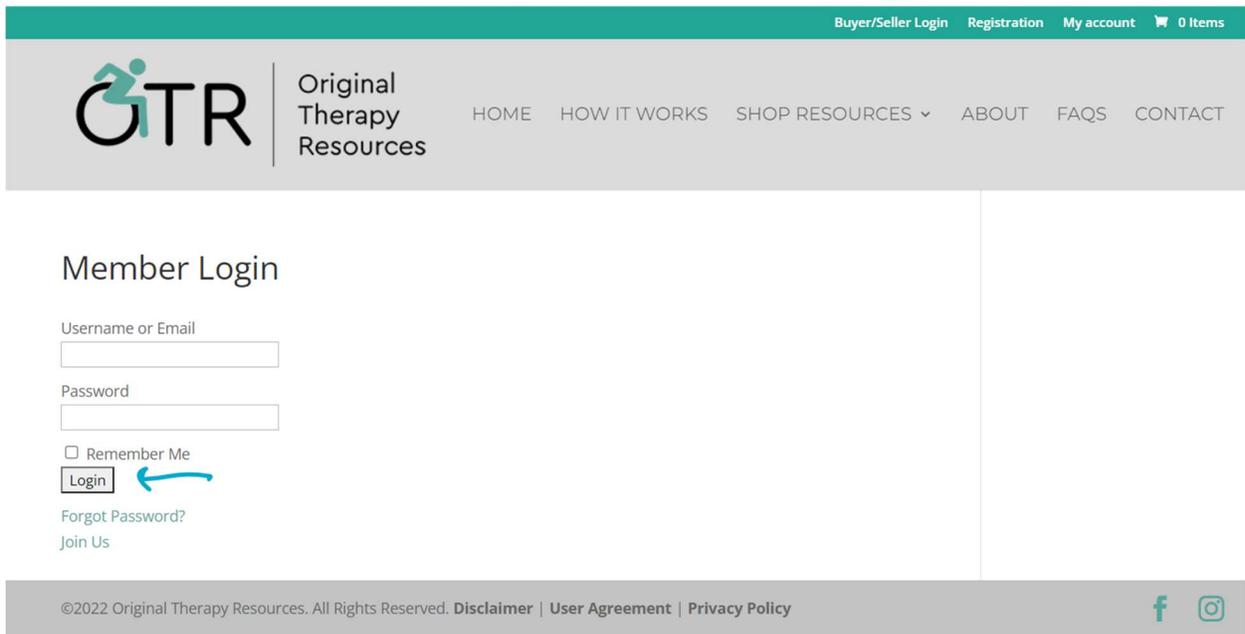


Step 1: Log in to your Seller Account



Buyer/Seller Login Registration My account 0 Items

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Member Login

Username or Email

Password

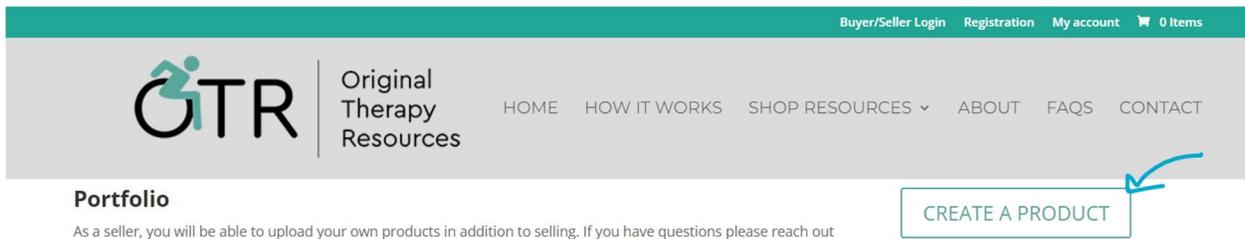
Remember Me

[Forgot Password?](#)
[Join Us](#)

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Step 2: Click Create a Product



