

Racing Pigeon Sellers Guide

This guide will explain how to become a vendor on Racing Pigeon.

Signing up

First of all you want to sign up here: <https://racingpigeon.co.uk/vendor-sign-up/> or visit our site <https://racingpigeon.co.uk/> and hover over **Auctions** in the menu and visit the **Vendor Sign Up** page.

By filling in the form and signing up you are agreeing to the [terms & conditions](#) of the site.

Vendor Registration

Submit the form below to become a vendor on Racing Pigeon.

First Name *

Last Name *

Login Username *

Email *

Confirm Email *

Vendor Name *

Important: This is the name that customers see when purchasing your products. Please choose carefully.

Please provide your loft number, address and a bit about yourself. *

Display this description in your public vendor profile (Can be edited later)

By registering to this site you are accepting our [terms & conditions](#)

REGISTER

Vendor Registration Email

Once you've completed your application you'll receive an email letting you know your application has been received and you must wait to be approved.

In the meantime you can still login and set a password. Please make sure it is at least 12 characters long including a capital letter and symbol.

You should be approved within 24 hours.



Vendor Registration

Hello! Thank you for registering to become a vendor.

Once your application has been approved, you will be notified.

Here is your login account information:

- Login Address: <https://racingpstag.wpengine.com/wp-login.php>
- Login Name: VendorGuide

[Click here to set your password and gain access to your account.](#)

Vendor Approval

This is the email you will receive when you have been accepted. You can now login and start adding your products



Vendor Approval

Hello! You have been approved to be a vendor on this store.

You have full administration access.

Please login to the site and visit your vendor dashboard to start managing your products.

- Login Address: <https://racingpstag.wpengine.com/wp-login.php>

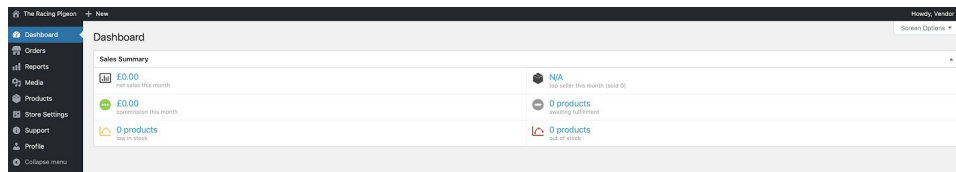
The Racing Pigeon — Built with [WooCommerce](#)

Logging In

Now you can login. You should know there are two ways to do this, through the front of the site by going to the login/register button at the top of the site. This will take you to your account but it's not the section you want to add products.

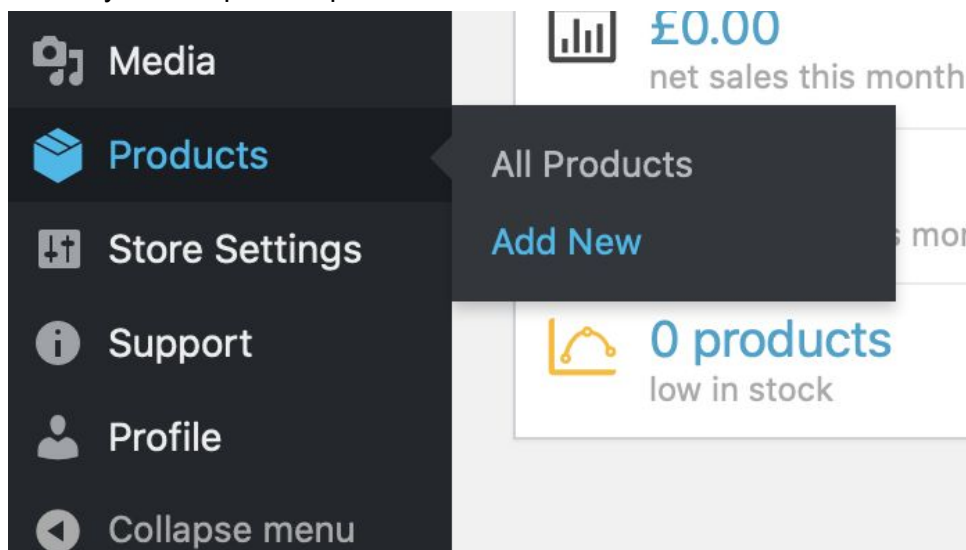
LOGIN	REGISTER
Username or email address *	Email address *
<input type="text"/>	<input type="text"/>
Password *	A password will be sent to your email address.
<input type="text"/>	Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our privacy policy.
<input type="checkbox"/> Remember me	
<input type="button" value="LOG IN"/>	<input type="button" value="REGISTER"/>
Lost your password?	

