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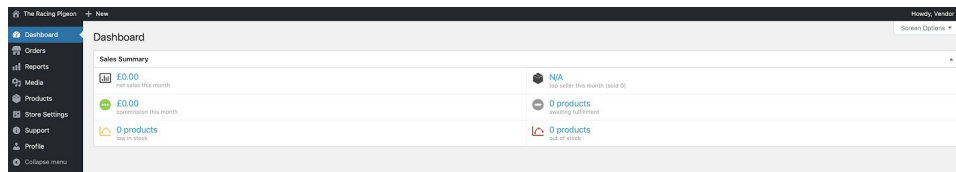
- Login Address: https://racingpstag.wpengine.com/wp-login.php

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.
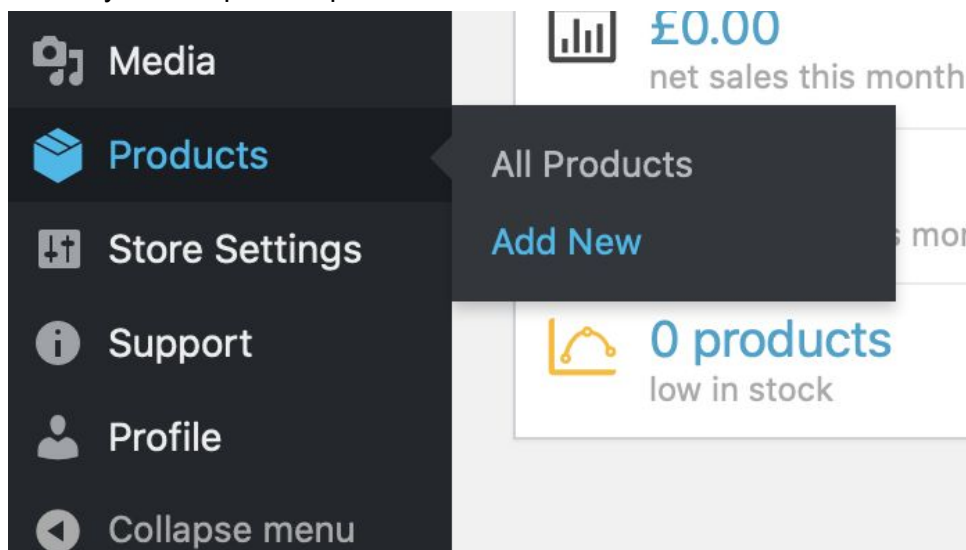

LOGIN

Username or email address *

Password *

☐ Remember me

LOG IN

Lost your password?

REGISTER

Email address *

A password will be sent to your email address.

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

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.
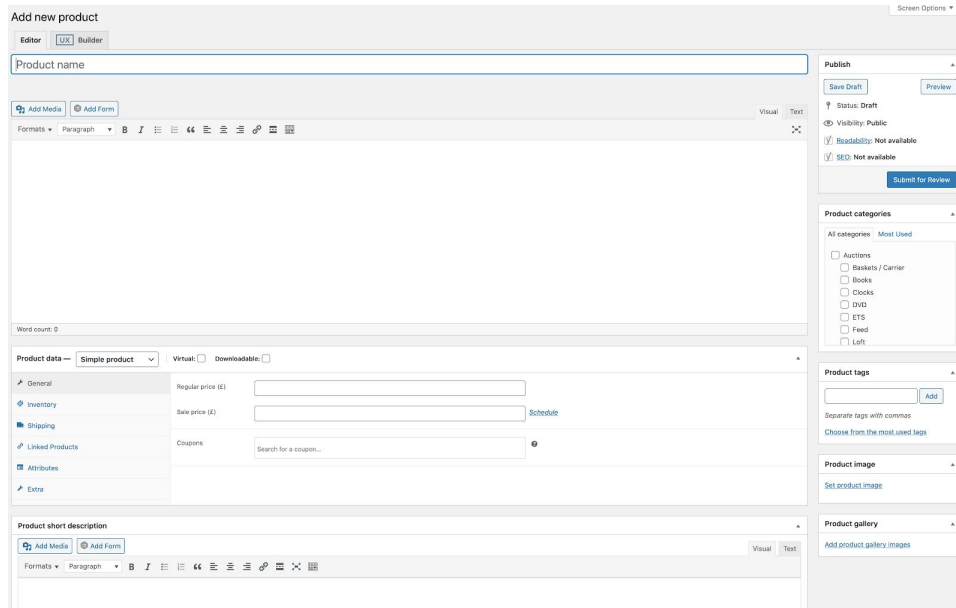

