



How to set up a shop on South Central Makers

1. From the main menu on the site – click on sell online – it will take you to this screen

The screenshot shows a web browser window with the URL southcentralmakers.co.uk/vendor-membership/. The page features the South Central Makers logo and a navigation menu with links for Main, Shop, Events, and My Account. A shopping cart icon shows a total of £2.50. The main content area is titled 'Vendor Membership' and includes a blue banner stating 'This form is for setting up an online shop'. Below this, there are two main options: 'Join for £5 a month' (Unlimited Products, Cancel anytime) and 'Sign up for a year and pay for 10 months!' (Just £50, no commission on sales). The page also lists benefits of the annual package, such as '12 month for the price of 10" discount on the monthly package' and 'Payment for monthly or annual packages is taken by Direct Debit'. There are also sections for 'Unlimited product listings' and 'Sell through Facebook'.

Vendor Membership

If you are already a subscriber, or have previously been a Store Vendor, please [log in](#) first before proceeding to complete the Vendor Registration.

Become a vendor with us and start selling your handmade products to local people!

It's really simple and you benefit from a close-knit group of like-minded people to help you to grow your market.

This site uses Stripe for payments from customer purchases. [Read more here](#)

Unlimited product listings

We don't put a limit on listings, so you can add as many or as few as you like.

Sell through Facebook

You can set up your shop on

This form is for setting up an online shop

If you are wanting to sell at our physical markets in Romsey or Stockbridge, please visit our market registration page [here](#)

Join for £5 a month.

Unlimited Products, Cancel anytime

Sign up for a year and pay for 10 months!

Just £50, no commission on sales

Our annual package gives you a single payment for the year and a "12 month for the price of 10" discount on the monthly package.

Payment for monthly or annual packages is taken by Direct Debit. When you sign up, you will securely enter your bank details directly with our DD provider, Go Cardless.

Bronze Subscription Month-to-Month	Copper Subscription One payment per year
£5⁰⁰ Monthly	£50⁰⁰ Annually
<ul style="list-style-type: none">✔ No Listing Fees✔ Direct sale to customers✔ 100% of sales go to you✔ Unlimited Products✔ Instant fund disbursement✔ Allow Free Shipping✔ Allow Collection from Market✔ Set Your Shipping Prices	<ul style="list-style-type: none">✔ No Listing Fees✔ Direct sale to customers✔ 100% of sales go to you✔ Unlimited Products✔ Instant fund disbursement✔ Allow Free Shipping✔ Allow Collection from Market✔ Set Your Shipping Prices



2. Choose your package
3. You will need to follow the instruction on the screen to join up and set up your direct debit for your monthly/yearly payments
4. Click Sign up Now button after checking details. You don't need to click Save to account.

Plans Profile Payment Thank You

Email *

Email already verified

First Name

Last Name

Address 1 *

Address 2

Country *

City/Town

State/County

Postcode/Zip *

Store Phone *


* Agree Terms & Conditions

Annotations: A red arrow labeled '1' points to the 'Agree Terms & Conditions' checkbox. A red arrow labeled '2' points to the 'CONFIRM' button. A large red 'X' is drawn over the 'PREVIOUS' button.



Recurring total

First renewal: 25/07/2022

Direct Debit 

Pay securely via your bank account.

Save to account

I want to receive updates about products and promotions.

[Sign up now](#)

On next screen fill in Bank Account number and Sort Code, check other pre-filled details.



Set up a Direct Debit with South Central Makers

Order: **2025 Copper Subscription - 12**

Country

United Kingdom

Company name

Message Photos

[Click here to use your name](#)

Your sort code

e.g. 10-20-30

Your account number

e.g. 12345678

[Click here to enter IBAN](#)

Billing address line 1

Chamber Avenue

Billing address line 2

Town or City

Barnes

Post code

W14 9NS

[Click here to find your address](#)

Email

info@thecopperstudio.com




If more than one signatory is required, there may be a delay in processing the subscription.


When done, click Set up Direct Debit, at which point you should be returned to the SCM website.

More than one person is required to authorise Direct Debits

If more than one person is required to authorise Direct Debits on this account, we will need all signatories to sign a paper version of the Direct Debit mandate. We'll give you instructions on how to do this after you complete this form.

