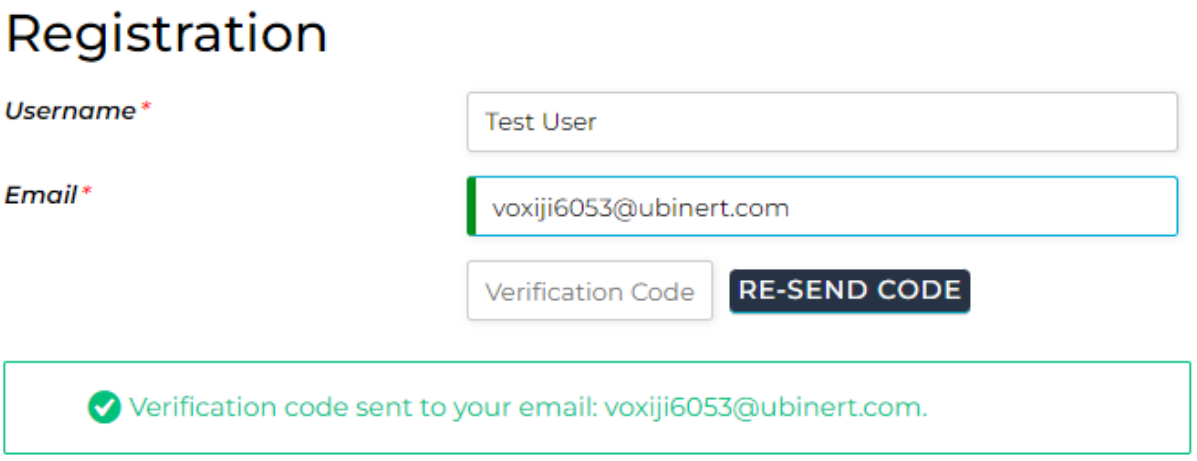
Vendor Registration:

1. Menu -> Sell Online -> Marketplace Registration
   a.

2. Complete form
   a. 

   b. If you already have a maker account then login first and your provided information will be autocompleted.