Adding Products

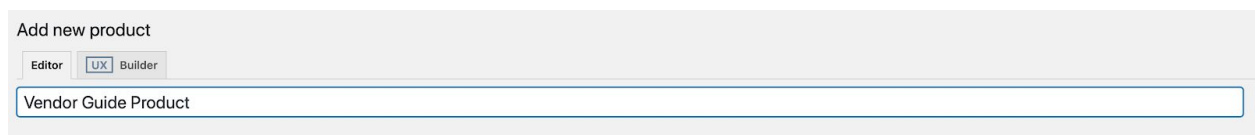To add your first product please hover over the **Products** tab and select **Add New.**

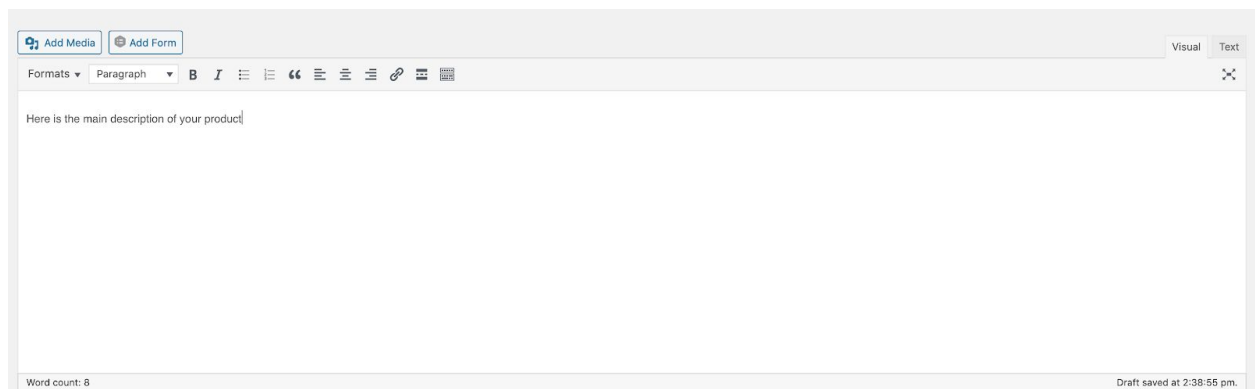You'll then be taken to the below screen. There are several things you need to enter so we'll quickly guide you through it.

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.
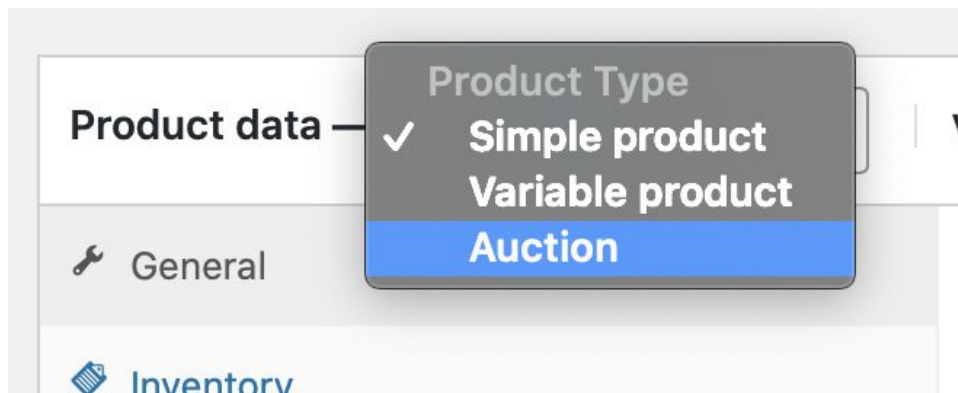
Product Data

