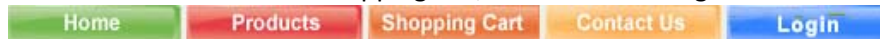


## How to set up a Seller Page:

1. From the eCommerce shopping site, click the blue “Login” button



2. Under “Organization Login”, click “I’m a Seller”

Organization Login:



3. On the right side under “Create Account”, enter first name, last name, and email address. For security purposes, first and last name must match exactly as it appears in the seller list provided by the administrator. Create a password and click “Sign Up”.
4. You will then receive a “Complete Registration” email. Click the “Complete Registration” link in the email.
5. A screen will pop up where you will select your name from a dropdown list. Click the “Terms and Conditions” link and then click “Open”.

A 'Create Account' form with an orange header and a 'Sign Up' button. The form includes fields for First Name, Last Name, Email, Password, and Confirm Password. A note says 'This is not my organization'.A registration screen titled 'Welcome to Pee Jay's Fresh Fruit!'. It features a dropdown menu for name selection, a 'Complete Registration' button, and a link to 'Terms And Conditions'.

6. Read the Terms and Conditions, and then click back on the Registration screen and click “Complete Registration”.
7. This will take you to your Seller Dashboard where you can view your progress and utilize the social media and email tools to promote your sale:

- Click “Tell My Family & Friends” to open a screen which will allow you to upload a list of email addresses and send a reminder about your sale.
- Click “Announce Event on Facebook” to create a Facebook Event for your sale.
- Click “Post to Facebook” to post your sale on your Timeline.
- Click “Post to Twitter” to Tweet about your sale.
- *Use ALL of the tools! It will help boost your sales and you will reach your goal FASTER!*

