. **Location:** If you are only shipping products, select your city. If you are offering pickup at Young Americans Bank, enter the address **3550 E 1st Avenue, Denver, CO 80206**. If you and your family are comfortable with pickup at your house, enter your home address.
9. **Image:** Upload photos of your product for your customers to see. Photos are very important, so the more photos, the better!
 - a. If you are offering more than one product option, be sure to include photos of each product option for customers to see!
10. When you are finished, click **Post Listing**.
 - a. Listings can be edited after posting if you make a mistake. BUT, try not to change the listing after the YouthBiz Marketplace starts.