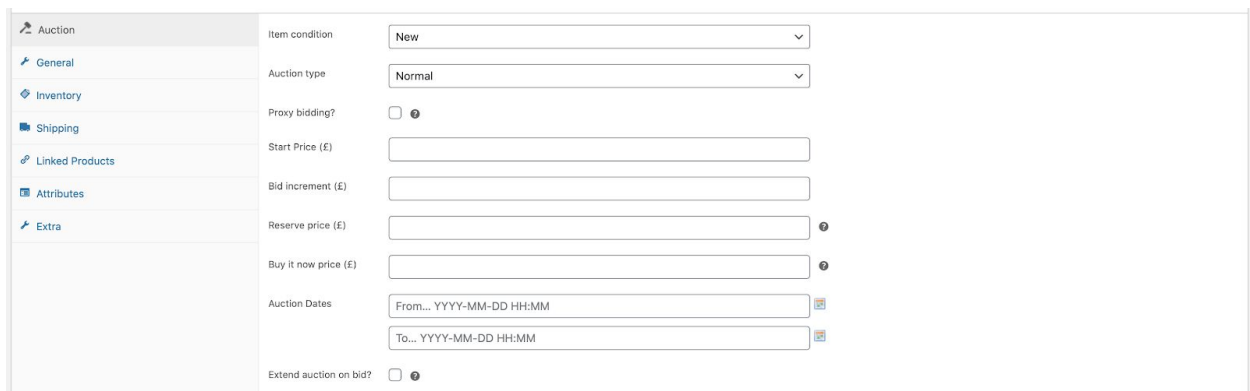Next is the product data tab. This is where you will define things like the product price etc.

Auction Products

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

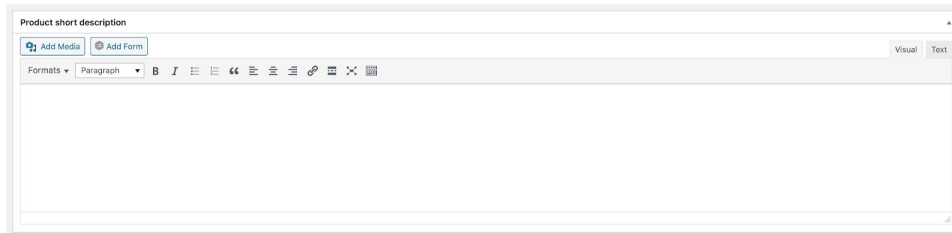This will introduce a new auction section where you define your auction details.

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.
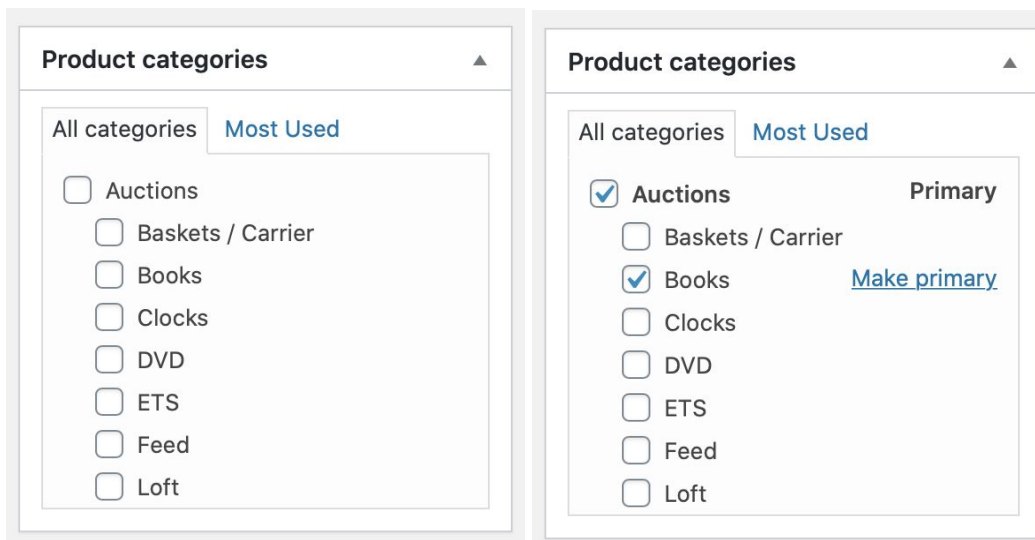

