



Welcome to the Artists Mall. You will find many features with the Artists Mall that will enable you to get the word out about your creative works.

First and foremost the Artists Mall is set up to automatically get your store items found at Google – which is the best place to be found on the internet.

Then there is the Gallery feature that gives you a professional introductory page. Here's an example:



Up and coming in the month of October 2008, you will have a widget that you can create to add to your blogs, social networking sites, website and more to spread the word about your creative works for sale at Artists Mall.

This Quick Start Guide is intended to enable you to get started selling your artistic works rapidly. The guide is in PDF format so that you can easily print it to follow along while you set up your shop.

If you run into any difficulties, please feel free to ask questions by emailing h2s4success@gmail.com

To Your Success!
Norm & Leigh Ann Lemire

Quick Start Guide

0. Create your account by going to www.artistsmall.com

You need a Paypal account to open a store.

You can choose the store that you want, as follows:

Store Type	Max # of items	Monthly Cost
Starter Store	8	\$0 USD per month
Mini Store	50	\$ 7.48 USD per month
Pro Store	125	\$11.98 USD per month
Mega Store BEST VALUE	250	\$18.98 USD per month

NO FINAL VALUE FEES. You are in control of your own store and you receive 100% of the sales. Payments go direct to you.

1. Login and go to "Store Management"

Here's what you will see:



2. You will see two columns, under the right hand column you will see "Store Running in..." and a button. You need to make your store LIVE.

3. Next, set up your store by using the links in the left hand column as follows:

A. Edit Stores Data - this link enables you to enter the name of your store, write a store description, choose a category for your store and other selections which are self

explanatory. Once you fill in the information, click on the button at the bottom to save changes.

B. The next link is to edit store fonts - it is up to you whether you want to do this or not.

C. The next link is "Edit Logo or Banner" - you simply browse your computer and upload

D. The next link is to "Edit Store's Categories" - Create categories of you items to sell such as oil paintings, oil portraits, prints and so on. Be sure to "save changes" once done.

E. The next link is "Change Store Theme" - select the color scheme for your store and click "Change current theme"

F. The next link is "Edit Terms & Conditions" - you can edit my terms & conditions to make it fit your store:

"Art by ILIA Policy: Art by ILIA strives to give a full and detailed description of items that are listed for auction here at the Artists Mall. Photographs showing details, full information including any blemishes or imperfections are included. Items are handmade and thus not a "perfect" machine made item. Please review the pictures and the descriptions thoroughly and ask questions before purchasing.

Contact needs to be made within 3 days after purchase - please include zip code and address. Full payment to be made within 10 days of purchase. Buyer is responsible for shipping and handling costs. Shipping is done by both FEDEX and USPS. Insurance is highly recommended as once a package leaves us, it is up to the Post Office to deliver it safely."

- click on "save changes"

G. The next link is "View Shipping Destinations". This just means set up the shipping costs for your items. You have to have at least one "destination" filled in before you can enter any items to sell. I suggest that you create a default item as follows:

Destination: See Description for Shipping Costs

First Item Cost: 0

Additional Items Cost: 0

You can add the shipping into the cost of the item that you list in your store.

H. The next link is "Add/Edit Shippers" - just leave this one as it is.

I. "Edit Paypal Address" is the next link. You just need to add your Paypal address and save.

4. When you login to your account and click on "Store Management", in the second column on the right hand side, you will find the links:

* Add new item - This is the link to add items with descriptions to your store

* Inventory Management - This is the link to edit items and to keep track of your inventory

* Relist items - this is the link to relist an item if it sold and you have more

* Sales Reports - this link gives you your sales reports and you can export your report to excel

* Upgrade/Downgrade - you can choose the type of store that you want from Starter to Mega Store

* Close your store - this link will close your store

* View Store- click on this link to view your store

5. At the very bottom of the main "Store Management" page you will see a rectangular white box that reads "Link To Your Store" - use that link to promote your store.

That's It! You are Set to Go!