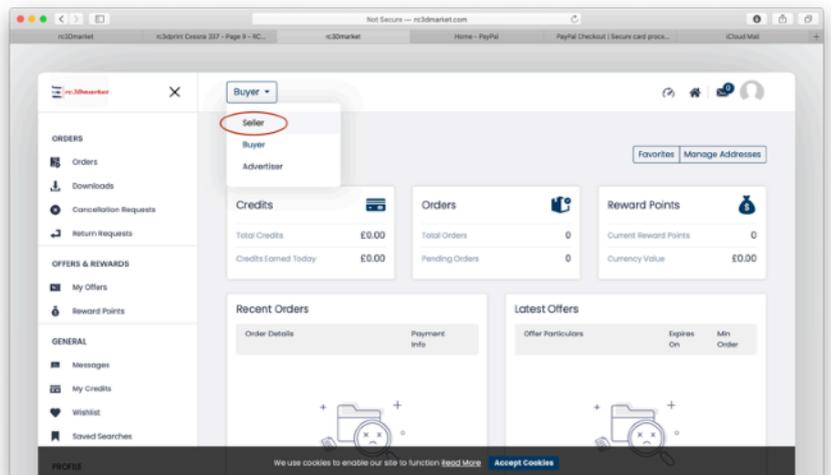




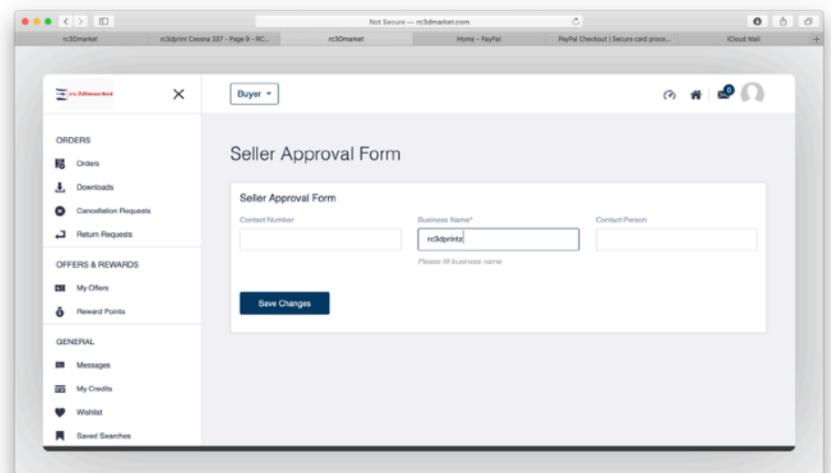
New Seller Shop Instructions

Becoming a seller and setting up a shop in rc3dmarket is easy, and shouldn't take longer than 10 minutes. At times however it is perhaps not completely intuitive. That is the purpose of this guide.

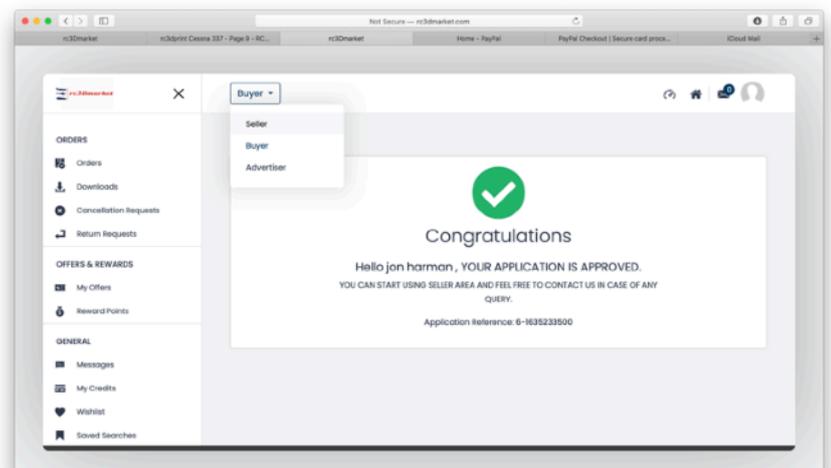
- To access the Seller part of the website, click Seller from the drop down menu at the top of the dashboard.