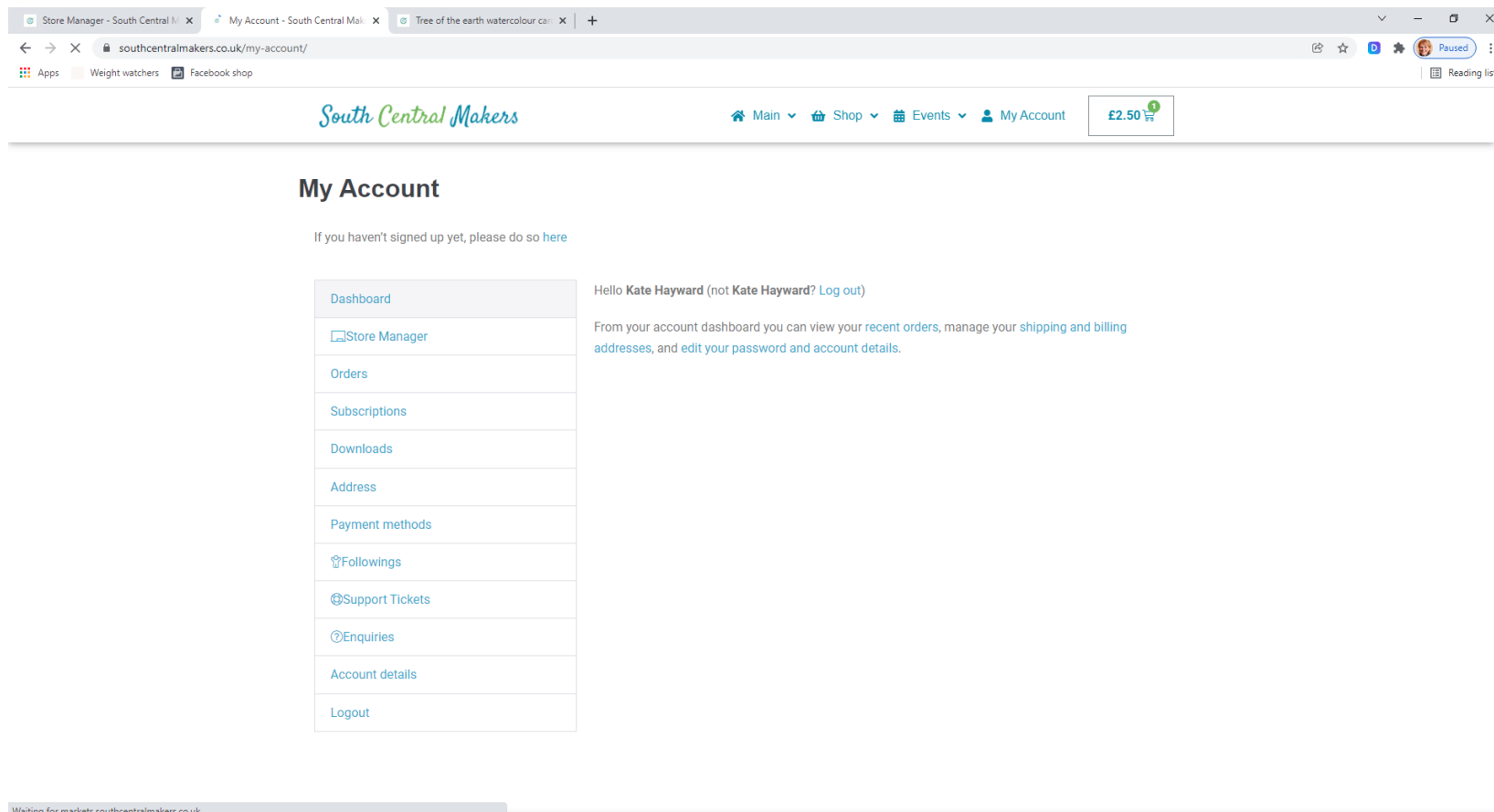
Note: if it's a joint account but you can authorise payments on your own, you should untick this box.

