

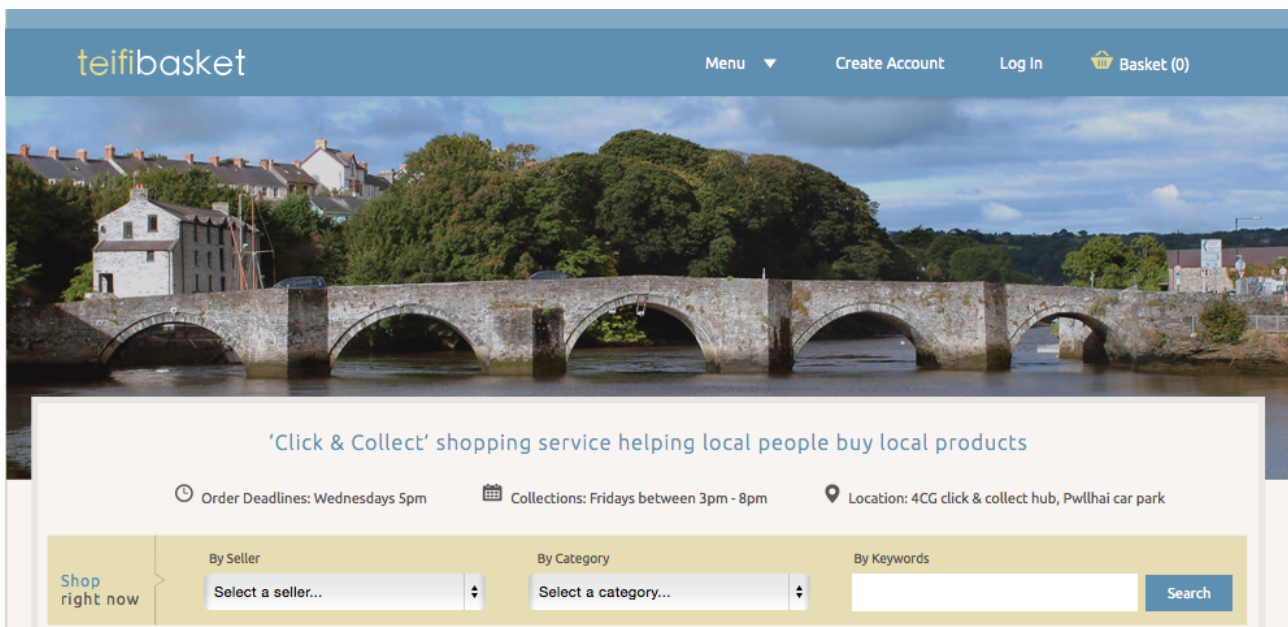


Introduction

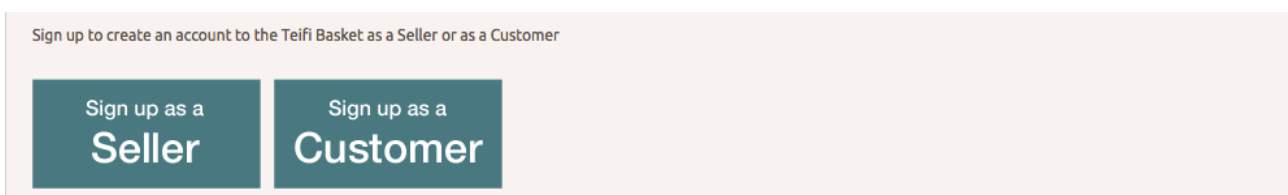
This is a user guide on how to set up a store within the Teifi Basket e-commerce website.

1. Creating a user account

On the homepage, in the top menu, click on 'Create Account'.



Next, you want to choose 'sign up as a seller'.



Choose a username and enter your email address.

teifibasket

Menu Create Account Log In Basket (0)

'Click & Collect' shopping service helping local people buy local products

Order Deadlines: Wednesdays 5pm Collections: Fridays between 3pm - 8pm Location: 4CG click & collect hub, Pwllhai car park

Shop right now

By Seller Select a seller... By Category Select a category... By Keywords Search

Teifi Basket Store

Get your own Cardigan Basket Shops account in seconds

Username:

bakerbob

(Must be at least 4 characters, letters and numbers only.)

Email Address:

teifibakerbob@gmail.com

We send your registration email to this address. (Double-check your email address before continuing.)