- Complete the Seller Approval Form. Business name is the only mandatory field. It can simply be your own name.

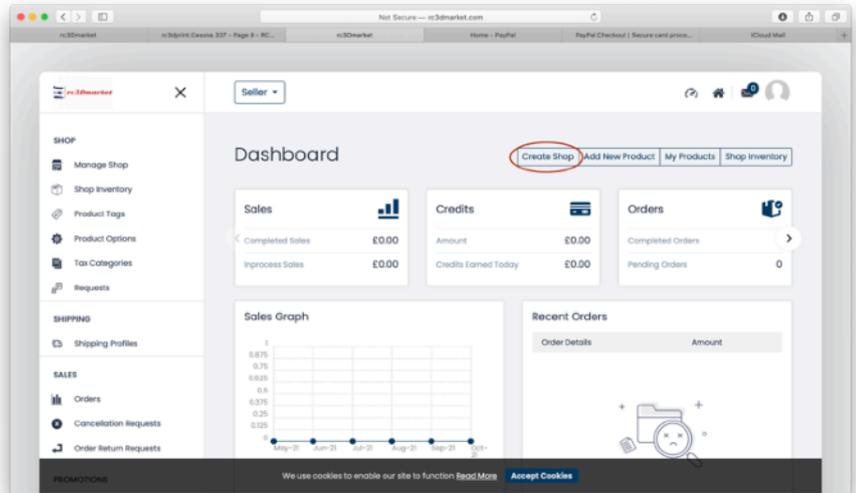


- You will now see this screen. Using the drop down menu select the Seller dashboard again. (You may have to logout and back in).





- Click Create Shop



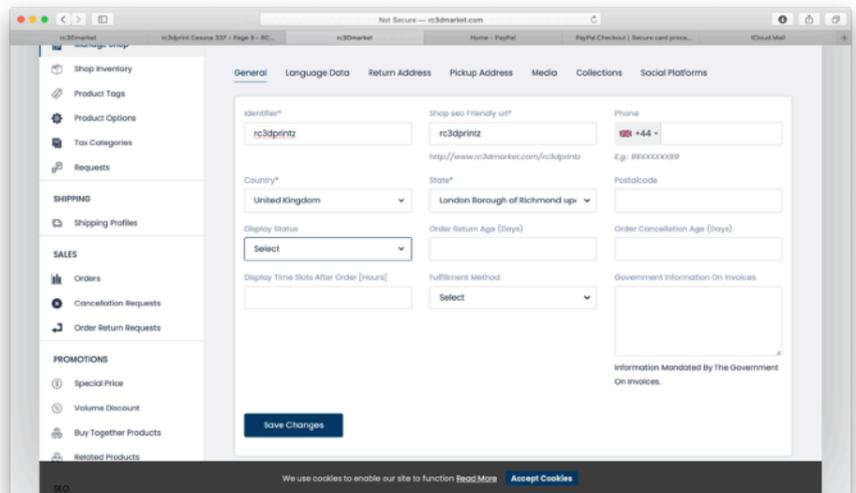
- Fill out the mandatory fields marked with an *.

Identifier: This is the unique identifier for your shop. Make it your shop name

Shop SEO Friendly URL: This field will auto populate.

Display Status: This toggles your shop display status. When set to on your shop is visible on the site.

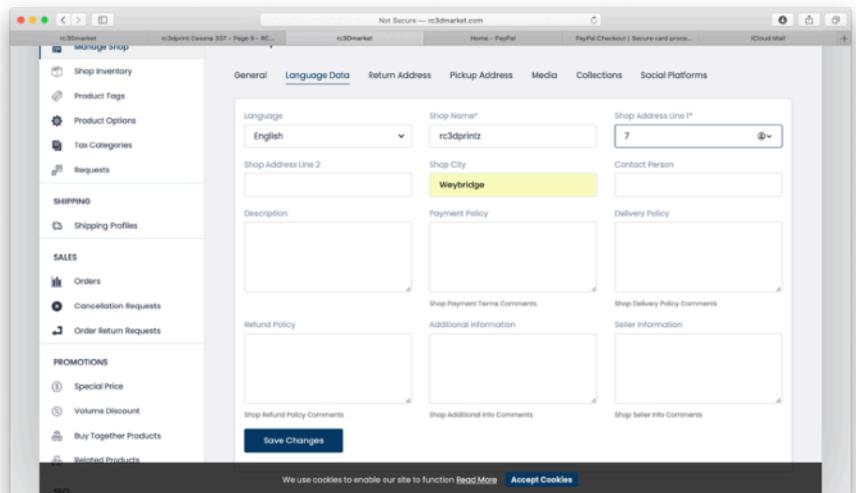
When complete click Save Changes.