To add products you want to go to <https://racingpigeon.co.uk/wp-admin>. This is where you'll be introduced to the Vendor Dashboard where you will be able to access your products, orders, media library, reports, support, account details and store settings.

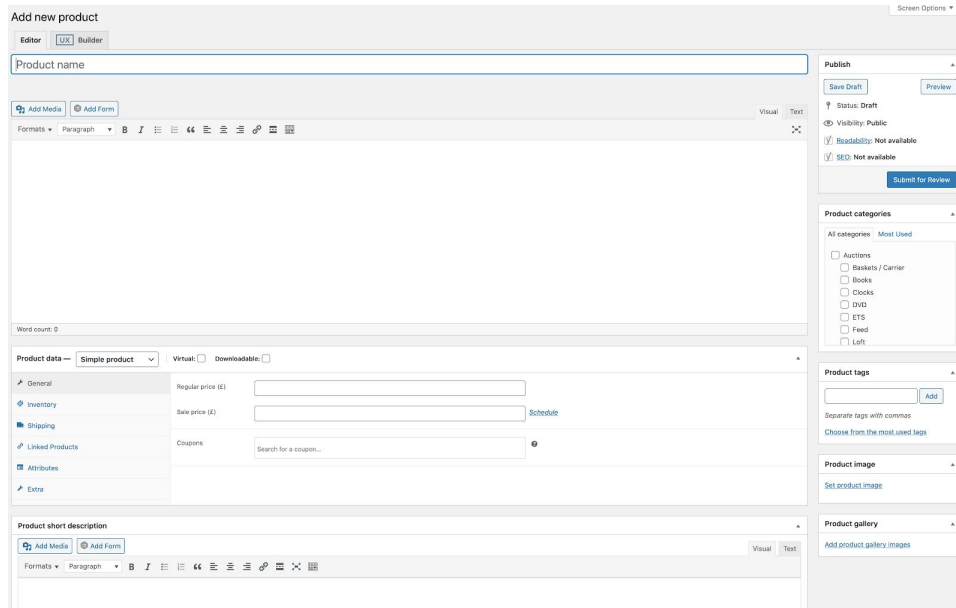


Adding Products

To add your first product please hover over the **Products** tab and select **Add New**.

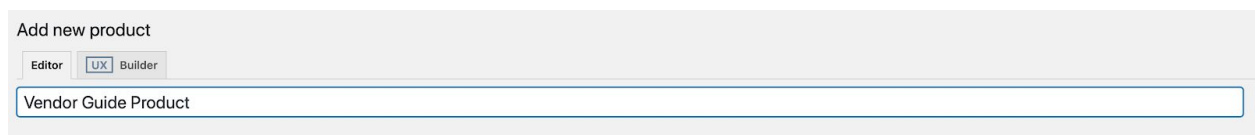


You'll then be taken to the below screen. There are several things you need to enter so we'll quickly guide you through it.



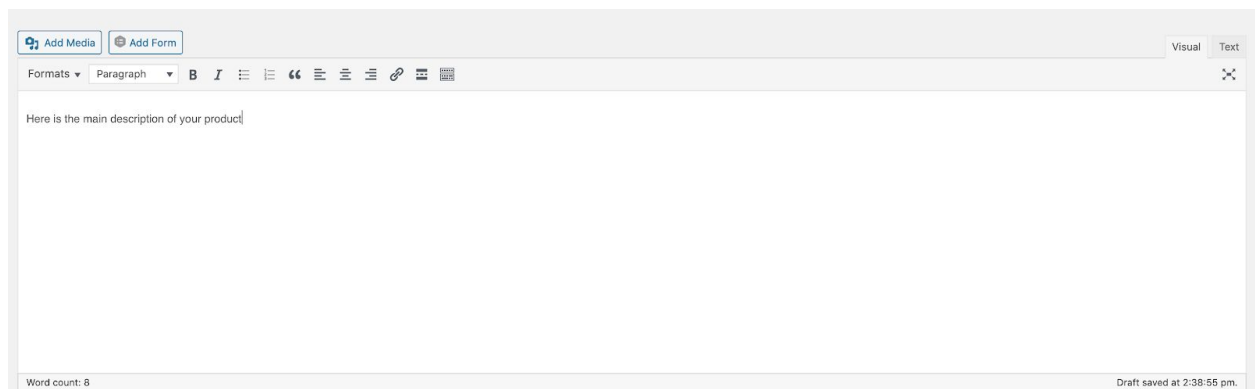
Product Name

First is the product name, this is the name that will be displayed to customers you are selling too.