Next

Then choose a site name (this will be a url subfolder name) and a site title (the name of your

Site Name:

cardiganbasket.co.uk/

bakerbob

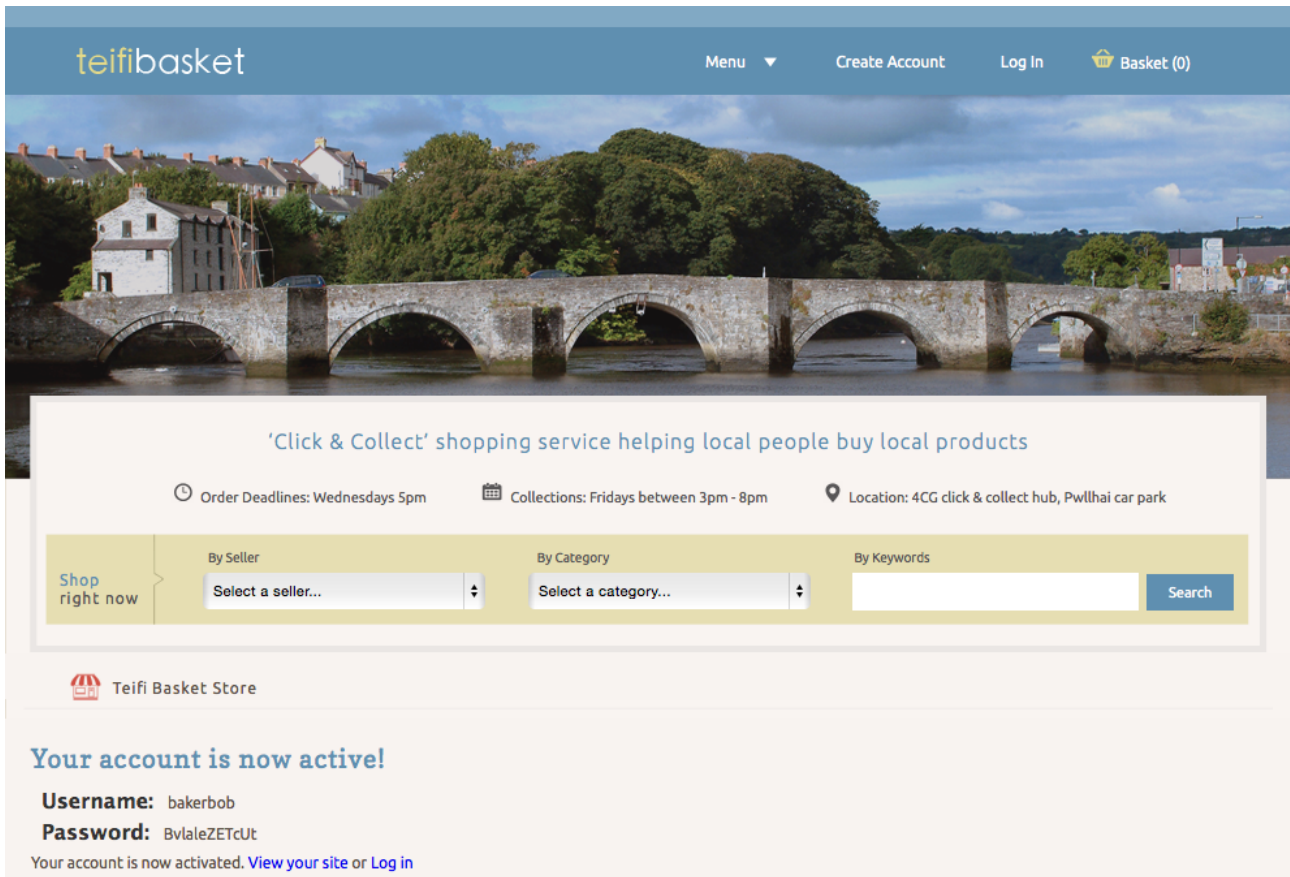
(Your address will be cardiganbasket.co.uk/sitename.) Must be at least 4 characters, letters and numbers only. It cannot be changed, so choose carefully!

Site Title:

Bob's Bakery Shop

Signup

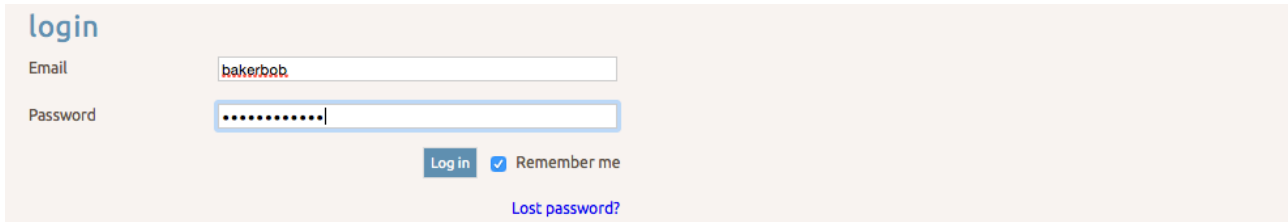
You should now get a message telling you that you need to check your emails to activate your shop account. Go to your email inbox, open the email that has been sent to you and click the activation link. Note: if you do not see an email in your inbox, then check your 'Spam Folder'. Clicking on the activation link will lead you back to the website and will present you with a username and password.



