

## 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 Vendor/Resident Sign In.

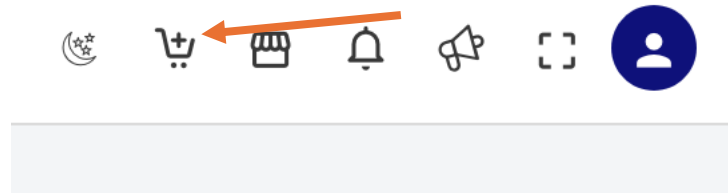
**Sellers must register and complete all fields. Allow 7 days from submission to post live.**

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

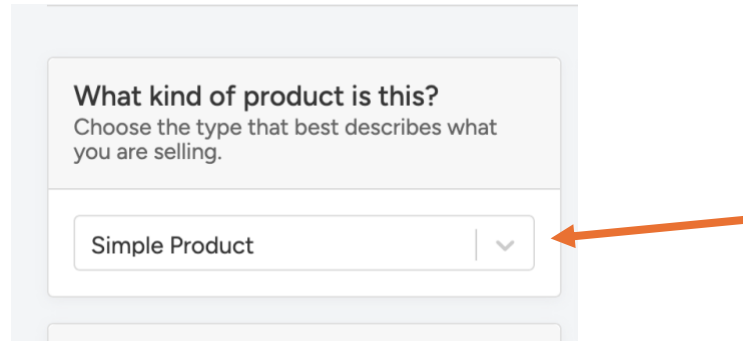
Vendor/Resident  
Registration

Vendor/Resident  
Sign In

1. After you log in click on the add Products icon in the top bar.



2. Select the Simple Product option



3. Enter product details like the name, description, price

**General information - Tell customers what you are selling**  
A good name and description help people find your product and feel confident buying it.

Product name  
Auto Draft  
Use names your customers would actually search for.

Short description - One-line summary  
  
This short texts appears with the product - keep it punchy.

Full description  
  
More detail helps customers feel confident buying.

**Pricing - How much does it cost?**  
Set your normal price. If you are running a promotion, you can add sale price

Regular price	Sale price
<input type="text"/>	<input type="text"/>

#### 4. Select the product category

### Category


Where should this product appear in your store?

- Apparel
- Appliances
- Automotive/Motorcycles
- Bikes
- Books
- Décor
- Electronics
- Furniture
- Gardening
- Golf
- Household
- Musical
- Sporting Goods
- Tools

#### 5. Upload the featured image and any product images for the gallery.

### Upload image

#### Features Image




Drag and drop your file here

Or

Select Featured Image

#### Product gallery



Drag and drop your file here

Or

Add Gallery Image

6. Select the Published status from the Product Status drop down menu.

The screenshot shows the 'Publishing' section of a product management interface. At the top, it says 'Featured product' with a star icon. Below that, there's a section for 'Catalog Visibility' with a dropdown menu set to 'Shop and search results'. The 'Product Status' dropdown menu is open, showing four options: 'Draft', 'Published', 'Draft', and 'Submit'. An orange arrow points to the 'Published' option.

7. Change the product type to Something else

The screenshot shows the 'How will this be delivered?' section. It asks to 'Choose how customers receive this product after purchase.' There are two options: 'Physical - I pack and post it' (with a box icon) and 'Something else' (with a double arrow icon). The 'Something else' option is selected, indicated by an orange arrow. Below this, there's a section for 'Package dimensions & weight' with the note 'Used to calculate accurate shipping rates at checkout.' It includes input fields for 'Weight (kg)', 'Length (in)', 'Width (in)', and 'Height (in)', and a 'Shipping classes' dropdown menu set to 'Select...'.

8. Click Save. You can then click the Dashboard link to go back to the start page.

The screenshot shows the bottom of the form with two buttons: 'View' (with an eye icon) and 'Save' (with a floppy disk icon). An orange arrow points to the 'Save' button.