Complete this checklist to set up your own Shop and become a Vendor in the DKM Marketplace...

☐ **Register on the site** and select "I Am a Vendor" at registration OR if you've already created an account, click the button that says "Become a Vendor" in your account dashboard.

☐ **Check your email** for a verification link to verify your email.

☐ **Set up your Shop**. Go to Dashboard -> Settings -> Store

  o **Add a Shop Banner** - This is like a Facebook Cover Photo. Upload a banner that represents your shop (children's ministry logo, shop name, etc.). The recommended size is 828 x 315 pixels the same size as a Facebook cover.

  o **Add a Profile Picture** - Let everyone see your smiling face! The crop size for this picture is square (800 x 800 pixels).

  o **Store Name** - What you want your shop to be called. Many children's pastors choose the name of their ministry (personal or church-wide) for their shop name, or you can use your name.

  o **Store Product Per Page** - We recommend 12.

  o **Add your address and personal information.** The Map probably won't load on your store. That's OK. It is a feature we have disabled because it is not relevant.

  o **Click Update Settings Button at the bottom of the page before navigating away, or all changes will be lost.**

☐ **Set up your Payment Details.** Go to Dashboard -> Settings -> Payment

  o Enter your PayPal email address or bank account information for payments. **This is how you will receive the**

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payments from your sales at the end of each month. Please note: if this is not set up, you cannot get paid.

o **Click Update Settings Button** at the bottom of the page before navigating away, or all changes will be lost.

☐ **Set Up Final Shop Details**.

o Go to Dashboard ->Settings -> Shipping. You can ignore this one! Since all of our products are digital downloads, no items are actually shipped.

o **Go to Dashboard -> Settings -> Social Profile.** Optional: Connect your various personal or ministry social media accounts. This can help customers get to know you a little more and see what you/your ministry is up to. **Click Update Settings Button** at the bottom of the page before navigating away, or all changes will be lost.

o **Go to Dashboard -> Settings -> Store SEO.** Use this setting to make your store show up in search results when other leaders hunt for ideas and lessons. Ignore the Facebook and Twitter options. **Click Update Settings Button** at the bottom of the page before navigating away, or all changes will be lost.

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