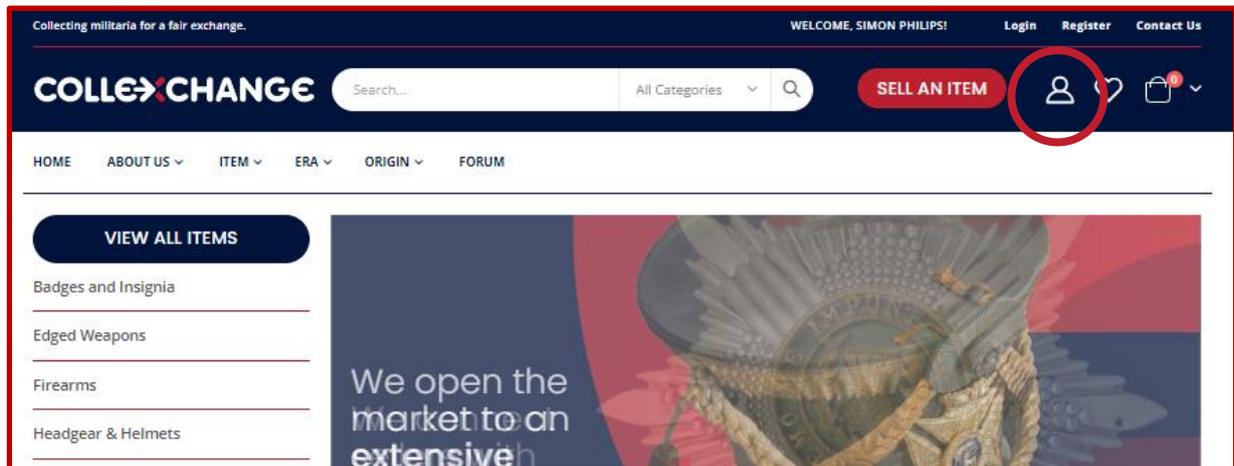


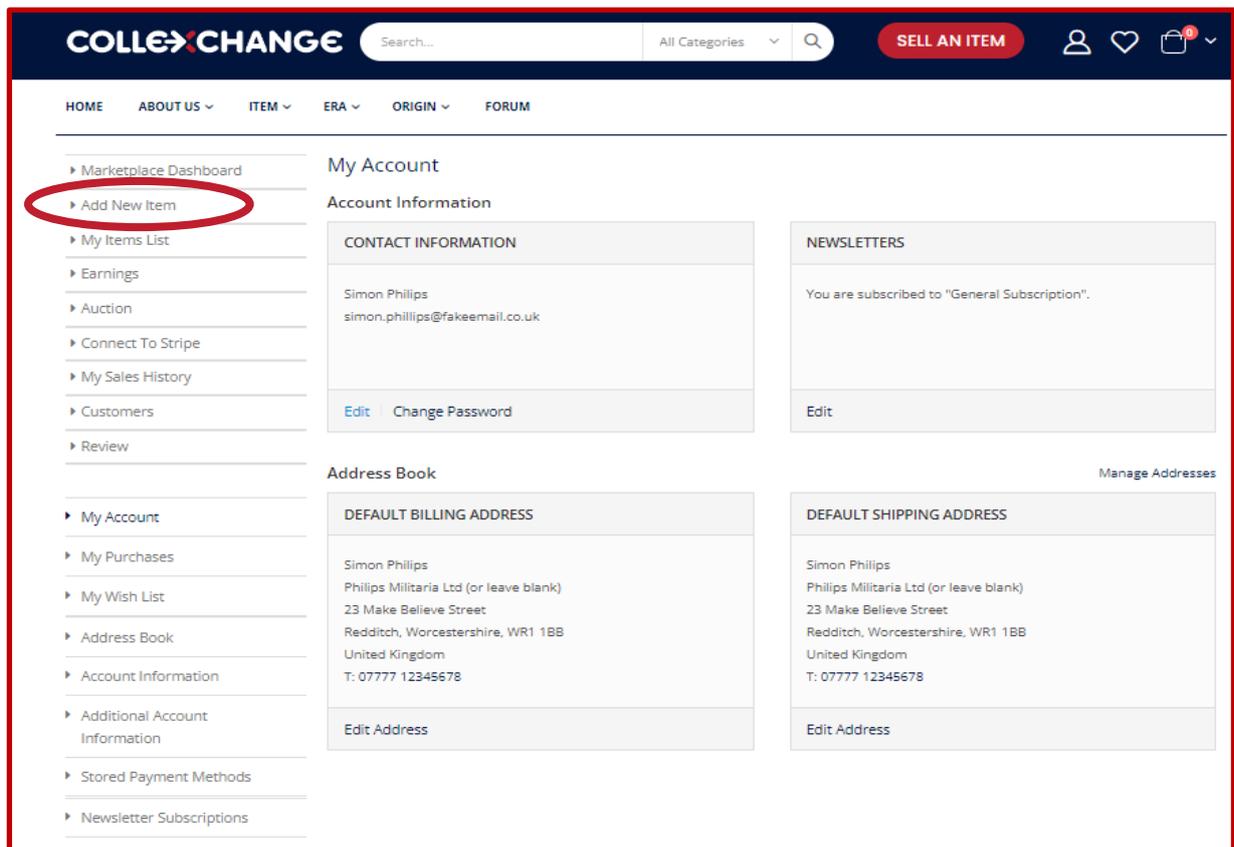
LISTING ITEMS FOR SALE

Step 1: Login to your account – click **'my account'** icon circled below (or **login** button).