 **Set up Direct Debit**

GOCARDLESS 

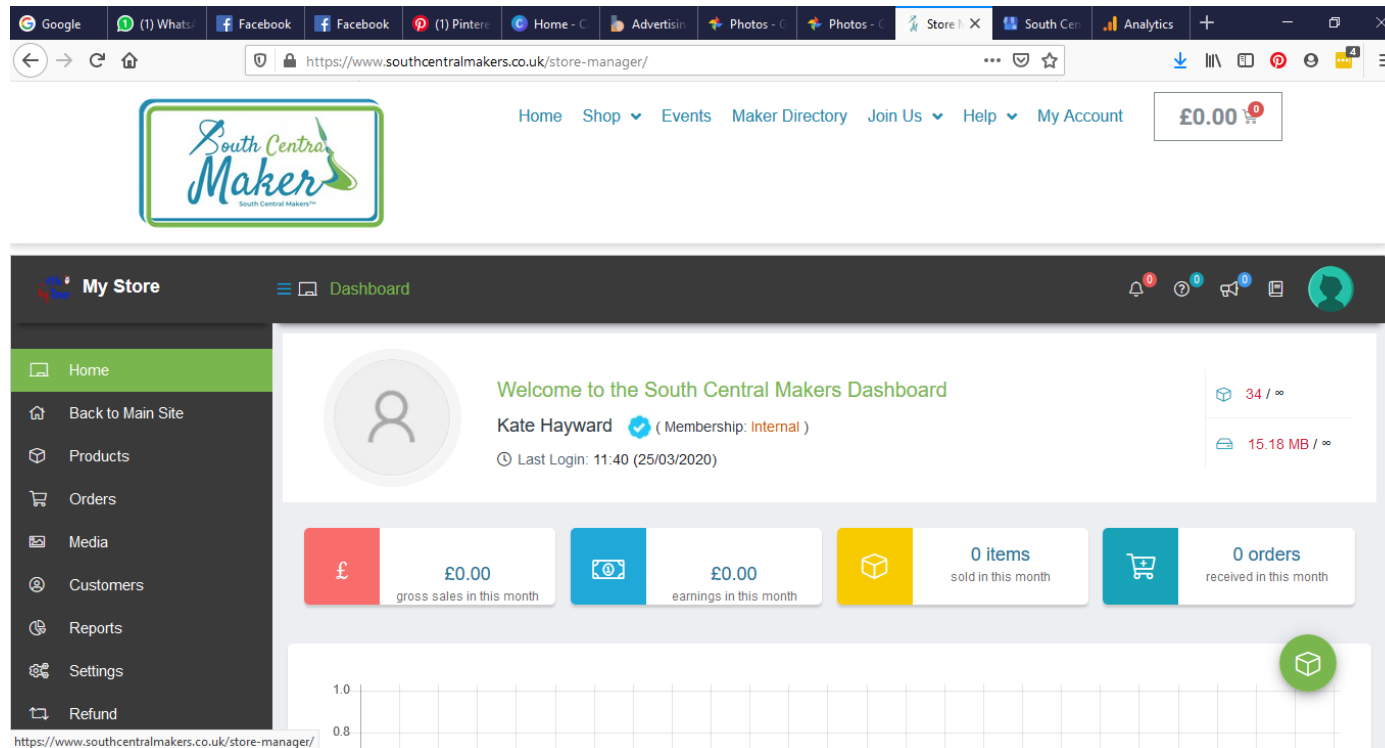


- Once you've set up your account- go to My Account and sign in.
- You will then get your Dashboard where you can choose Store manager- you will then see this screen