The screenshot shows the Teifi Basket website interface. At the top, the logo 'teifibasket' is on the left, and navigation links for 'Menu', 'Create Account', 'Log In', and 'Basket (0)' are on the right. Below the header is a banner image of a stone bridge over a river. A central message reads: "'Click & Collect' shopping service helping local people buy local products". Below this, three service details are listed: 'Order Deadlines: Wednesdays 5pm', 'Collections: Fridays between 3pm - 8pm', and 'Location: 4CG click & collect hub, Pwllhai car park'. A search bar is present with three filters: 'By Seller' (dropdown: 'Select a seller...'), 'By Category' (dropdown: 'Select a category...'), and 'By Keywords' (text input). A 'Search' button is to the right of the keywords input. Below the search bar, the 'Teifi Basket Store' logo is shown. A prominent message states: 'Your account is now active!'. Below this, the account details are displayed: 'Username: bakerbob' and 'Password: BvlaleZETcUt'. At the bottom of this section, it says 'Your account is now activated. View your site or Log in'.

2. Logging in to your account

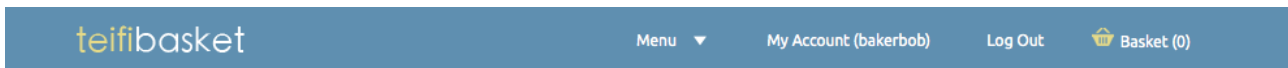
In the top navigation bar, click 'Log In', and then log in using your email address (or username) and the password, which was generated for you.



The screenshot shows a login form with the following elements:

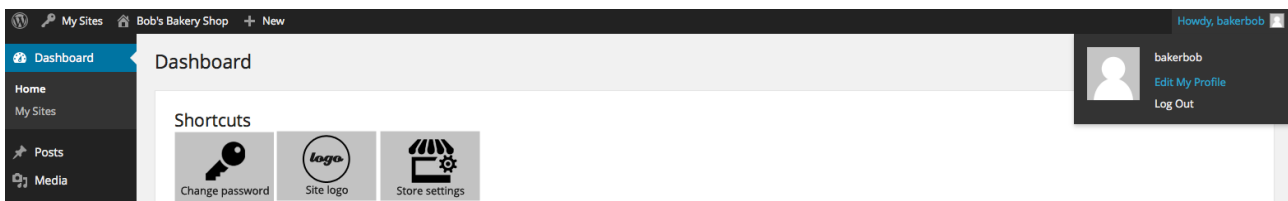
- login** (title)
- Email** field containing the text `bakerbob`.
- Password** field containing a series of dots.
- Log in** button.
- Remember me** checkbox.
- [Lost password?](#) link.

Once you have successfully logged in, you'll want to see your dashboard and start setting up your store. In the top navigation bar, click on 'My Account', which will take you to your dashboard (the back-end of the site). This is where you will manage your store from. Only you have access to this part of the site.



3. Changing your password

The first thing that you will want to do is change your password. There are two ways to do this; 1) Shortcuts - Click on the 'change password' icon, or 2) In the right hand corner, click on 'edit my profile'.



4. Setting up your shop

In the left side menu, select 'Products'. Then select 'Store Settings'.

In the "General Settings":

- Select the "Base Country" to the "United Kingdom" and region to the region you are based in (e.g., Ceredigion) and enter the postcode.
- Set the "Tax Rate" to "20%".
- Set the "Store Currency" to "United Kingdom", Pounds, -£".
- Enter Prices inclusive of Tax: Yes

Click "Save Changes" at the bottom, when finished.

