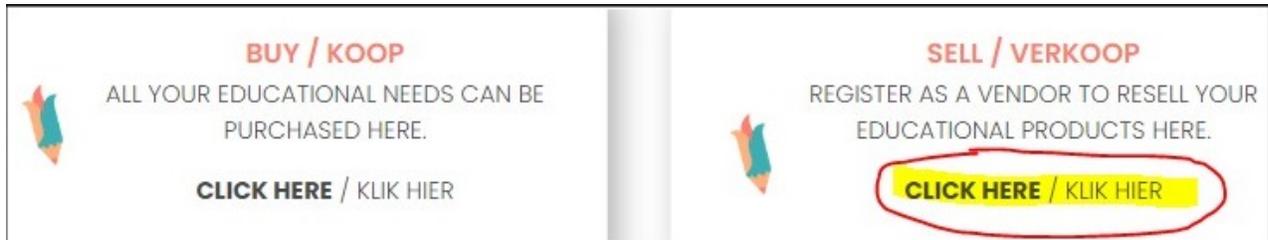1. Scroll down and click on 'CLICK HERE/KLIK HIER' under SELL/VERKOOP

You will be redirected to the following page:

2. On the right-hand side of the page, complete the following details:

    *   Enter your chosen username – Kindly do not use any numbers in your username.
    *   Email: Kindly ensure that your email address is correct and contains no spaces.
    *   Enter your password.
        Hint: The password should be a minimum of 8 characters long. The system will not accept anything less and will also not accept 'weak' passwords. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? $ % ^ &).

3. Select "I am a Seller"

4. Complete all the information required.
    Do not change the SHOP URL

FIRST NAME *

LAST NAME *

SHOP NAME *

SHOP URL *

eg- webkul

PHONE NUMBER*

5.   Once completed click 'Register'

Your personal data will be used to support your
experience throughout this website, to manage
access to your account, and for other purposes
described in our privacy policy.

Register

6.   You will land on the following page. You will not be able to complete your details before your
       account has been approved.

⛁ DASHBOARD	Hello ~~dennisudis~~ (not ~~dennisudis~~? Log out)
🛒 ORDERS	From your account dashboard you can view your recent orders, manage your shipping and billing addresses, and edit your password and account details.
☁ DOWNLOADS	
◎ ADDRESSES	
▭ ACCOUNT DETAILS	
MY FAVOURITE SELLER	
↩ LOGOUT	

Please check your emails to ensure that you received the following two emails:

Welcome to Learner 911

Hi ████████

Thanks for creating an account on Learner 911. Your username is ████████
You can access your account area to view orders, change your password, and
more at: https://learner911.co.za/my-account/

We look forward to seeing you soon.

AND

New seller register
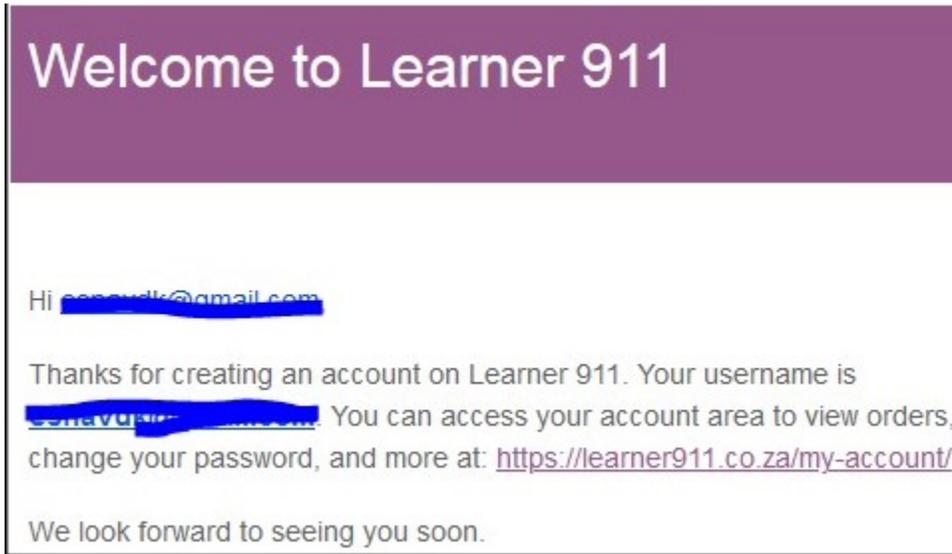
Hi, ████████

Welcome to Learner 911!

