



YouthBiz[®] MARKETPLACE[™]

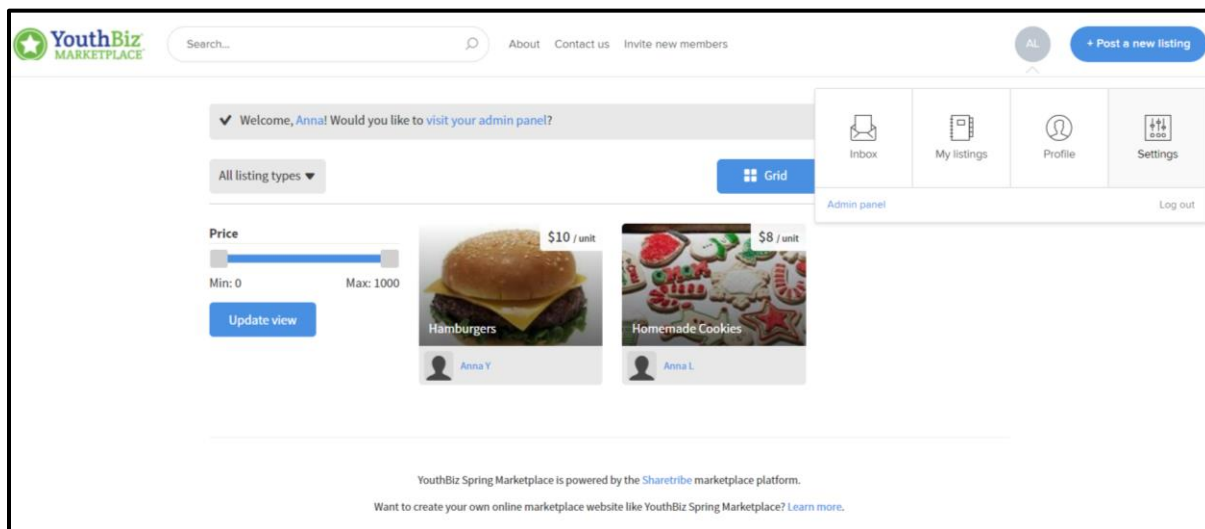
Virtual Marketplace Setup Guide

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

The screenshot shows the 'Settings' page for a user's profile. On the left is a sidebar menu with options: Profile info (selected), Listings, Transactions, Account, Notifications, and Payments. The main content area is titled 'Profile Info' and includes a warning: 'Some of this information is visible to all YouthBiz Spring Marketplace users in your profile page.' The form fields are: First name (Anna), Last name (Leer), Display name (empty), Username (annal), Location (Denver, CO, USA), Phone number (empty), Profile picture (Choose File), and About you (empty). A 'Save Information' button is at the bottom.

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

b. Listings

- i. 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

- i. View all transactions in which you've been involved.
- ii. Statuses
 1. A Free Transaction does not involve online payment.
 2. A Preauthorized status means the customer has paid with a valid credit card, but the seller has not accepted the transaction.
 3. A Rejected status means the seller did not want to complete the transaction.
 4. A Processing status means the seller accepted the transaction, but the product has not been sent or received yet.
 5. 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**: Radio button for 'The exact location will not be shown to other users.' and a text input field with 'Denver, CO, USA'.
- Image**: Note: 'For best results, use JPG, GIF or PNG images that are 620x480 pixels.' Below are three buttons: 'Select file', 'Select file', and '+ Add more'.

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.