- On the Language Data page fill out the mandatory fields marked with an *.

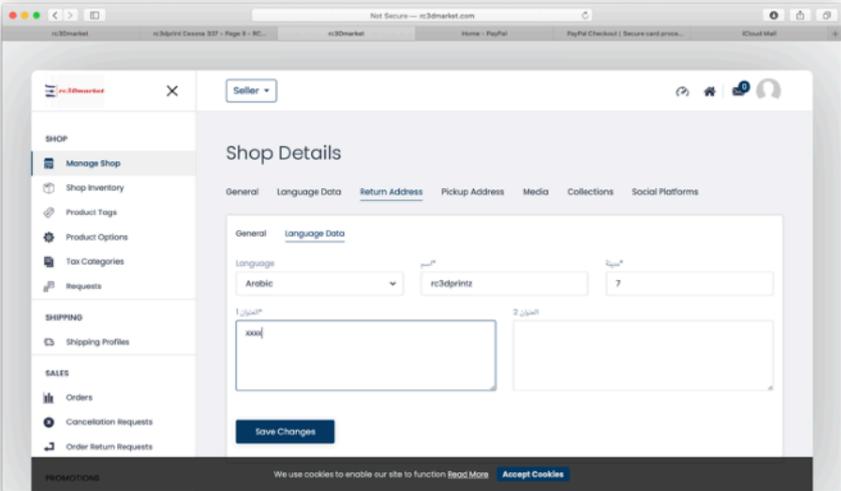
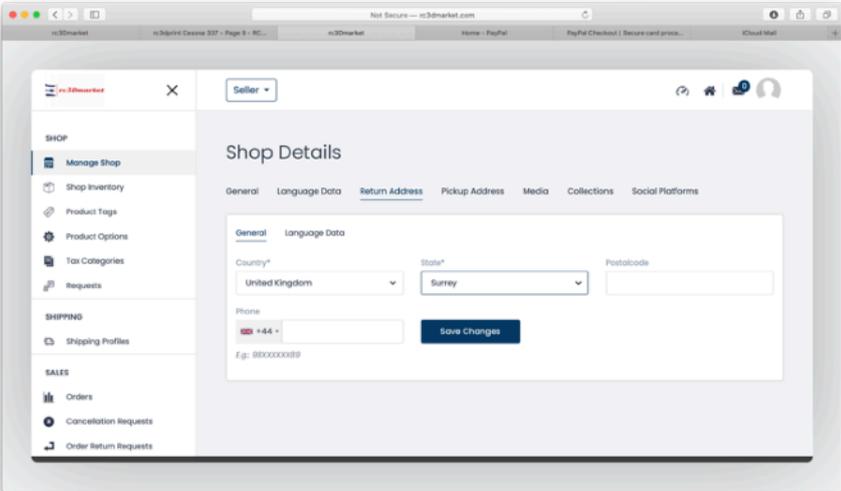
Shop Name: The name of your shop as displayed on the website.

For selling digital downloads only most of these fields are not necessary.