Your account has been created awaiting for admin approval.

User :- ████████████

User Password :- ████████

Consideration of your registration and subsequent approval will be done within 24 hours.

7.   Once you receive the following email you can continue with setting up your account.

8.   Return to the website, either by clicking on the link as shown in the email above or to the following web-address: https://learner911.co.za/my-account/
If you have logged out previously, please log in again:

9.   You first need to complete the required seller profile information before loading your products.

Click on SELLER PROFILE as highlighted below.

DASHBOARD

PRODUCT LIST

ORDER HISTORY

TRANSACTION

SHIPPING

SELLER PROFILE

NOTIFICATION 0

SHOP FOLLOWER

ASK TO ADMIN

ADMIN DASHBOARD

9. Please complete the following information:

City

City

Postal Code

Postcode

Country

Åland Islands

State / County

State

11. IMAGES

User Image

Upload image jpeg or png

Upload

Shop Logo

Upload image jpeg or png

Upload

Banner Image

☑ Show banner on seller page

    11.1   User Image Optional
           Optimal size: 110 x 110 pixels; Maximum 100kb

    11.2   Shop Logo Optional but to your advantage to insert a picture that will become familiar to your customers.
           Optimal size: 110 x 110 pixels; Maximum 100kb

    11.3   Banner
           Optimal Size: 1920 x 768 pixels; Maximum 100kb

12. Write a description of your shop.

About Shop

13. Kindly provide the following banking details of the account in which you would like your sales money (less 25% commission) to be paid:
Account Holder:
Bank:
Account number:
Type of Account.

