Login to e-commerce account

1 | login threw the members page on the site (Connect/Join/members) or simply add the word "my-account" in the URL also here's the link. odawatradepost.ca/my-account

2 | Now you will be able to see your ecommerce account access, you can monitor your online sales at any time, your able to see the status of your orders and the amount of sales you've completed

Create a new product

3 | Once logged in hit add product

4 | You will see new option on the left, navigate to the product menu

5 | there you will have the ability to add a new product

6 | Give your product the title, a description (you may add images but these are not the thumbnails)

7 | then you will scroll down to find a link called set default image click that, this image will be the thumbnail in the shop gallery and the secondary supporting graphics

8 | after you can fill in all the necessary details like shipping cost, if it's on sale , in stock, quantity among other things

9 | add the appropriate tags, please use the options that are found in the menu. example: regalia, art, photos, furniture, and so on. You don't need to add any new tags

10 | now for the last step following select your name under the category this will allow your products to be shown under your personal bio page

11 | once all these details are completed you can publish the product. In the future you can edit the products you can also set up as draft so that they are not public but remain in the database lastly there's a quick edit option as well under the products section in case you need that

Once an order is received

12 | you will receive an email once one of your products sold that email will contain the shipping details

13 | you will receive payment directly to your bank via e-transfer within a day

14 | Now please packaged your product properly and send it through the mail. take a picture of the mailing confirmation, insure post is suggested

15 | the website takes zero percentage nor any commission from the sales