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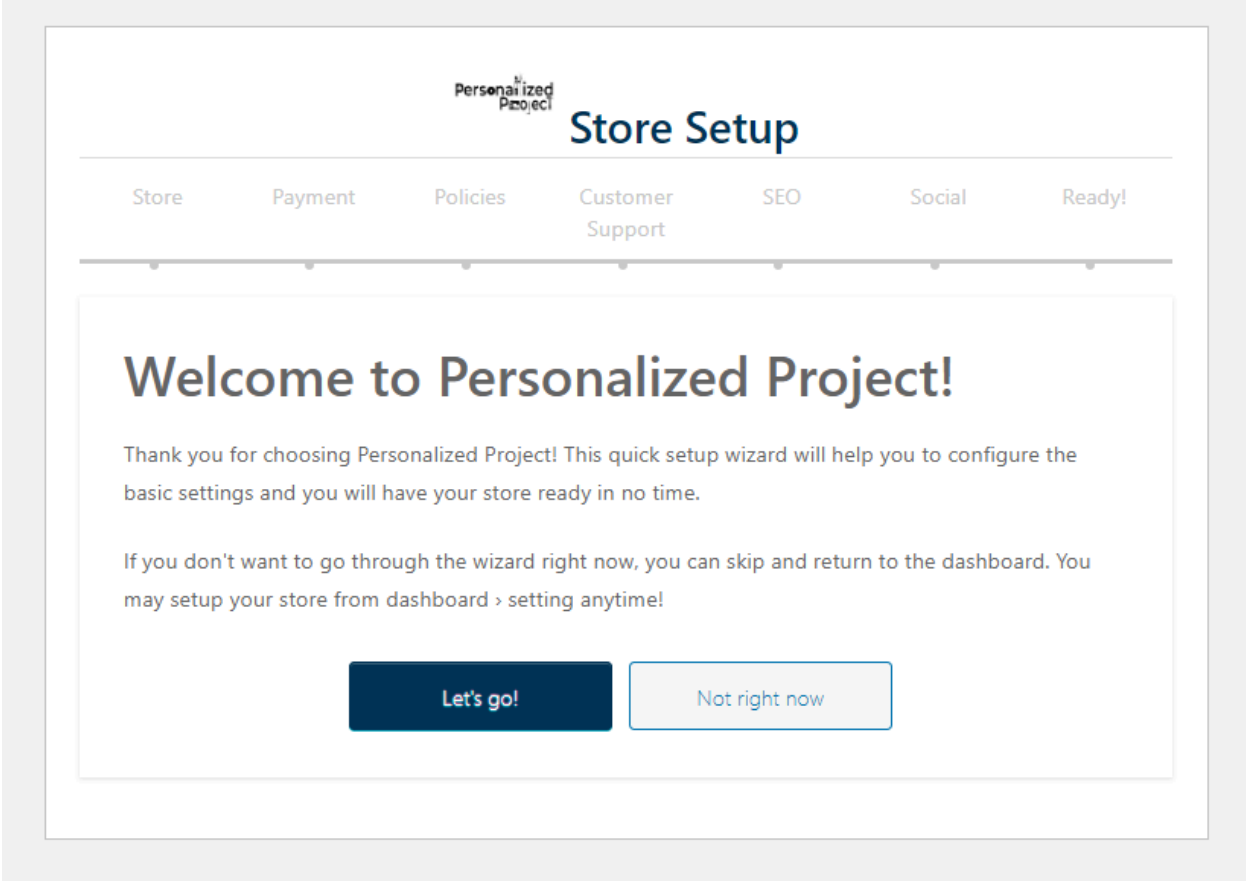
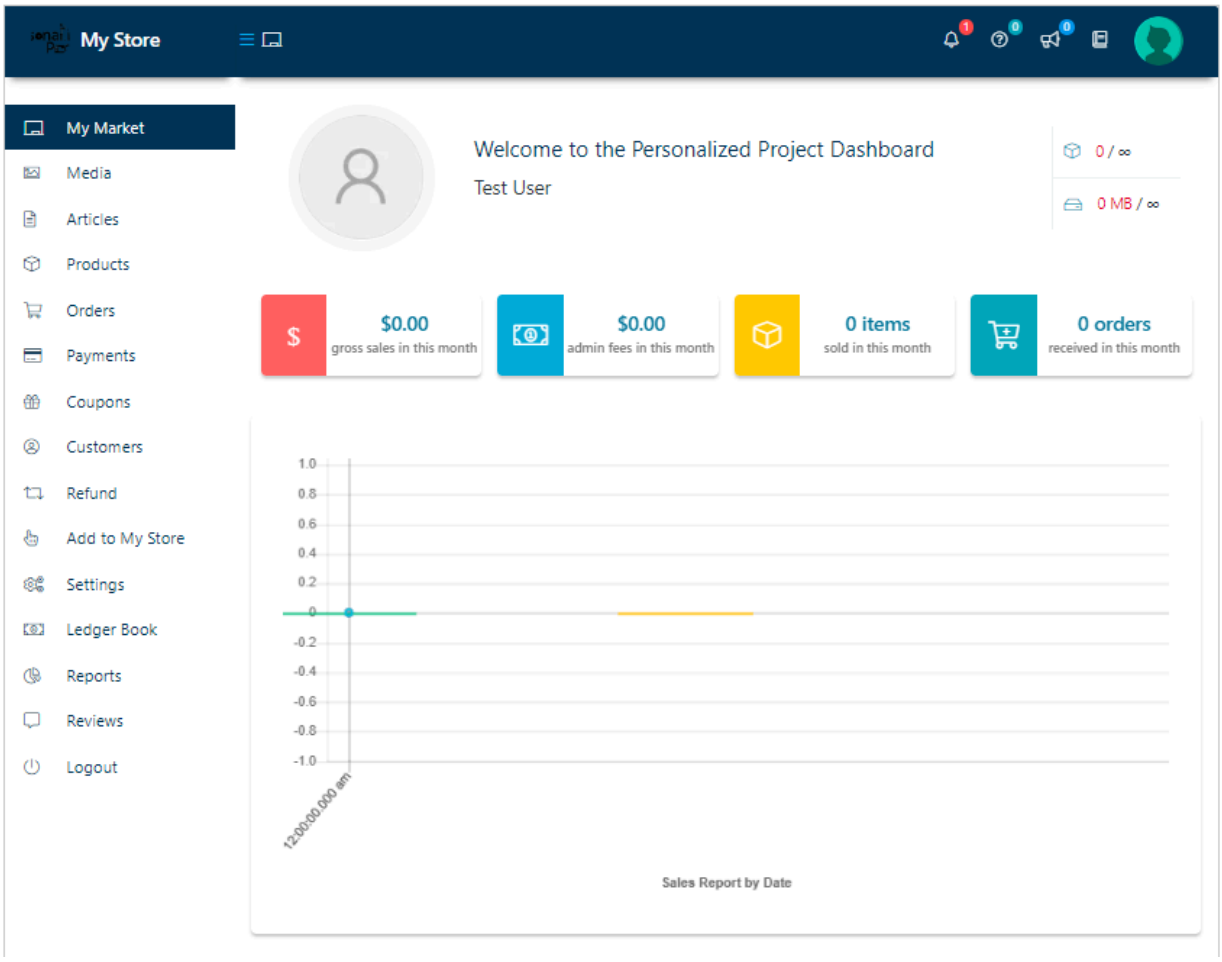
3. After submission of the registration form, the store set-up wizard will automatically be initiated.
   a. 