Buyer/Seller Login Registration My account 0 Items

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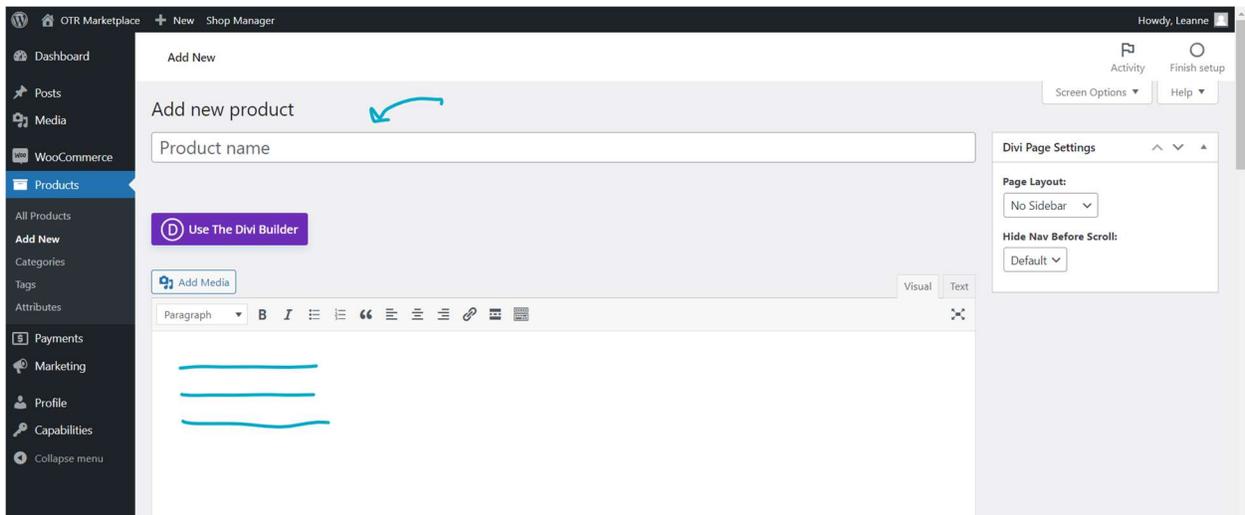
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Portfolio

As a seller, you will be able to upload your own products in addition to selling. If you have questions please reach out

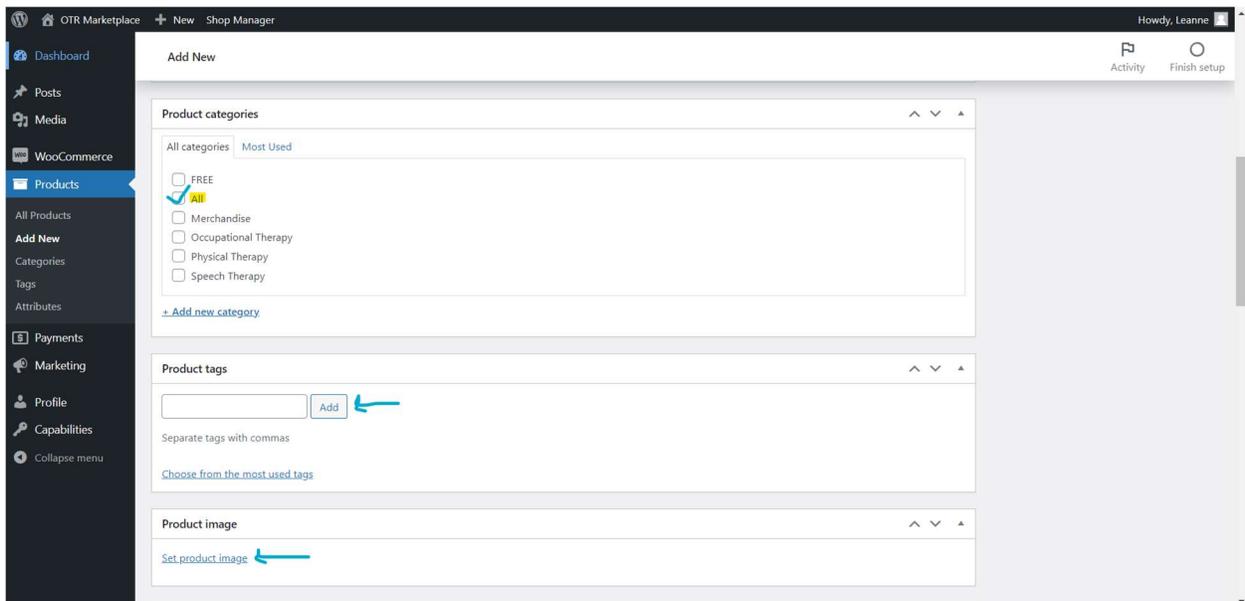
Step 3: Add Your Product's Name and Description

Welcome to your shop manager dashboard! In the "Product Name", add the name of your product. Once completed, put your product's description in the text box directly below it.