Product Description

The next box is the main description, this will appear in the tabbed section at the bottom of the product page and should go into full details about the product.



Product Data

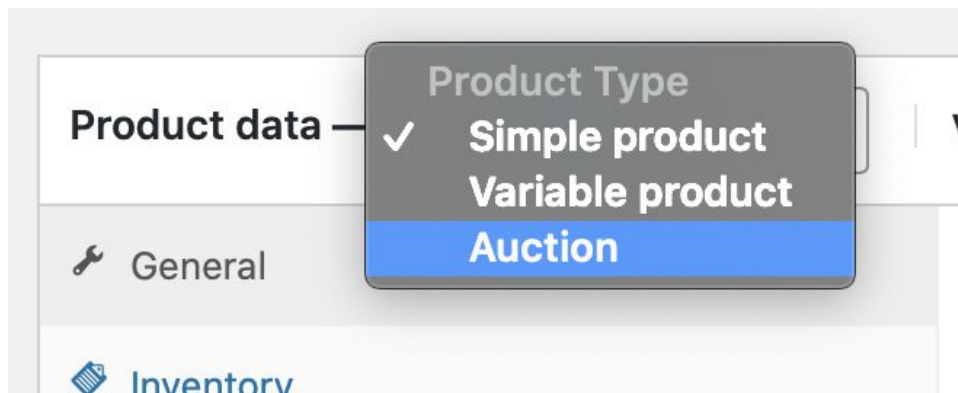
Next is the product data tab. This is where you will define things like the product price etc.



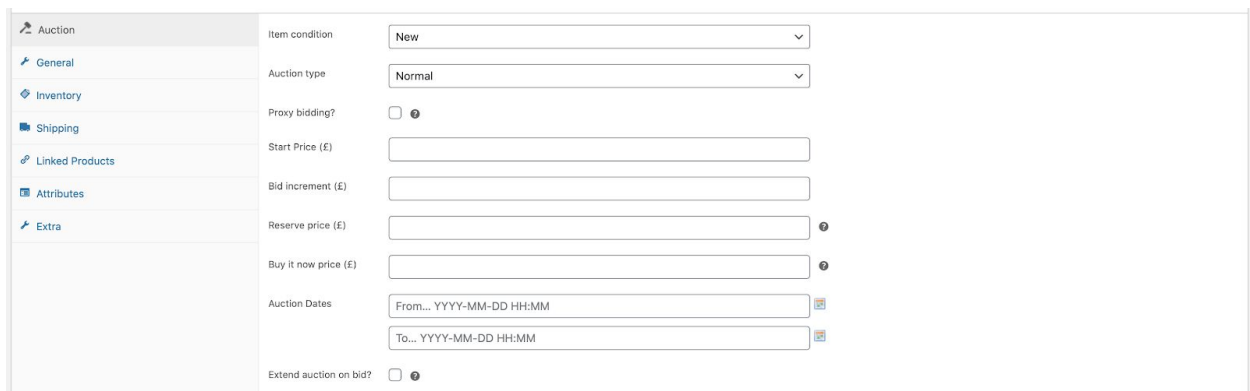
The screenshot shows the 'Product data' tab in a WooCommerce admin interface. At the top, there is a dropdown menu set to 'Simple product' and two checkboxes for 'Virtual' and 'Downloadable'. Below this is a sidebar with navigation links: General, Inventory, Shipping, Linked Products, Attributes, and Extra. The main content area is divided into sections: 'Regular price (£)' with an input field, 'Sale price (£)' with an input field and a 'Schedule' link, and 'Coupons' with a search input field.

Auction Products

If you are running an auction please change the **Product Data** drop down at the top of the blog to **Auction**.



This will introduce a new auction section where you define your auction details.