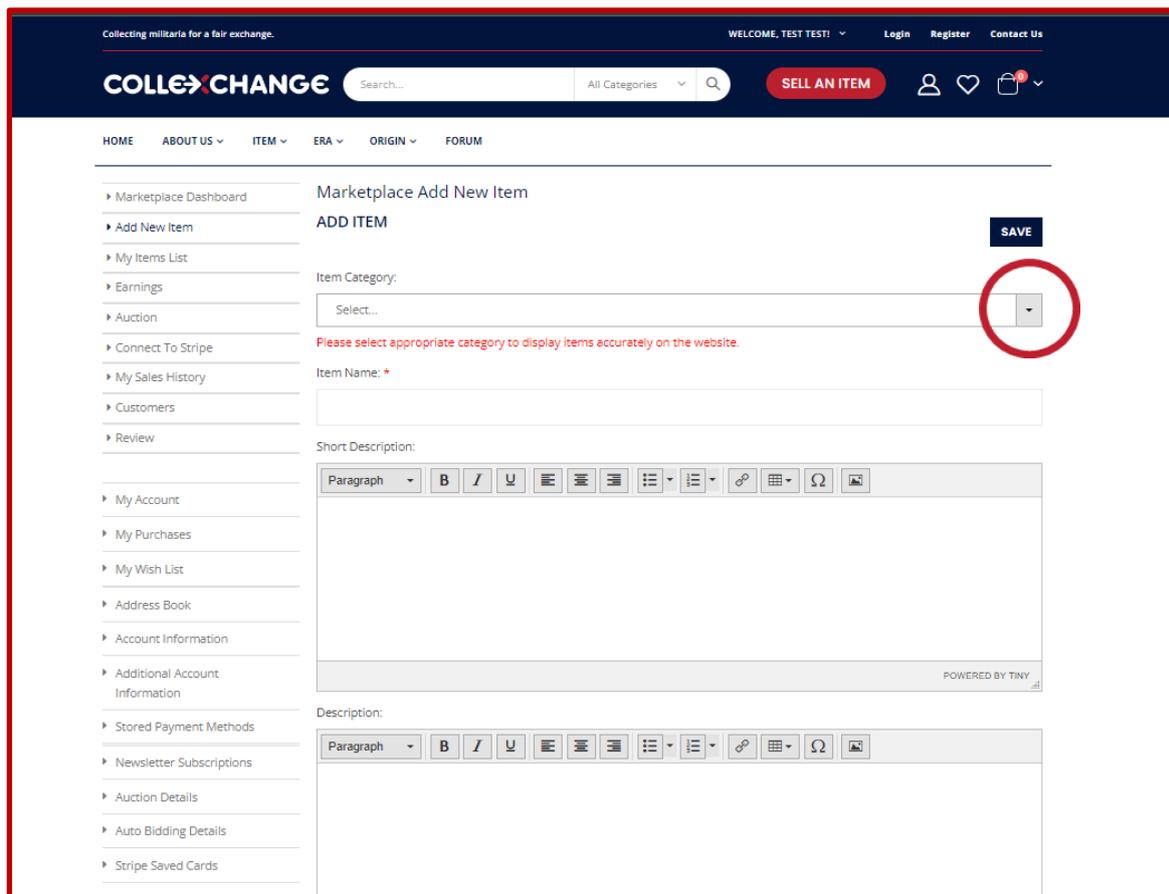
Step 2: Your dashboard.

To list militaria for sale - go to **'Add New Item'**.

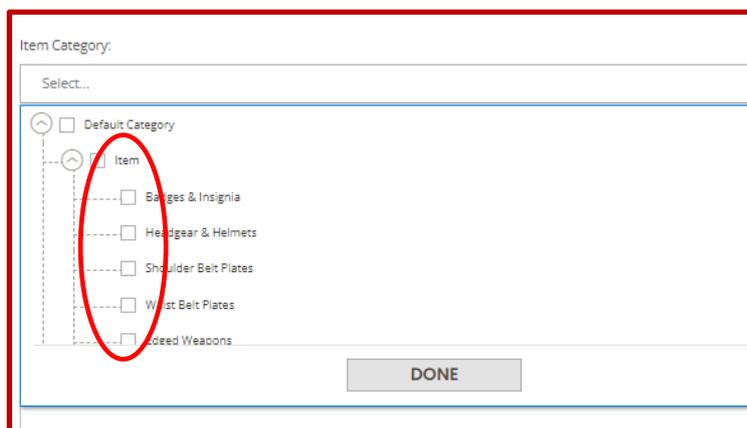


Step 3: Complete the details about your item.