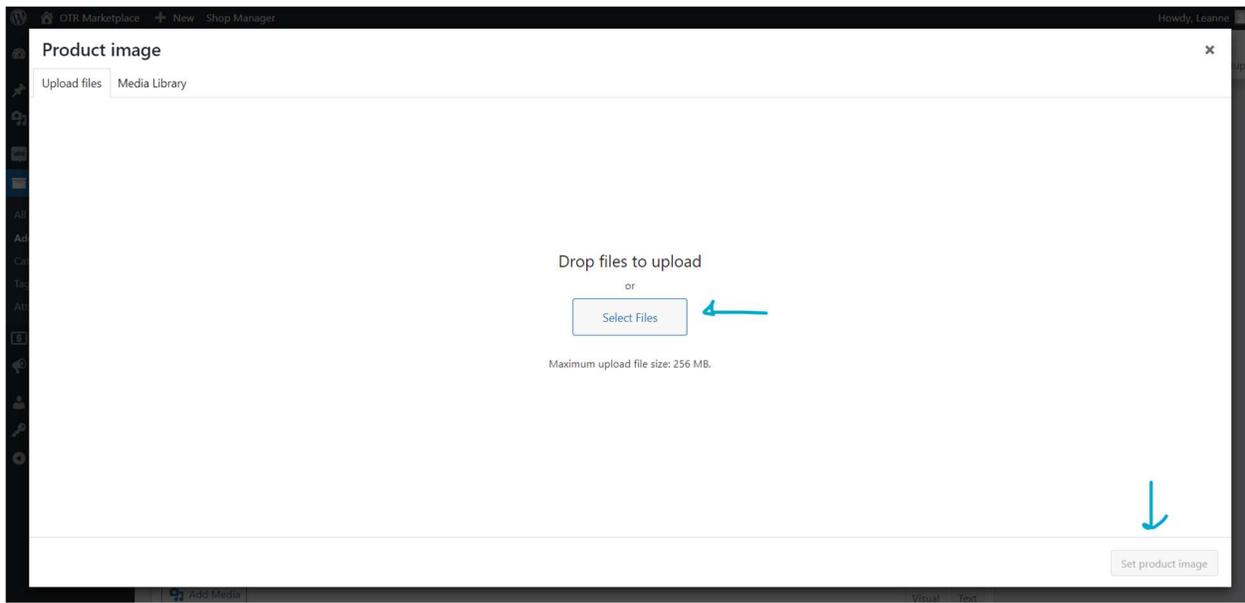
Step 4: Add Product Category and Tags

When choosing your category, ALWAYS ensure that you check off the “All” category. That will ensure that your product will show up if a user searches all products. The same can be done for if you product is free. When adding tags, you can start typing to see if someone has already used a tag, and select that one. If a tag does not exist, you are able to create your own. Once you finish this part, click “Set Product Image”



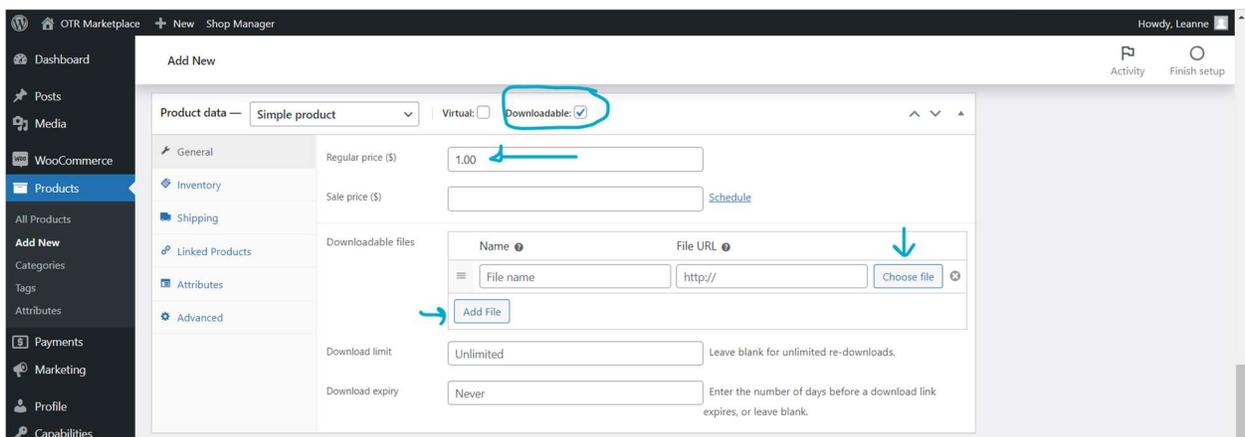
Step 5: Adding a Product Image

Choose an image from your computer by clicking “Select Files,” or drag and drop the picture. When finished, click “Set Product Image” in the bottom right.



Step 6: Upload Your File

ALWAYS check off “Downloadable” for every product. Enter your price, and if the product is free, simply enter “0” for the price. When you check off “Downloadable,” an option will appear to add file. Click “Add File,” and then click “Choose File” and upload the PDF, PowerPoint, Word Document, or other content.



Step 7: Publish Your Product!

Select the check for “Free – Buyer”, which ensures that your product is visible to all buyers who have accounts on the site. If you select “Free Seller”, other sellers will be able to see your products as well. Scroll down and hit publish, and your product will be visible! All products have a unique link ID that you can use to send your product or market on social media.

OTR Marketplace + New Shop Manager Howdy, Leanne

Dashboard Posts Media WooCommerce **Products** All Products **Add New** Categories Tags Attributes Payments Marketing Profile Capabilities Collapse menu

Add New Activity Finish setup

Simple WP Membership Protection

Do you want to protect this content?

No, Do not protect this content.
 Yes, Protect this content.

Select the membership level that can access this content:

Free - Buyer
 FREE SELLER - SHOP MANAGER

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

Publish immediately [Edit](#)

Catalog visibility: **Shop and search results** [Edit](#)

[Copy to a new draft](#)

[Publish](#) ✓