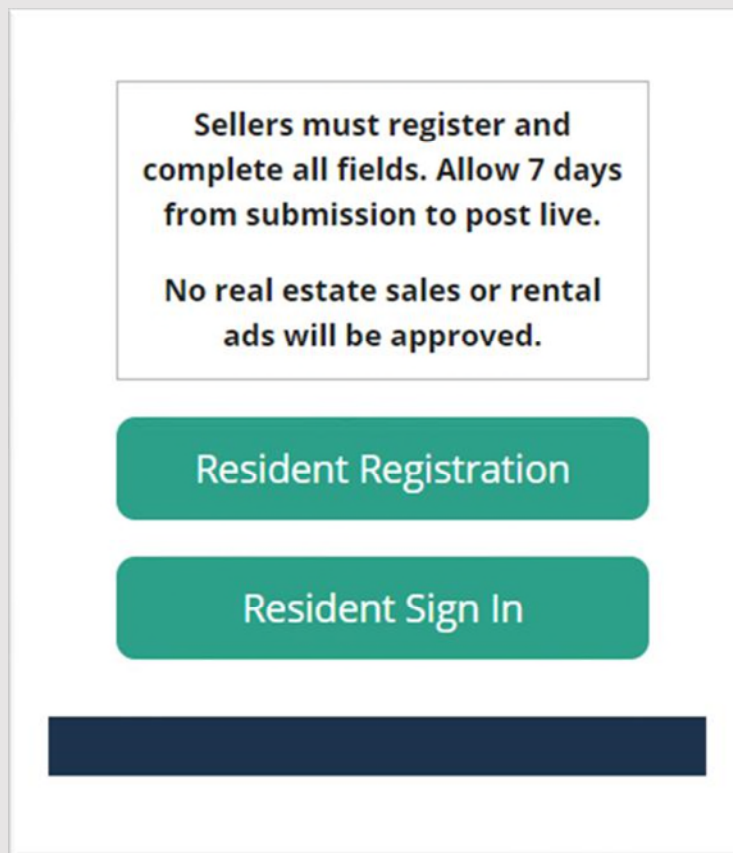


## How to submit a product on Marketplace

Marketplace is Westbrook Village resident only option to buy and sell items through the Westbrook Village website. Once a resident has registered and approved, the follow instructions show how to submit an item for sale.

On the bottom of [www.WestbrookVillage.org](http://www.WestbrookVillage.org) click on the marketplace button. If you have not registered, you must do so first and be approved to proceed forward. If you have already been approved, click on resident sign in.



**Sellers must register and complete all fields. Allow 7 days from submission to post live.**

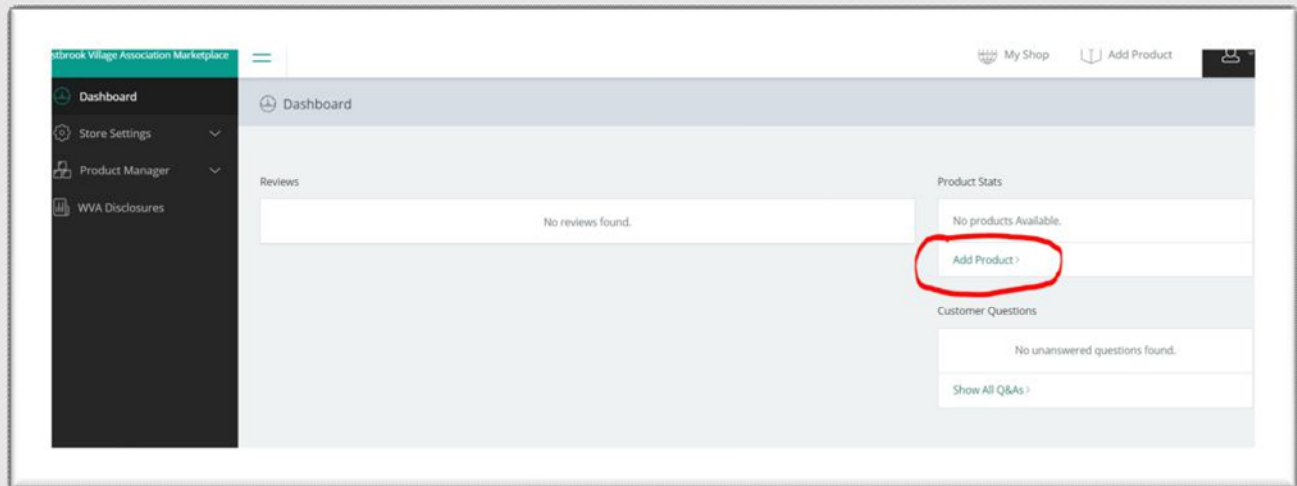
**No real estate sales or rental ads will be approved.**