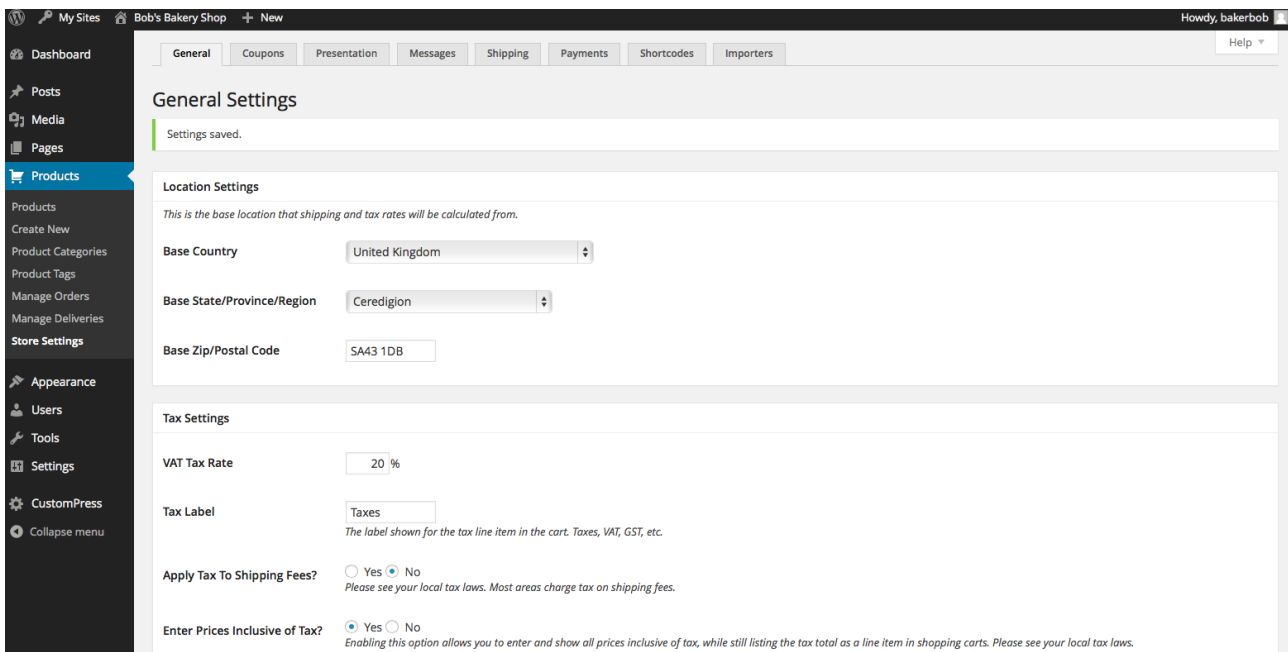
In the "Shipping Settings":

- "Choose Target Countries": Unselect "Canada" and "USA" if they are selected and select "United Kingdom"

Click "Save Changes".

In the "Payments Settings":

- Select Payment Gateway: Select "PayPal Express Checkout" and follow the steps in setting it up as your method of receiving payment.



The screenshot displays the WooCommerce Admin interface for 'Bob's Bakery Shop'. The left sidebar menu is open, with 'Products' selected. The main content area shows the 'General Settings' page, which is currently active. The page has a dark header with the site name 'Bob's Bakery Shop' and a user profile 'Howdy, bakerbob'. Below the header, there are tabs for 'General', 'Coupons', 'Presentation', 'Messages', 'Shipping', 'Payments', 'Shortcodes', and 'Importers'. The 'General' tab is selected, and a 'Settings saved.' notification is visible at the top. The 'General Settings' page is divided into two sections: 'Location Settings' and 'Tax Settings'. In the 'Location Settings' section, the 'Base Country' is set to 'United Kingdom', the 'Base State/Province/Region' is set to 'Ceredigion', and the 'Base Zip/Postal Code' is 'SA43 1DB'. In the 'Tax Settings' section, the 'VAT Tax Rate' is set to '20 %', the 'Tax Label' is 'Taxes', and the 'Apply Tax To Shipping Fees?' option is set to 'No'. The 'Enter Prices Inclusive of Tax?' option is set to 'Yes'.

5. Adding products to your shop

In the left side menu, select 'Products'. Then select 'Create New'.

Title and description: Enter a product title and description.

Image: Add a picture by clicking on 'set featured image' in the right side menu, under the 'publish' button. A dialog box will open and will allow you to select a file from your desktop to upload. Select the product photo to upload and once it has completed, click on the 'set featured image' button. The photo will then be saved to the product item.

Product category: On the right-hand side menu, give your product a category from the 'product category' list.

Locally grown and locally produce: If your product is locally grown or locally produced, you can set these fields to 'yes' and display their appropriate badges for your product.

Set stock and price: Scroll down to 'product details', enter a stock amount and set a price for the item.

My Sites Bob's Bakery Shop + New Howdy, bakerbob

Dashboard Posts Media Pages Products Product Categories Product Tags Manage Orders Manage Deliveries Store Settings Appearance Users Tools Settings CustomPress Collapse menu

General Coupons Presentation Messages Shipping Payments Shortcodes Importers Help

General Settings

Settings saved.

Location Settings

This is the base location that shipping and tax rates will be calculated from.

Base Country

Base State/Province/Region

Base Zip/Postal Code

Tax Settings

VAT Tax Rate

Tax Label
The label shown for the tax line item in the cart. Taxes, VAT, GST, etc.

Apply Tax To Shipping Fees? Yes No
Please see your local tax laws. Most areas charge tax on shipping fees.

Enter Prices Inclusive of Tax? Yes No
Enabling this option allows you to enter and show all prices inclusive of tax, while still listing the tax total as a line item in shopping carts. Please see your local tax laws.