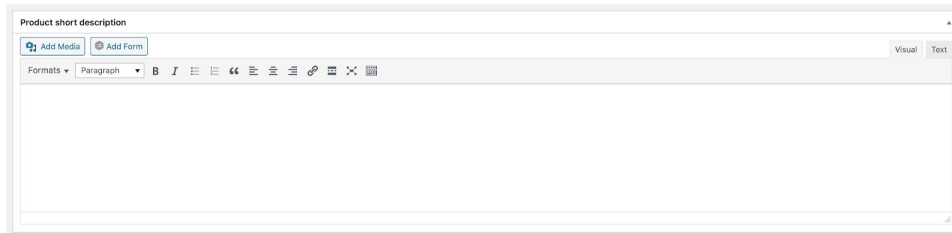
The screenshot shows the 'Auction' section in the Product Data tab. It includes several fields: 'Item condition' (New), 'Auction type' (Normal), 'Proxy bidding?' (checkbox), 'Start Price (£)', 'Bid increment (£)', 'Reserve price (£)', 'Buy it now price (£)', 'Auction Dates' (From... and To...), and 'Extend auction on bid?' (checkbox).

It's up to you to decide what you set here, but it will be reviewed before it's put live on the shop.

The start price should include the shipping cost as well.

Product Short Description

The short description appears at the top of the product, to the right of the image beneath the title and above the price. Please give a brief description of what you're selling.

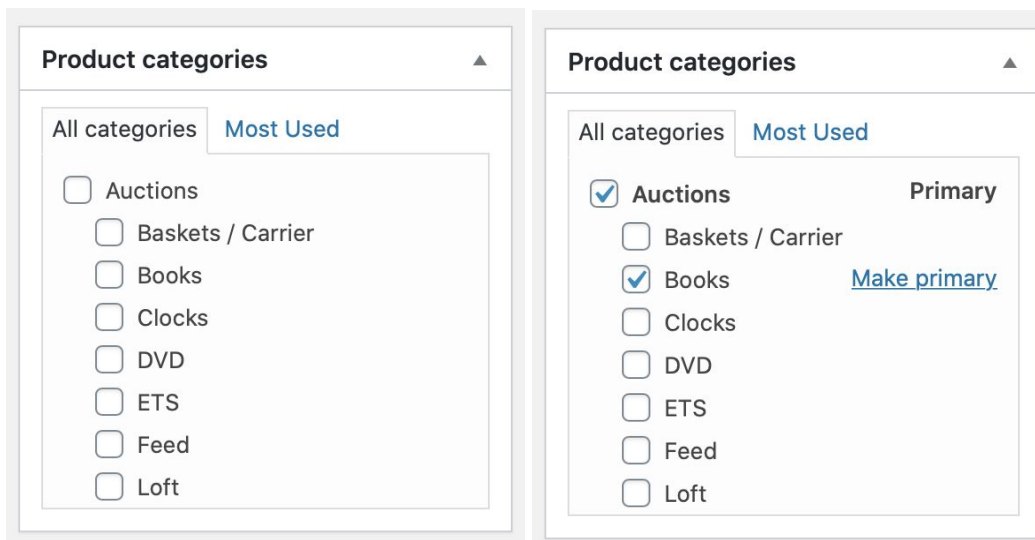


Product Categories

Scrolling back up the page, if you look at the right hand side of the screen you'll see some smaller widgets, the first one you want to pay attention too is the **Product Categories**.

You must select Auctions and then one of the sub categories.

I've shown an example below.