**Resident Registration**

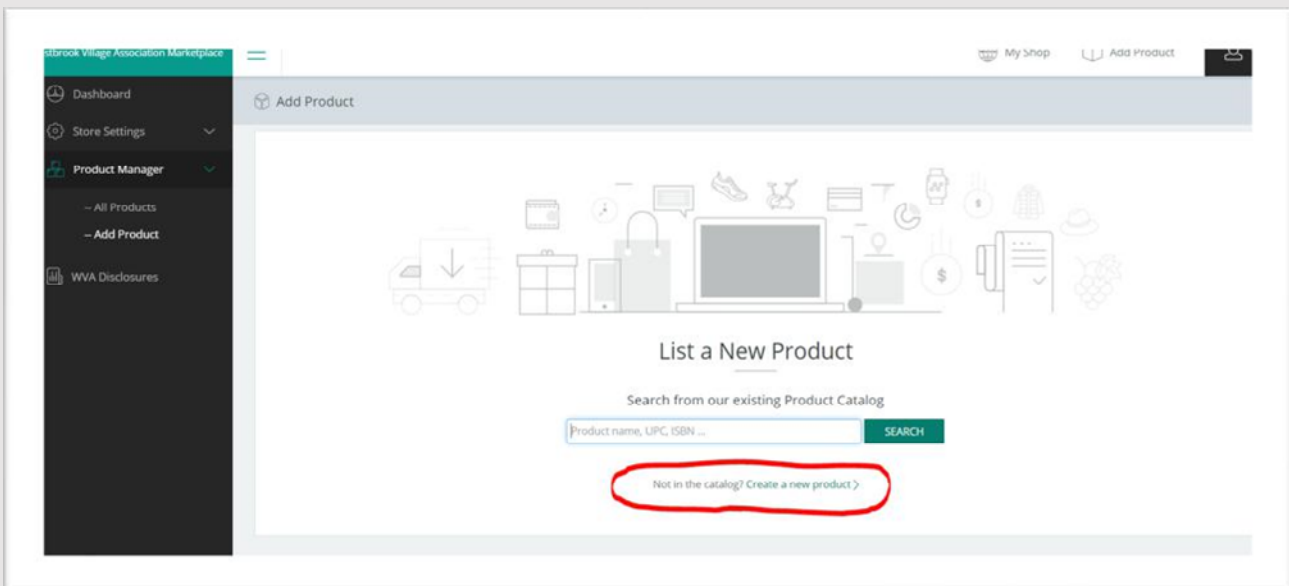
**Resident Sign In**

**[Dark Blue Bar]**

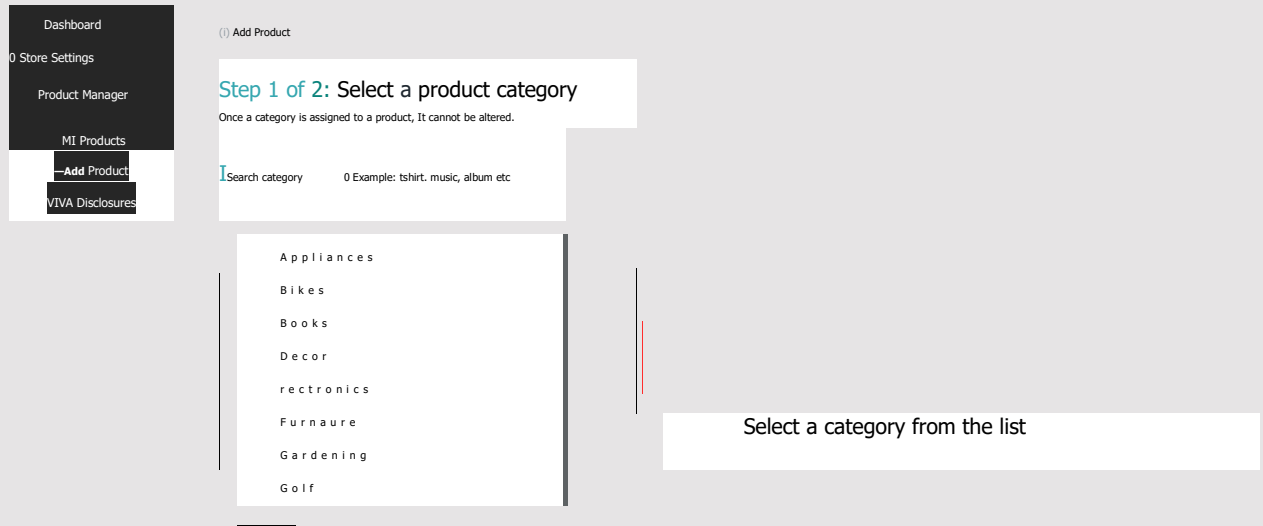
After clicking on resident sign in you will see on the right side of the page – Add a product.



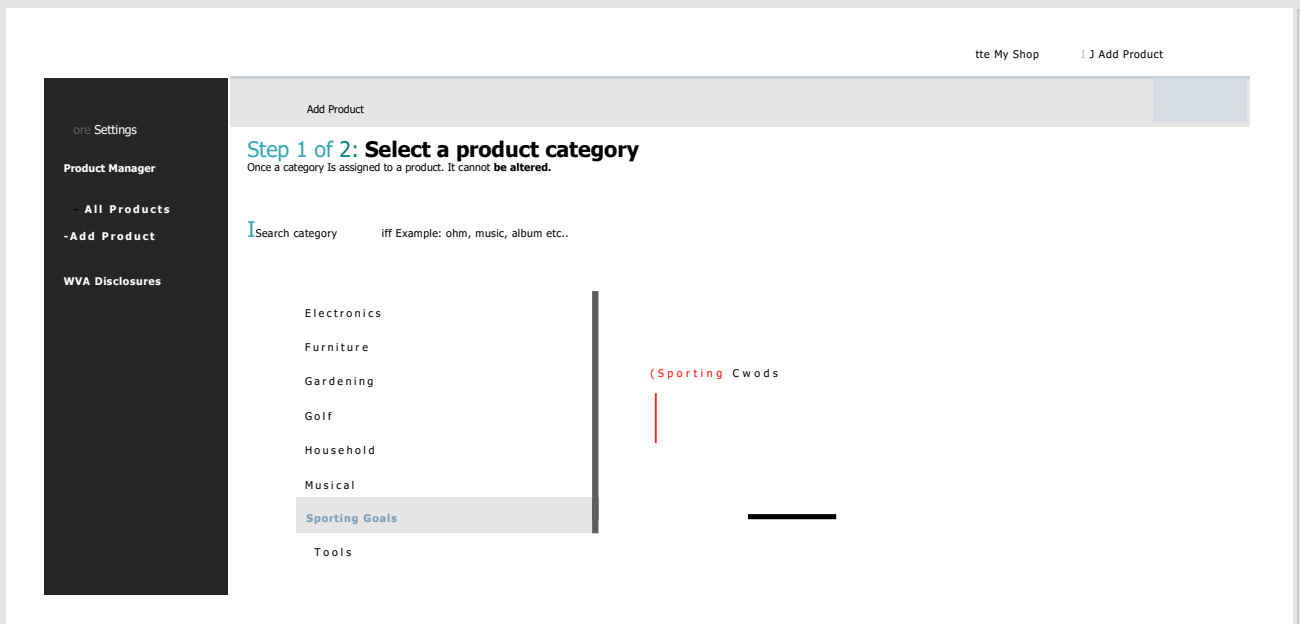
The option to search for a product appears, however you want to click below the search bar where it says create a new product.



Once you have clicked on create a new product you will have the option to select the category the item best fits under.



Once you select the category a button will pop up that says select.



After hitting select, you will start filling out the product information. Product name, photo, description, and price **must** be entered to be approved.

