

SUBMIT A RESOURCE

To submit a resource to the DKM Marketplace for approval...

- Go to the **Products Tab** from the left menu in your Vendor Dashboard. **Click the “Add a Product” button on the top right.**

- Submit initial product details.**
 - **Upload a Product image.** This is the main image of your product and should include the product name. Recommended size: 1024-x768 pixels (same as graphic or presentation file that's going to be in the product itself)

 - **Upload Gallery images.** Other pictures that give more details or show off your resource.

 - **Set your price.** How you price your resources is totally up to you, but we encourage you to keep these tips in mind when setting your prices...
 - Think about how much you would be willing to pay for a resource as a kidmin leader, and stay within that range.
 - Compare what you are offering to other curriculum providers and DKM Marketplace shops. If your resource offers half the amount of material as another, consider offering your resource for half the price.
 - Consider bundling some of your resources. Offer them for one price if bought individually, but then offer a discounted price for ordering several related resources at once.
 - Just as an example, here is how Deeper KidMin often prices its resources...
 - Games – \$3-\$4
 - Single Lesson – free (as a sample of a larger unit/series) or \$9
 - Curriculum series – \$8-\$10 per lesson in the series depending on how extensive each individual lesson is (if each lesson covers 90 minutes, the curriculum may be a little more expensive than a series where each lesson covers just 60 minutes)
 - Admin Resources – \$4-\$10, depending on the resource
 - Training & Volunteer Resources – \$5-\$12, depending on the resource

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- **Categories** - Select one of the possible categories.
- **Tags** - Leave blank.
- **Short description** - 1-2 sentences to describe your resource.
- Click "Create Product Button"

You'll be taken to the edit product page where you'll be able to give more details, add file downloads, set thank-you responses, and more.

- Downloadable & Virtual - WITH EVERY SINGLE RESOURCE YOU SUBMIT, CHECK THE DOWNLOADABLE & VIRTUAL BOXES.** All resources shared through the Deeper KidMin Marketplace must be downloadable files shared immediately upon purchase.
- Description** - This is where you can really show off your resource and give lots of details! Talk about what it does, how it does it, who it's for, what's included in the resource, etc. **Be sure to include "All products are digital downloads available immediately after payment is received" at the bottom of the description.**
- Ignore the Inventory section
- Downloadable options** - Upload your resource file(s) as zipped/compressed files or folders. Maximum upload file size is 1 GB. You can upload multiple files for one product/resource.
- Download limit** - Set the number of times a customer can click your link to download the product. We recommend leaving it blank for unlimited downloads.
- Download expiry** - How many days after receiving the email will the download link expire and be unusable? We recommend leaving it blank for no expiration date.

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- Once you have more than one resource in your store, you can connect them to each other using **cross-sells and upsells**.
Upsells = Products you recommend instead of the currently viewed product, such as a full unit or a better value. Cross-sells = products related to the current product and viewed in the cart.
- Attributes - you can ignore
- Discount and coupons** - You can have sales on your products or on your entire store at any time. Just let us know when you do so we can be sure to let our followers know.
- Other options:**
 - Leave product status as online
 - Leave visibility as visible
 - Purchase note - Include a short note and a thank you from you, and customers will get this in the email that has their download link.
- Click "Save Product" and wait for approval!**

We do our best to respond to resource submissions within 2 weeks, and we appreciate your patience.