

# Main Street Vendor Instructions: Registering as a Vendor

Welcome to Main Street Eagle Mountain. In case you didn't already know, Main Street is a multi-vendor marketplace for local businesses in Eagle Mountain City. It's like Etsy or Amazon for our own city, with the major difference being Main Street also incorporates service scheduling for service industries.

In this video we will cover how to register as a vendor on Main Street. You will find additional videos on creating products and creating services. Let's get started.

## How to Create an Account on Main Street

1. Click on the "Vendor Registration" link on the "Vendor Portal" page.
2. On the right side of the page, under "Register", enter your email address and check the "Apply to become a Vendor" box .
3. After you press "Register", you will be sent an email with a username and password created for you.
4. You will also be taken to the vendor registration form which doubles as your store initial setup. You can come back to this later if needed using your login at <https://eaglemountaincity.com/my-account/> and going to "Settings" in the Vendor Dashboard.

## How to Complete the Vendor Registration Form.

1. First you will enter basic information about your store. Keep in mind, customers will see this information.
  - a. Enter your Store name, description, basic contact information, and hours information if needed.
2. Some settings are not created until after the vendor application is complete, such as Payments and Branding, so we will skip these for now.
3. Next, you will enter any social links you have. None of these are required.
4. Finally, add any policies you have including privacy policies, refund policies, etc. if you have them.
5. After reviewing to ensure all your information is correct, click on the Apply to be a Vendor button at the bottom of the screen.
6. Once your application is complete, go to your Vendor Dashboard at <https://eaglemountaincity.com/dashboard>.
  - a. Go to the Settings tab to complete the Payment and Branding sections to finalize the creation of your store.
7. The Payment tab asks you to connect your Stripe Account. If you do not have a Stripe account, you will be given an opportunity to do so.
  - a. Select the "Connect with Stripe" button.
  - b. If you do not have an existing account, use the form that appears to create one.
  - c. If you have an account, click on the "Sign In" link at the top of the page. Select the Account, and click "Connect My Stripe Account"
8. The Branding Tab asks that you create a Store Banner and Store Icon.
  - a. The Store Banner should be 1150 x 275
  - b. The Store Icon, which is typically your logo should be 200 x 200

Now that your store is created, you can move on to creating products to start making sales.

# Main Street Vendor Instructions: Creating Products

If you are a local business that has products to sell, you can sell them directly on Main Street. Prior to adding new products, you will want to do the following:

- Take photos of your products
- Have pricing in mind that includes sales tax

## How to Create a Product on Main Street

1. Go to <https://eaglemountaincity.com/my-account> and login.
2. This Dashboard will be where you track your orders, see reviews of your store and products, confirm bookings, and more.
3. Click on the **Products** tab.
4. Select **Add Product**
5. Enter the basic product information.
6. Add a featured image and additional images as desired.
7. Generally, your product will be a simple product.
8. Besides the regular and sale price, the remaining options are all optional.
9. You can also track inventory, shipping, add linked products to up-sell or cross-sell, and so forth.
10. Once complete, select either **Add Product** or **Save Draft**

## Viewing your Product

You can view your product by going to your vendor dashboard and selecting “View Store” at the top menu. This same page you are taken to you can use to share your store or products directly with others in Eagle Mountain.

## Viewing Orders

Click on the **Orders** tab to view all orders that have been processed. It is your responsibility to fulfill all orders.

## Sales and Coupons

Under your Products, you can change the price to reflect a Sales Price. But you also have an option under the **Coupons** tab to add a coupon that can be scheduled to end at a certain date or be used for only a certain amount of uses.

## Support

If you have any questions, contact Evan Berrett at [eberrett@emcity.org](mailto:eberrett@emcity.org).

## Main Street Vendor Instructions: Creating Services

If you are a local business that is service or bookings focused, you can use Main Street to get more bookings. Note that it is not exclusive, meaning you can have bookable services and sell products as well. For example, a hair salon can book salon appointments but also sell hair products.

### How to Create a Product on Main Street

1. Go to <https://eaglemountaincity.com/my-account> and login.
2. This Dashboard will be where you track your orders, see reviews of your store and products, confirm bookings, and more.
3. Click on the **Products** tab.
4. Select **Add Product**
5. Enter the basic information about the service
6. Add a featured image and additional images as desired.
7. Change the Product type from simple product to **Bookable Product**
8. Select the duration of your standard booking or create a range. For example, select 1 hour for a 1-hour appointment. Or select 7 days for rental of equipment.
9. Check “Enable Calendar Range Picker” to allow for a calendar to appear for the customer. I recommend also having the Calendar display mode set to always visible.
10. Go to the **Availability** tab and complete the fields. You can allow for multiple bookings within a block of time or restrict to just once per month if you have limited resources. Create a block of time in the future that you would like customers to be able to book. For example, allow them to book as early as the next day, and as long as 3 months into the future.
11. Select the available days, and the time that the first block begins.
12. Additionally, you can select to enable resource and person management. These features are particularly useful for services such as room reservations, class registrations, and so forth.
13. Once you have reviewed all information for accuracy, select **Add Product** or **Save Draft** at the bottom of the form.

### Viewing your Product

You can view your product by going to your vendor dashboard and selecting “View Store” at the top menu. This same page you are taken to you can use to share your store or products directly with others in Eagle Mountain.

### Editing your Product

You can always edit your product by going to the **Products** tab in your vendor dashboard. When you hover your mouse over a product, the **Edit**, **Delete**, **View** options become visible.

### View your Bookings

Click on the Bookings tab to view all bookings that have come through. You can view bookings individually and see a full calendar as well.

## **Sales and Coupons**

Under your Products, you can change the price to reflect a Sales Price. But you also have an option under the **Coupons** tab to add a coupon that can be scheduled to end at a certain date or be used for only a certain amount of uses.

## **Support**

If you have any questions, contact Evan Berrett at [eberrett@emcity.org](mailto:eberrett@emcity.org).