COLLEXCHANGE

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'.

COLLEXCHANC	Search All Catego	vries 🗸	SELL AN ITEM	♡₫~
HOME ABOUT US V ITEM V	ERA V ORIGIN V FORUM			
Marketplace Dashboard Add New Item	My Account Account Information			
My Items List	CONTACT INFORMATION		NEWSLETTERS	
 Earnings 				
Auction	Simon Philips simon.phillips@fakeemail.co.uk		You are subscribed to "General Subscription".	
 Connect To Stripe 				
My Sales History				
Customers	Edit Change Password		Edit	
▶ Review				
	Address Book		М	anage Addresses
My Account	DEFAULT BILLING ADDRESS		DEFAULT SHIPPING ADDRESS	
My Purchases	Simon Philips		Simon Philips	
My Wish List	Philips Militaria Ltd (or leave blank)		Philips Militaria Ltd (or leave blank)	
Address Book	23 Make Believe Street Redditch, Worcestershire, WR1 1BB		25 Wake Belleve Street Redditch, Worcestershire, WR1 1BB	
Account Information	United Kingdom T: 07777 12345678		United Kingdom T: 07777 12345678	
 Additional Account Information 	Edit Address		Edit Address	
Stored Payment Methods				
 Stored Payment Methods 				

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.

COLLE	GE Search All Categories V Q SELL AN ITEM & 🗘 🏠
HOME ABOUT US V ITEM V	ERA V ORIGIN V FORUM
 Marketplace Dashboard 	Marketplace Add New Item
Add New Item	ADD ITEM SAVE
My Items List	
▶ Earnings	I tem Category.
Auction	Select
 Connect To Stripe 	Please select appropriate category to display items accurately on the website.
My Sales History	Item Name: *
Customers	
Review	Short Description:
My Account	Paragraph → B I U E E E E E + & @ ⊞ • Ω ■
 My Purchases 	
 My Wish List 	
 Address Book 	
 Account Information 	
 Additional Account Information 	POWERED BY TNY
 Stored Payment Methods 	
 Newsletter Subscriptions 	
Auction Details	

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

Item Category: Select	
Default Category Default Category	
Ŭ	DONE

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:		\land
Select		-
🔿 🔲 Era		•
Current		
20th Century		
19th Century		
18th Century		
Pre 18th Century		
		· · · · · ·
	DONE	\checkmark

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

Select		•
Origin British Militaria English Scottish		ĺ
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:	
$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	
This is the top line key information	
p	POWERED BY TINY
Description:	and a
Paragraph - Β Ι ⊻ Ε Ξ Ξ Ξ · Ξ · ⊗ ⊞- Ω ⊾	
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.

Click here or	
drag and drop to add images.	

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.