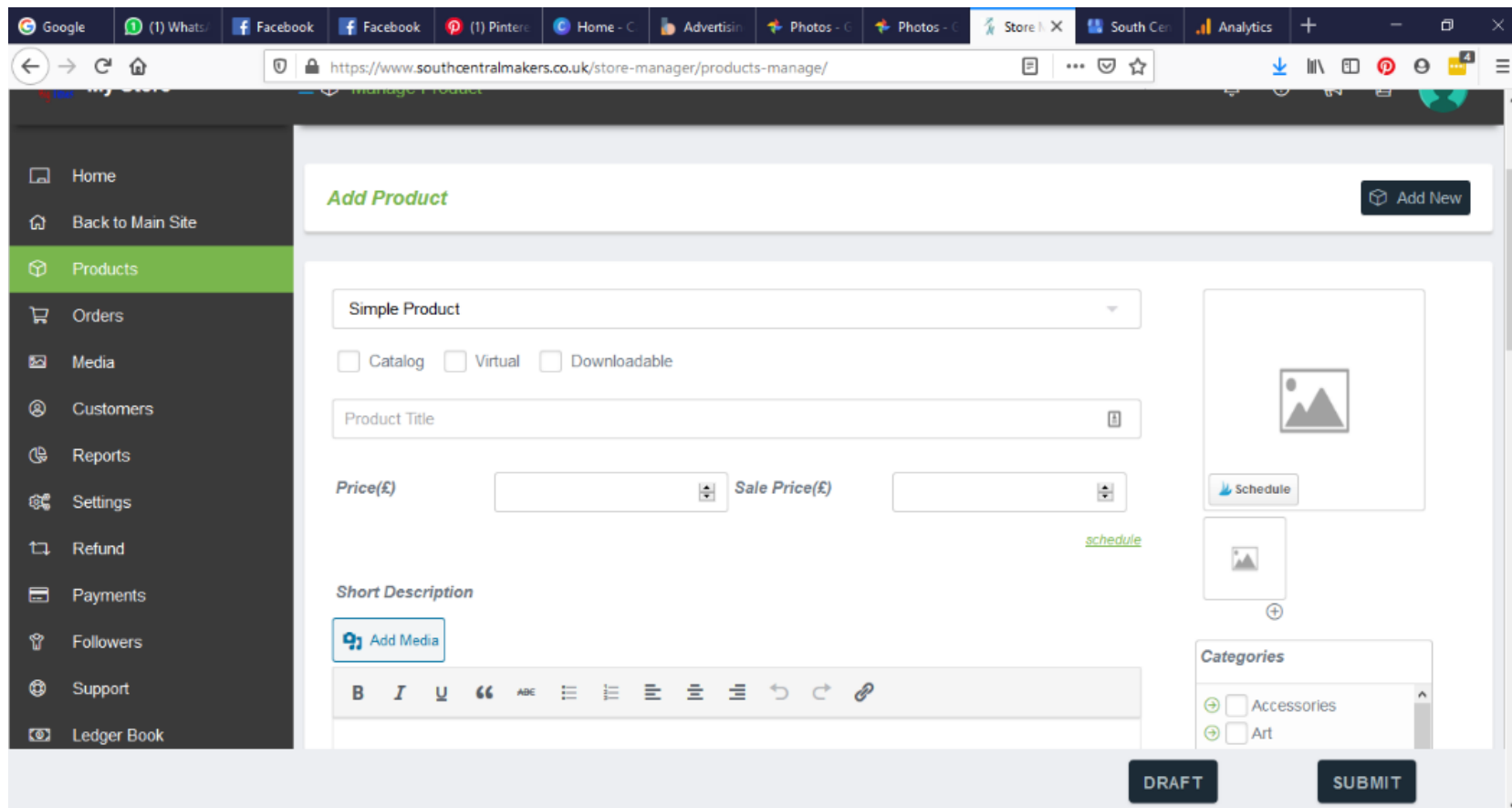
- FIRST JOB- GO TO SETTINGS-PAYMENTS- SET YOUR PREFERRED PAYMENT METHOD TO STRIPE. (If you already have a Stripe account, just click on log in at the top of the page). – PLEASE SEE SEPARATE INSTRUCTIONS ON SETTING UP STRIPE.



- Add new Products from the Products tab- you can add as many as you like. Make sure you add the photo in the blank image box (looks like a mountain)
- Add your short description- this is what people see at first glance
- Then add long descriptions- you can add care instructions etc here too



- Go to Settings- Store and add all your shop details. It's important that you add banners as this is what represents your store front, just like in the high street. Also add your logo. (if you have one- if not a good quality photo of your products)
- Be sure to add your contact details – Press Submit once you are done to save it





Product adding in more detail

- For Simple products where you only have one of each

The screenshot shows the 'Products Manage' page in the Romsey Makers Online Marketplace store manager. The browser address bar shows the URL: https://marketplace.romseymakers.co.uk/store-manager/products-manage/. The navigation menu includes HOME, ABOUT, STORE LIST, ALL PRODUCTS, MY ACCOUNT, STORE MANAGER (highlighted in green), and LOGOUT. A dark sidebar on the left contains various tools: Settings, Followers, Support, Ledger Book, Reviews, Product Designer, Knowledgebase, and Logout. The main content area is for adding a product. It features a 'Product Title' field, a 'Price (£)' field with '25.00' entered (circled in red), and a 'Sale Price (£)' field. Below these is a 'Voucher Template' dropdown menu set to '-- Choose Template --'. A 'Short Description' section includes an 'Add Media' button and a rich text editor with the text 'Blue heart ring- gorgeous gemstone'. On the right, a 'Categories' list is shown with 'Jewellery' selected (checked and circled in red). Other categories include Health and Beauty, Homeware, Anklets - beaded, Anklets - Silver/Gold, Bangles, and Bracelets - beaded. A '+Add new category' link is at the bottom right of the categories list.



- You can choose up to two categories, which are relevant. Just click on the arrow to dropdown the sub-categories if relevant.
- Add short and long descriptions – as many tags as you want in the tag box, separate them with commas.