   b. IT IS STRONGLY RECOMMENDED THAT THE STORE SETUP WIZARD IS COMPLETED
      i. Section 1 - Store
         1. Enter all store information. Ensure that address is entered into map field if you want store geolocation to work (this is separate than Maker Listing geolocation and only applies to search results from the marketplace)
      ii. Section 2 - Payment
         1. PersonalizedProject will distribute payments to store vendors via paypal or stripe. Choose your preferred payment method and link account.
      iii. Section 3 - Policies
         1. The global policies from PersonalizedProject are automatically applied. As a vendor you can edit your own policies (return, shipping, cancelation).
      iv. Section 4 - Customer Support
         1. Enter support information in the event customers need to reach out with inquiries.

v. Section 5 - SEO
    1. SEO setup for meta descriptions, facebook searches, and twitter searches.
vi. Section 6 - Social
    1. Vendors can link all of their social networking accounts to have links available on their storefront page.

4. Store Dashboard

a. 

b. My Market
    i. This is the primary dashboard, sales and other analytic reports are visible here. Additional reports, order status, product status / reports are available if scrolled down.

c. Media
    i. This will contain all uploaded images and other media for products, store logo, banner, etc.

d. Products
    i. List current products and allows for editing, archiving, duplicating, and other functions
    ii. **See specific "PersonalizedProject Market Add Products" tutorial for a guide on adding a new product.**
e. Orders
    i. Displays orders and pertinent order information
f. Payments
    i. Shows transaction history
g. Coupons
    i. Vendors are able to make coupons for their stores to offer customers specials.
h. Refunds
    i. Will display refund requests
i. Add to My Store
    i. Allows you to copy products from other sellers to your store if you sell the same thing.
j. Settings
    i. Location of Set-up wizard information if needs to be changed
    ii. Offers store hours display option which is not on set-up wizard
k. Ledger Book
    i. Summary of all financial information (refunds, orders, fees, payments, etc)
l. Reports
    i. Multiple reports and analytics are offered for vendors
m. Reviews
    i. Vendors can see and search product reviews
n. Logout
    i. Logs you out of your vendor account