



YouthBiz[®] MARKETPLACE[™]

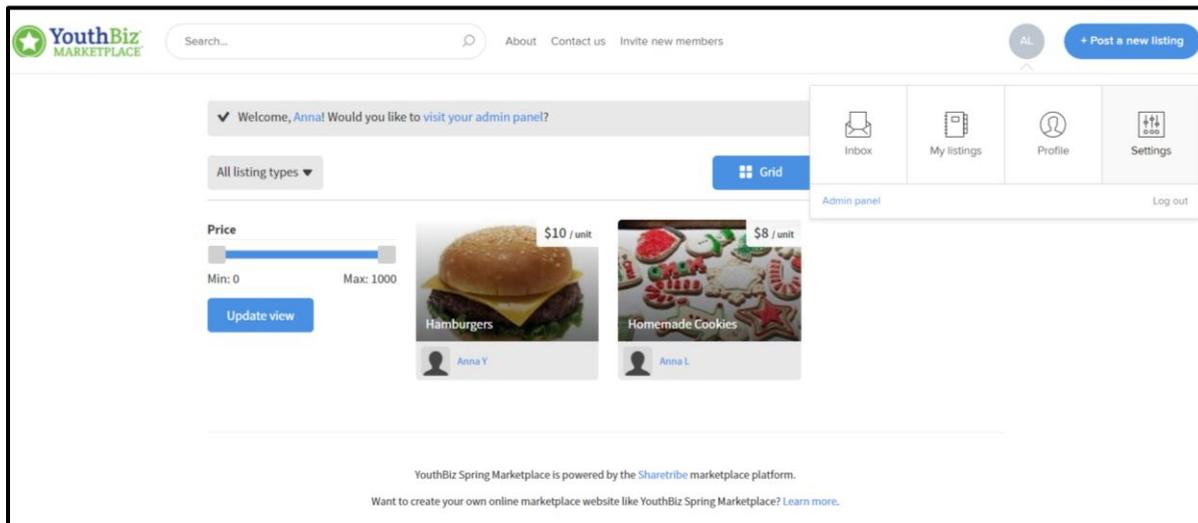
Online Marketplace Setup Guide

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**.
3. Go to your email inbox and open the email from Sharetribe. In the email, click, "Confirm your *email address*".

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

Profile info →

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

First name

Last name (only first letter shown to other users)

Display name

i 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

i 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.

Location (used only as a default when creating a new listing)

i 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: "10117 Berlin, Germany" or "2000 Sand Hill Road, CA, USA".



Phone number (not shown to other users)

Profile picture

i The profile picture should be in a square format (1:1 ratio), for example, 800x800 pixels. Otherwise, it will be cropped to fit.

Current image: YouthBiz-logo-vertical.jpg

No file chosen

About you

i You can format your description using Markdown.

Hi! My name is YouthBiz and I make homemade widgets! I learned to make widgets with my grandma when I was only 10 and have been making widgets ever since, though my skills have improved a lot since then! My widgets are made from the highest quality widget material, individually hand-crafted, and made with love. They are perfect for all your widget-related needs. I hope you love my widgets as much as I do!

- From the Settings menu, select **Profile Info** to create your profile. Remember to use your **Business Name** when you enter your **Display Name**.
- Change your **Username** to your business name. This will be your unique URL you can send to friends and family that will take them directly to your listings. The URL will be <https://YouthBizMarketplace.Sharetribe.com/Username>.
- 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**

- 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 Preauthorized status means the customer has paid with a valid credit card, but the seller has not accepted the transaction.
 2. A Rejected status means the seller did not want to complete the transaction.
 3. A Processing status means the seller accepted the transaction, but the product has not been sent or received yet.
 4. 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. Make sure you input the bank account information of someone who is 18 years or older, including their name, date of birth, address, account number, routing number, and last four digits of their social security number. All this information must match.
- 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.

Post a new listing

Category: Default category

Listing title*

Price
0 \$ per unit

Delivery method
 Shipping
 Pickup

Detailed description
 ⓘ You can format your description using Markdown. If your description contains YouTube links, the videos will be shown below the description.

Product Options*

Shipping Available?*

 Yes No

Location
 ⓘ The exact location will not be shown to other users.

Denver, CO, USA



Image
 ⓘ For best results, use JPG, GIF or PNG images that are 660x440 pixels

Select file Select file + Add more

Post listing

2. **Listing Title:** Include the name of your business with the name of your product. For example, *Homemade Chocolate Chip Cookies by Katie's Cookies.*
3. **Price:** Designate the price of the item you are listing. One price per listing.
4. **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.
5. **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.
6. **Product Options:** List the different varieties of product available in this listing.
 - a. For example, different colors, different flavors, different designs, etc.
7. **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.
8. **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!
9. When you are finished, click **Post Listing**.
 - a. Before the Marketplace starts, be sure you **close your listing**. This will ensure customers don't shop for products until the marketplace starts, and encourages more shoppers during the actual Marketplace dates.
 - b. Listings can be edited after posting if you make a mistake. BUT, try not to change the listing after the YouthBiz Marketplace starts.