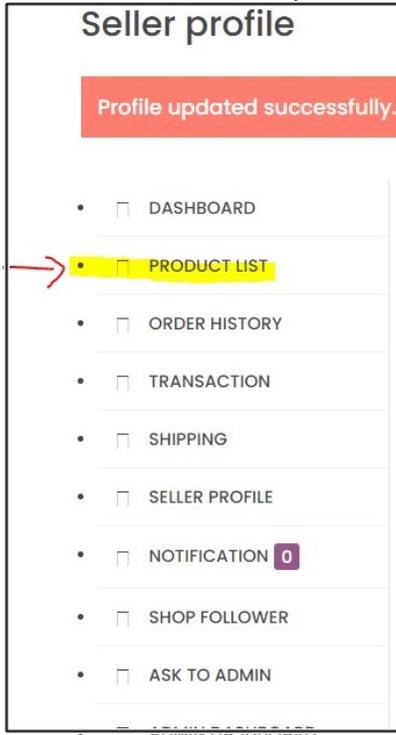**Payment Information**

eg : test@paypal.com
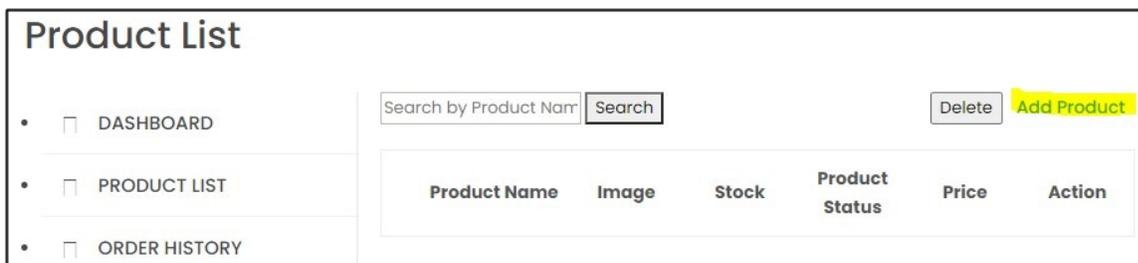
14. Click Update

Update   Cancel

LOADING OF PRODUCTS

1.   On the left-hand side of your screen please click on 'Product List'

****   If you are not directed to the screen below, please see the note at the bottom of this document.

2.   To add a new product, click on Add Product.

3.   Choose the categories that your product belongs in i.e. the school grade for which the material is appropriate for. You may select more than one, but ensure that your choices are applicable to your specific product.
Kindly ignore the three choices at the bottom of the dropdown list and do NOT include any one of them in your selection. If chosen, it will delay the payout of your earnings.

Click on Next

4. Give your product a name e.g. 2020 English HL Gr 12 Resource Pack: Hamlet.
    Give a description of your product e.g. what it consists off, what is included or excluded etc.

5. Please ignore the Product Thumbnail – a product image must be loaded somewhere else.

6. Product SKU
    Please insert a unique number/text reference for this product e.g.
    2020 English HL Gr 12 Resource Pack: Hamlet – 1 and the next product you load:
    2020 English HL Gr 12 Resource Pack: Hamlet – **2** etc.

7.   Please insert the selling price of your product.
        This is the price the customer will pay. You will receive this amount minus 25%.
        Regular prices may not be lower than R10.
        Please ignore the Sale Price for now – it is a functionality that will be added at a later stage.

Regular Price*

13

Sale Price

8.   Insert a short description for your product, or alternatively, copy the 'About Product' details and
        paste it here.

Product Short Description

Paragraph ▼ **B** *I* ☰ ☰ " ☰ ☰ ☰ 🔗 ☷ ⤢ ⌨

P

Save

        Click Save

9.   The page will refresh, and you will notice that more buttons have been added to the top:

Edit | Inventory | Shipping | Linked Products | Attributes | Product Status

Inventory: Ignore
Shipping: Ignore
Linked Products: Ignore
Attributes: Ignore

Click on **Product Status**

Tick BOTH 'Virtual' and 'Downloadable Product'

NB!! Click on 'Edit':

and select 'Online' and click 'OK'

You will receive the following email:

Product Approved

Hi, Jenny

Congrats! Your product (DEF TEST) has been published !

Click here to view it Here
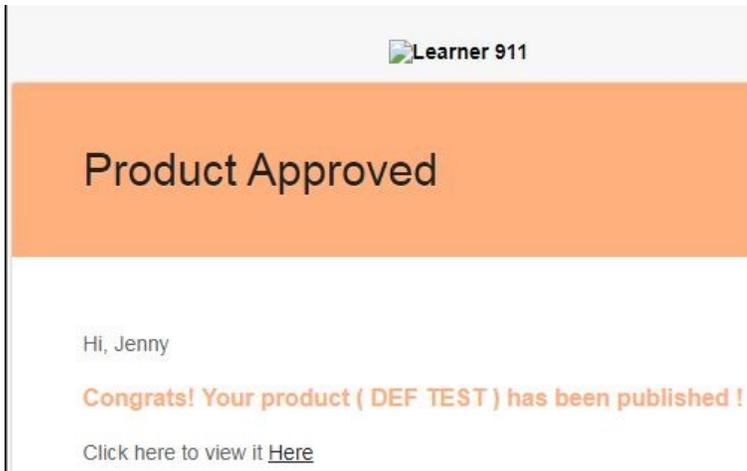
10.   Click on 'Add File' to upload the product you are selling.

Add the actual 'File name' of your product as it is saved on your PC.
**Ignore 'File URL'** – this will be added automatically when you upload your product.
Click 'Choose file.