A screenshot of a web browser showing the "Store Manager" interface for Romsey Makers. The browser's address bar displays "https://marketplace.romseymakers.co.uk/store-manager/products-manage/". The navigation menu includes "HOME", "ABOUT", "STORE LIST", "ALL PRODUCTS", "MY ACCOUNT", "STORE MANAGER" (highlighted in green), and "LOGOUT". The main content area is a product management form. It features a text input field at the top, a "Description" section with a rich text editor (containing the text "Blue heart Gemstone silver ring...blah blah" and "This is where you put your long description..."), a "Tags" box with the text "blue, art, jewellery, ring, gem" and a dropdown menu "Choose from the most used tags", and a "Catalog visibility" dropdown set to "Shop and search results". At the bottom right, there are "DRAFT" and "SUBMIT" buttons.



You can either choose to manage stock or leave it blank if you have a constant flow of the product. Choose Do Not Allow if you only have a set amount of the product or Allow if you have infinite amounts or Allow but notify customer if stock will need remake stock once it's gone.

A screenshot of a web browser showing the product management interface for South Central Makers. The browser tabs include "Store Manager - South Central Makers" and "Tree of the earth watercolour card". The address bar shows the URL "southcentralmakers.co.uk/store-manager/products-manage/85350/". The page features a top navigation bar with "Main", "Shop", "Events", and "My Account" menus. A sidebar on the left contains a menu with options like "Inventory", "Shipping", "Attributes", "Linked", "SEO", "Tabs Manager", "Add-ons", "Dynamic Pricing", "Product Policies", and "Advanced". The main content area is a form for editing a product. The "SKU" field contains "Earth tree". The "Manage Stock?" checkbox is checked. The "Stock Qty" field contains "25". The "Allow Backorders?" dropdown is set to "Do not Allow". The "Sold Individually" checkbox is unchecked. A price tag of "£2.50" is visible in the top right. At the bottom right, there are buttons for "VIEW", "DRAFT", and "SUBMIT".



- Add attributes when you have more than one of each product- **please check the Variations 'How to' for adding more than one product choice in one product.**

A screenshot of a web browser displaying the 'Store Manager' interface for Romsey Makers. The browser's address bar shows the URL 'https://marketplace.romseymakers.co.uk/store-manager/products-manage/'. The page features a navigation menu with 'STORE MANAGER' highlighted. A dark sidebar on the left contains menu items such as 'Inventory', 'Shipping', 'Attributes', 'Linked', 'Fancy Product', 'Add-ons', 'Tabs Manager', 'Product Policies', and 'Advanced'. The main content area is titled 'Attributes' and includes a form with the following elements: a checkbox for 'Age', a dropdown menu for 'Active?' (checked), a text input for 'Name' containing 'Colour', a dropdown menu for 'Value(s)' containing 'Blue', and three buttons: 'SELECT ALL', 'SELECT NONE', and 'ADD NEW'. At the bottom of the form, there is a checkbox for 'Visible on the product page' (checked). The bottom right corner of the interface has 'DRAFT' and 'SUBMIT' buttons.



This is where you add your all important policies- you can check other stores for ideas or get guidelines from Google. It is important to add your store policies in your main store settings though.

A screenshot of a web browser displaying the "Store Manager" interface for Romsey Makers. The browser's address bar shows the URL "https://marketplace.romseymakers.co.uk/store-manager/products-manage/". The navigation menu includes "HOME", "ABOUT", "STORE LIST", "ALL PRODUCTS", "MY ACCOUNT", "STORE MANAGER" (highlighted in green), and "LOGOUT". A dark sidebar on the left contains menu items: "Shipping", "Attributes", "Linked", "Fancy Product", "Add-ons", "Tabs Manager", "Product Policies" (highlighted in green), and "Advanced". The main content area is titled "Shipping Policy" and features a rich text editor with a toolbar containing options for "Add Media", "Paragraph", "Bold", "Italic", "List", "Quote", "Link", and "Unlink". The text "Shipping in UK only within etc" is entered in the editor. Below this, a "Refund Policy" section is also visible with a similar editor. At the bottom right, there are "DRAFT" and "SUBMIT" buttons.



Other tabs to note: SEO- is where you add tags to key words, Facebook and Twitter.

Vacation mode can be used when you are on holiday and want to close the shop.

All the tabs on the left have different functions- refunds, analytics etc.

Make use of Analytics so you can see which products get the most interaction from people.