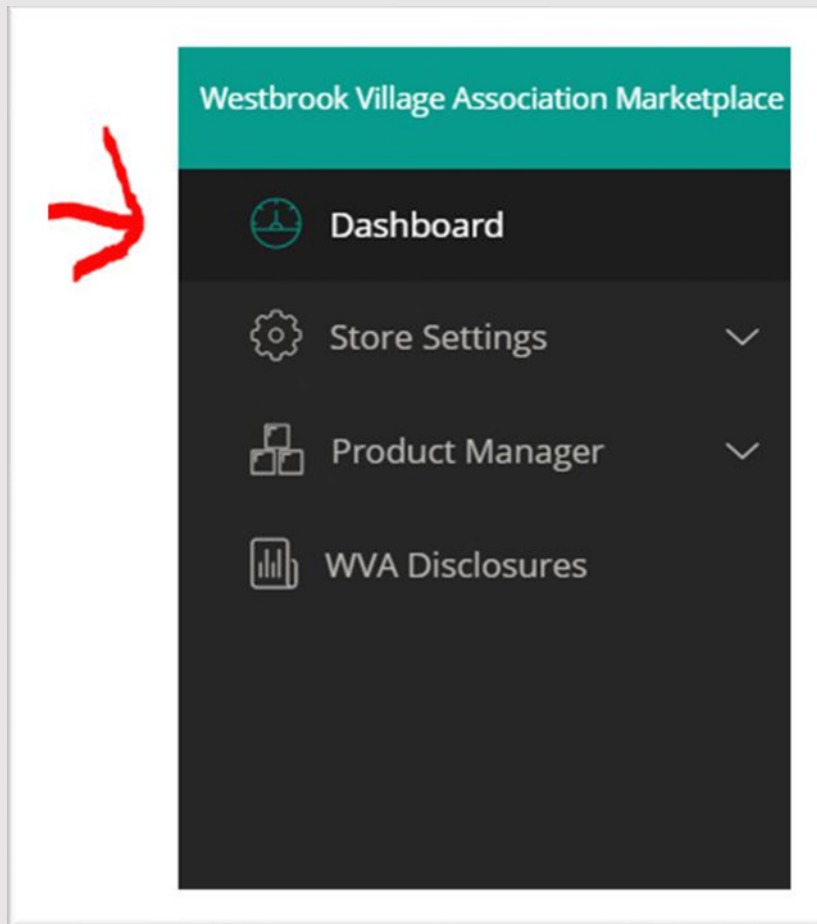
The screenshot shows the 'Add Product Details' form in the Westbrook Village Association Marketplace. The form is titled 'Edit Product' and includes a 'Submit' button and a 'Draft' button in the top right corner. The form is divided into several sections: 'Sporting Goods' (a dropdown menu), 'Product Title' (a text input field), 'Product short description\*' (a rich text editor with 'Add Media' and 'Add PDF' buttons), and 'Product description' (another rich text editor with 'Add Media' and 'Add PDF' buttons). There are also sections for 'Catalog visibility' (set to 'Shop and search results'), 'Product gallery' (with an 'Add product gallery images' button), and 'Click to upload image' (with a placeholder image). Red arrows point to the 'Add Media' and 'Add PDF' buttons in the 'Product short description\*' and 'Product description' fields.

The screenshot shows the 'Edit Product' form in the Westbrook Village Association Marketplace, focusing on the 'General' tab. The form is titled 'Edit Product' and includes a 'Submit' button and a 'Draft' button in the top right corner. The form is divided into several sections: 'Product Type' (set to 'Simple product'), 'General' (selected tab), 'Inventory' (tab), 'Linked Products' (tab), 'Attributes' (tab), 'Advanced' (tab), and 'Policies' (tab). The 'General' tab contains fields for 'Regular price (\$)\*' and 'Sale price (\$)', both with text input fields. There is also a 'Schedule' button next to the 'Sale price (\$)' field. At the bottom right, there is a 'Product tags' section with a 'Select' dropdown menu. Red arrows point to the 'Submit' and 'Draft' buttons in the top right corner.

Once all the information is entered, hit submit on the top right of the page.



After you hit submit, if all the fields have been correctly filled out you will see a green tab confirmation on the page.



You may hit the dashboard button on the top left to go back to the main page in Marketplace.