Drag and drop the file (product) you want to upload OR click on 'Select Files' and upload the product from your PC's file directory.
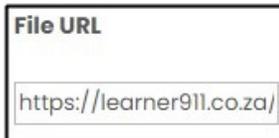
The following page will appear with the product you uploaded already ticked.
It is important that this file name is the SAME as the file name you added earlier.
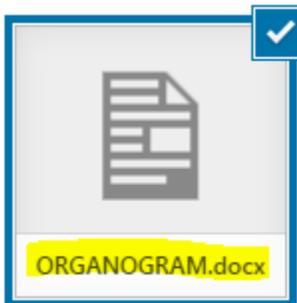
Click on 'Insert' file URL' in the bottom right-hand corner of the page.
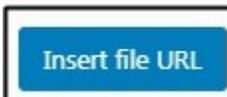
You will see that the 'File URL' is now also filled in.

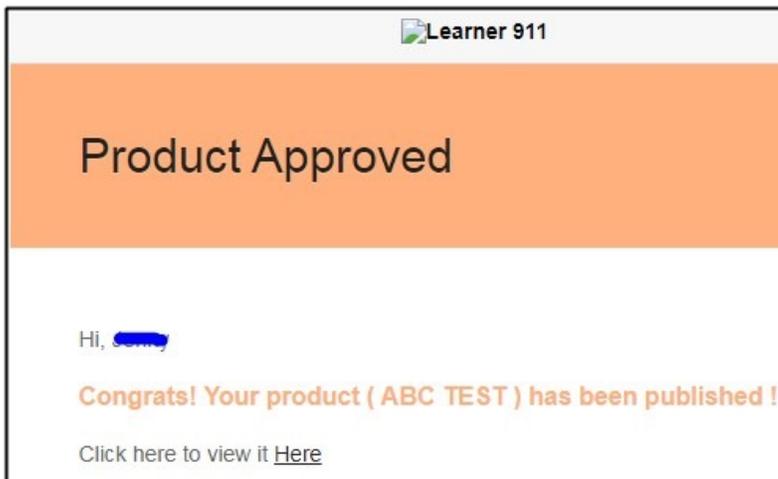11.   Ignore the Download limit and Download expiry.

Download limit

Unlimited

Leave blank for unlimited re-downloads.

Download expiry

Never

Enter the number of days before a download link expires, or leave blank.
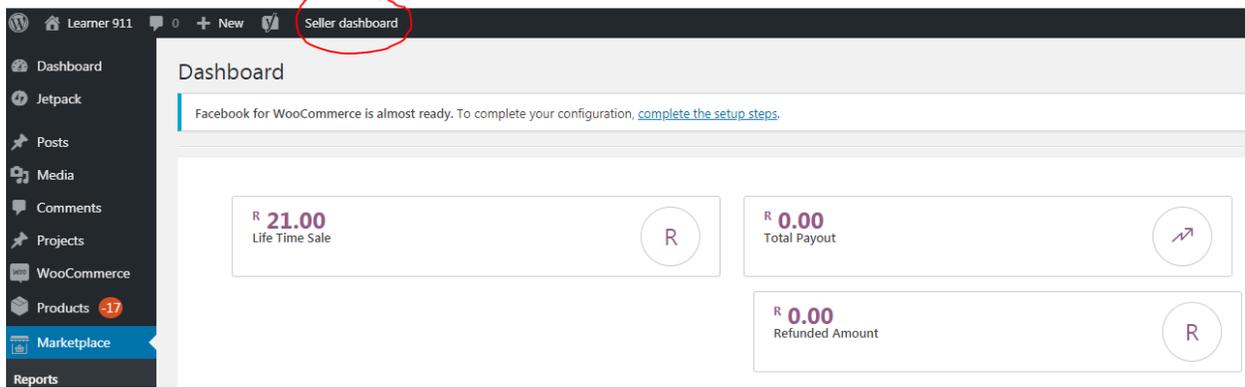
12.   Add an image for your product

Image Gallery

+ Add product images

13.   Click 'Update

14.   You will receive an email that your product has been published.

Learner 911

Product Approved

Hi,

Congrats! Your product (ABC TEST) has been published !

Click here to view it Here

****

****   If you see the following screen please click on **Seller dashboard** and select
       'Default Seller Dashboard

You will be directed to your 'My account' where you must please click on 'Product List'. From here you can continue as normal from Point 2 under 'Loading of Products'