**WATERMEDIAGALLERY.COM INSTRUCTIONS**
**Ready to find your artwork a good home? And pay no commission? And get your postage paid by your customer?**
**Follow these IMPORTANT, simple steps!** You may print this list!

1) **Create a vendor account:**
   **https://watermediagallery.com/membership-levels/**

2) **Add your paypal info so you get paid for 100% of your artwork's price and for postage. A business paypal account is required for selling. If you only have a personal account, it is easy to convert it to a business account or create a new one.**

3) **Go to your dashboard, add a "new product"**

4) **Many of the fields are unnecessary.**
   **Here's what to add:**
   - ☐ **Title**
   - ☐ **Category of item**
   - ☐ **Price**
   - ☐ **Tags (think of adjectives to describe your work)**
   - ☐ **Image (1,000 px .jpg, approx. 1 MB resolution is best)**
   - ☐ **Short Description (tell people what they're buying–title, size, media, substrate)**
   - ☐ **Long description (optional, but people like to know what inspired the work)**

5) **IMPORTANT! Check the box "Enable Product Stock Management" and add 1 to your stock! SAVE PRODUCT (bottom right)**

6) **CHECK: This product requires shipping!**
   **Add weight, height, width, length. Always add an inch or 2 to the dimensions and add 1 lb to the weight so you are adequately reimbursed without postage due.**

7) **Be certain to hit SAVE at the bottom right of your screen every time you edit. Otherwise edits will not be saved.**

   **Check out your store!! You are now represented by an online art gallery, WaterMediaGallery.com! Welcome aboard!**