So, starting with your **item category** - click the drop-down arrow (circled below) to reveal the three categories (item, era, origin). This helps buyers search products when filtering an area of interest.



Step 4: For each of the three categories, select the most appropriate. Starting with 'item' select an option, e.g. 'Badges and Insignia'.



Using the 'Scroll down' bar (shown on the right of the box below) there is the next category 'Era' – please select an option, eg. 20th Century.

Item Category:

Select...

- Era
 - Current
 - 20th Century
 - 19th Century
 - 18th Century
 - Pre 18th Century
- Origin

DONE

Scroll down and under the last category 'Origin' select an option, eg. Scottish

Item Category:

Select...

- Era
- Origin
 - British Militaria
 - English
 - Scottish
 - Welsh
 - Irish

DONE

Click Done. You will see your chosen selections for each category (example below).

Item Category:

Badges & Insignia x 20th Century x Scottish x

You can always go back if you need to make any changes.

Step 5: Details about the item

Add the **title of the item**. Add a **short description** (mandatory).

The **second** 'description box' is optional. We recommend adding details about what makes the item special. You can also include the size and weight, to help buyers estimate postage costs.

Item Category:

Badges & Insignia x 20th Century x Scottish x

Please select appropriate category to display items accurately on the website.

Item Name: *

Military Officers Long Coat Seaforth Highlanders Badge

Short Description:

Paragraph B I U [List Icons] [Link Icon] [Table Icon] [Omega Icon] [Image Icon]

This is the top line key information

p POWERED BY TINY

Description:

Paragraph B I U [List Icons] [Link Icon] [Table Icon] [Omega Icon] [Image Icon]

This is detail. What makes it special? Explain the condition. If know, detail the regiment, manufacturer for example. Anything else you know about the item and it's condition.

p POWERED BY TINY

Price (£): *

500

Stock: *

1

Item Images:

You do not need to format the text - the system has default settings.

Be careful about spelling errors or too much jargon/abbreviation – this may hinder the buyer from finding your item when searching.

Step 6: Add the selling price.

Step 7: Uploading images.

You can add several images.

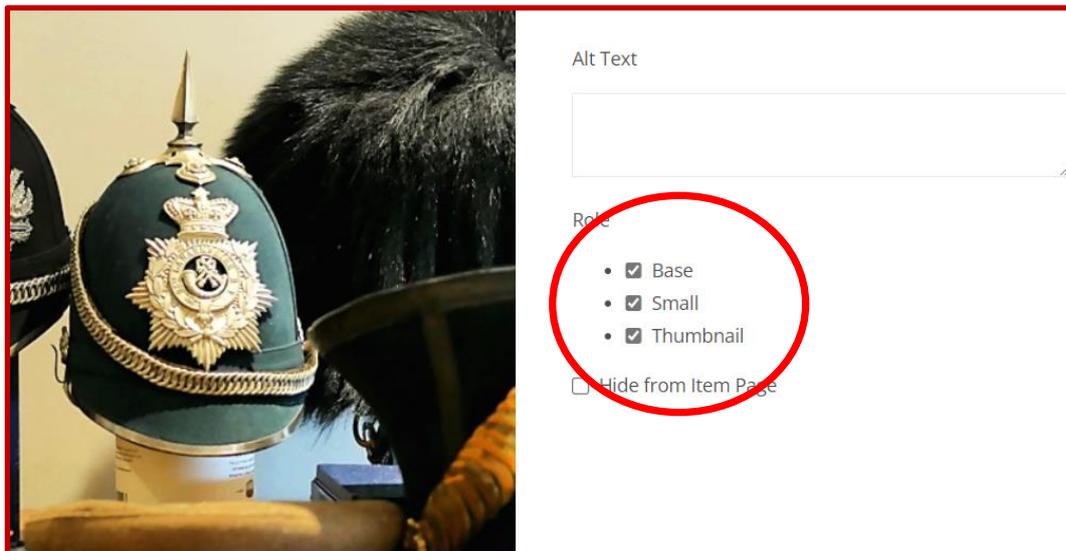
For best results, images should be a square format taken on a plain, light background.



When you click the above box, it will open a window enabling you to locate the photo on your own system and upload. You can add further images with the same process.

Your first image will appear. This first image will default as the **main base** image.

You can choose a different 'base image' if necessary. Just click on the relevant image and ensure the role boxes are ticked (shown below).



Go through the process again to add additional images/video.

If you hover over an image, a 'delete' icon appears.

You can also change the order by 'drag and drop'.

When ready, simply click SAVE.

Once saved, the system will display your item on the website after a few minutes.

Helpful tip: the system may 'time out' if too long, so have images prepared and ready.