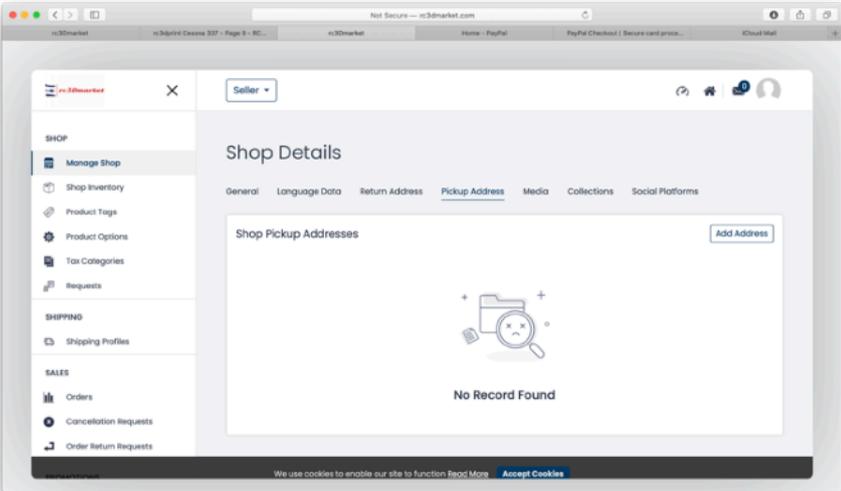




- The Return Address tab contains mandatory fields, since it is not relevant to digital downloads you can fill out the first page, then on the second (the Language Data page) you can simply insert xxx.

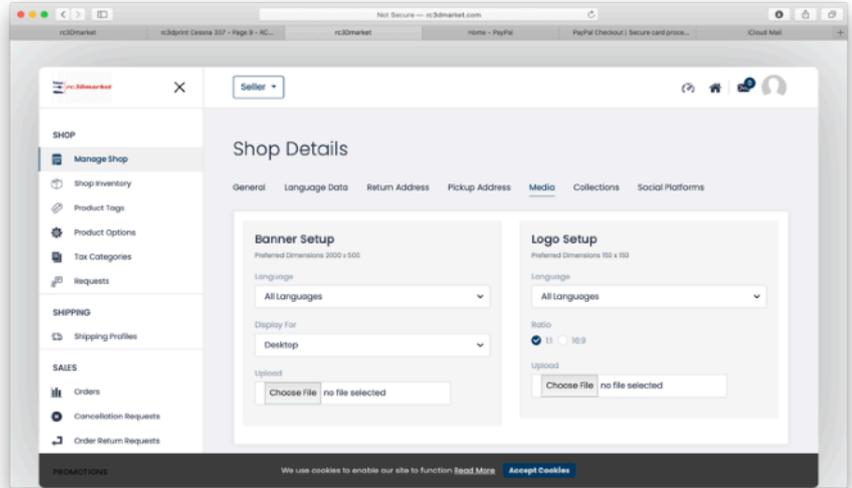


You can leave the Pickup Address and the Collections tabs blank.

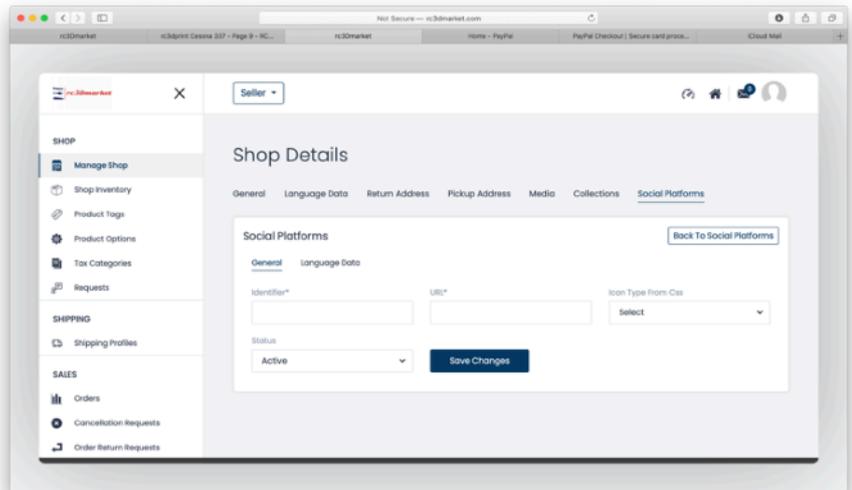




The Media tab allows you to upload and Banner and Logo image to your store.



From the Social Platforms tab you can optionally connect any accounts you wish using a URL



When finished click SAVE CHANGES.

CONGRATULATIONS! Your shop is now ready for its first product. The the Upload New Product Instructions for further guidance.