

Create Products for Marketplace

1. From Dashboard Click Design Library.
2. Click Add a Design.
3. Click Upload Designs or drag and drop image files to upload.
4. Select an image and click on Open.
 - *Upload up to 5 images at once.
5. Click on Add Details.
6. Fill out the information.
 - *Display Name and Search Tags are required.
 - *Description and Designed For are optional.
7. Click Save.
8. Click Make Products.
9. Use the category dropdown filter to navigate to product categories.
10. Slide the selector to Active to create the products you want.
11. Click Save.

Organizing Your Design Library

1. From Dashboard Click Design Library.
2. Click New Folder.
3. Enter a name for your folder and click Ok.
4. Hover over the designs you want to add to the folder and click on the white box at the top left that appears.
5. Click Move To...
6. Click on the folder you want to move the designs to.

Open Shop

1. From Dashboard Click My Shops.
2. Click Add Shop.
3. Click Choose Image to upload Cover Image.
4. Name your shop.
5. Add Title, keywords/phrases and meta-tag description.
6. Set shop preferences (Marketplace Opt-out/Private).
7. Set Shop Prices.
8. Click Save.

Adding Products to Shop

1. From Dashboard Click My Shops.
2. Click Add Products for the shop you want to add products to.
3. Click Upload Designs to upload a new image.
4. Select the image you want to upload and click Open.
5. Click Add Details.
6. Add name, tags, description, designed for and click Save.
7. Click Make Products.

8. Use categories drop-down to navigate through the different categories of products and slide selector to Active for the products you want to create.
9. Click Save.

Adding Additional Products to Existing Design

1. From Dashboard Click Design Library.
2. Double-click the design you want to add more products to.
3. Use drop-down to select if you want to add products to marketplace or a shop.
4. Use categories drop-down to navigate through the different categories of products and slide selector to Active for the products you want to create.
5. Receive Success Message.

Create a Collection

1. From Dashboard Click My Shops.
2. Click Create Collection
3. Choose a thumbnail image, add collection name and description.
4. Click Next.
5. Select the products you want to add to your collection.
6. Click Next.
7. Click Save.

*Product selections for collections are products that were already created in your shop.

Edit Products (Method 1)

1. From Dashboard Click Design Library.
2. Double-click on the design you want to edit products for.
3. Click on Adjust Placement for the product you want to edit.
4. Make Desired Adjustments.
5. Click Save.

Edit Products (Method 2)

1. From Dashboard Click My Products.
2. Click on Adjust Placement for the product you want to edit.
3. Make Desired Adjustments.
4. Click Save.

Add a Back Image

1. From Dashboard Click Design Library.
2. Double-click on the design you want to edit products for.

3. Click on Adjust Placement for the product you want to edit.
4. Click on the image of the back of the product.
5. Click Add New Image to upload a new image or select a recent image from the design library.
6. Make any desired position/sizing changes.
7. Click Save.

Change Shop Settings and Markup

1. From Dashboard Click My Shops.
2. Click on the Settings Gear for the shop you want to edit.
3. Make desired changes to shop settings and price markups.
4. Click Save.

* Changes to price markups will affect all products of that type in the shop. There is not a way to change the markup on individual products.

Selecting Payment Method

1. From Dashboard Click Account Settings.
2. Click on Payment Details.
3. Select Payment method and minimum payment amount.
4. Click Save.

Adding Contact Information

1. From Dashboard click on Account Settings
2. Click on Profile
3. Click on the Edit Button next to your name
4. Enter your contact information.
5. Click Save.