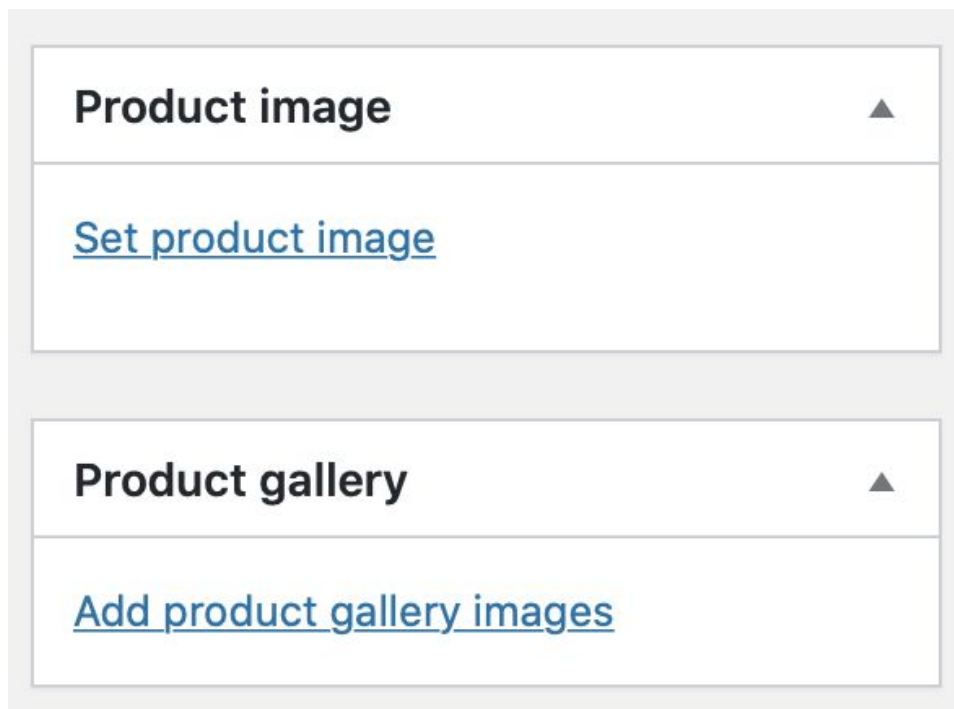


Product Images

There are two sections for images.

The first being the **Product image** section. This will be the main product image that appears on all the product pages and be the main image on the product page.

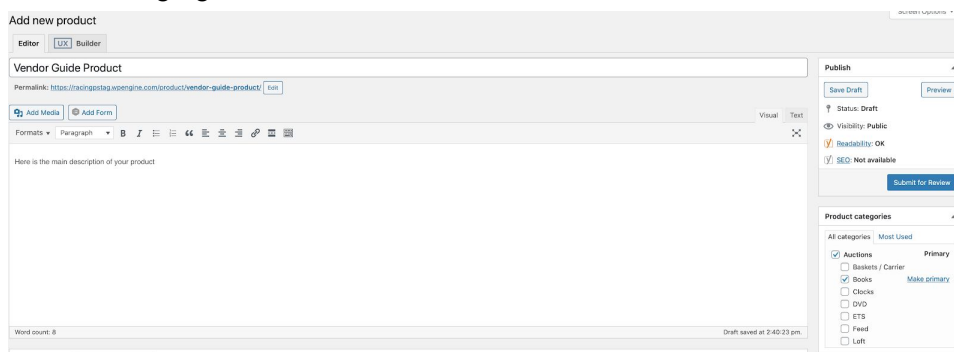
The second is the **Product gallery** which appears only on the product page beneath the main featured image.



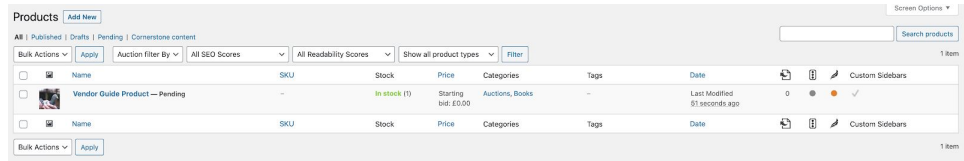
Submitting for Review

Once you're happy with your product you need to submit it for review. You should see a blue button at the top right corner of the page as part of the **Publish** block above **Product Categories**.

Please click the **Submit for Review** button. Once this is done our team will review the product and review it before publishing. We'll be in touch if there are any issues or if we think anything needs changing.



You should be able to go to the **Products** tab on the left and see your product in it's pending



The screenshot shows a 'Products' management interface. At the top, there are tabs for 'All', 'Published', 'Drafts', 'Pending', and 'Comerstone content'. Below this, there are filters for 'Bulk Actions', 'Apply', 'Auction filter By', 'All SEO Scores', 'All Readability Scores', 'Show all product types', and a 'Filter' button. A search bar and 'Search products' button are also present. The main content is a table with columns: Name, SKU, Stock, Price, Categories, Tags, Date, and Custom Sidebars. One product is listed: 'Vendor Guide Product - Pending' with a status of 'In stock (1)', a starting bid of '£5.00', and categories of 'Auctions, Books'. The date is 'Last Modified 91 seconds ago'.

state whilst you wait.

Once your product has been approved you'll be able to view it on the front end of the site:



Vendor Guide Product

Starting bid: £5.00

Item condition: New

Time left:

1

Week

6

Days

8

Hours

59

Minutes

40

Seconds

Auction ends: June 26, 2020 12:00 am

Timezone: Europe/London

Starting bid: **£5.00**

+ £5.00

-

BID

 Add to watchlist!

Sold By: Vendor Guide