Product Categories

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.
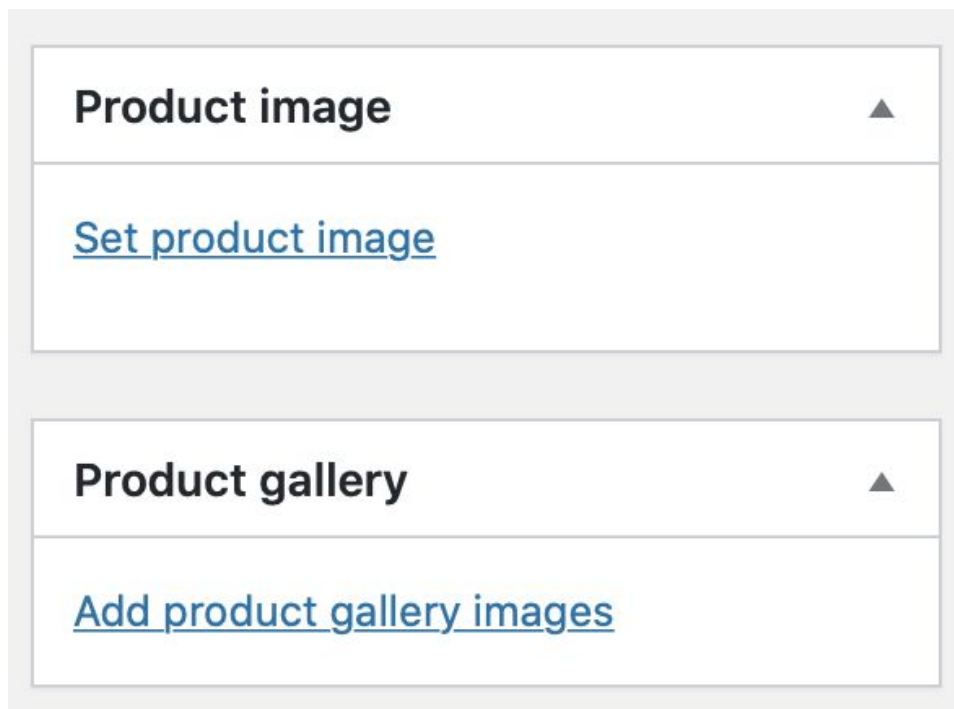
I've shown an example below.

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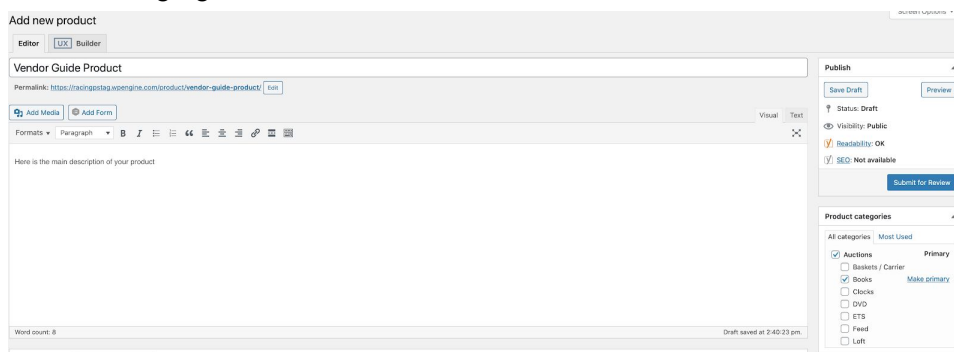
The second is the **Product gallery** which appears only on the product page beneath the main featured image.
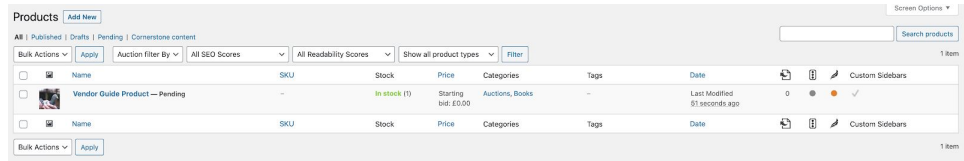

Submitting for Review

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

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	6	8	59	40
Week	Days	Hours	Minutes	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