

Art Encounters- Setup a Seller Account v3b

Please follow this process to setup your Artist Account and begin adding products and selling.

Don't forget to also setup your shipping rates.

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1 Click New Artist Signup

Click New Artist Signup



2 Fill out the New Vendor Form

We are looking to partner with Artists who share the same heart and values. Please affirm that in the form and submit a few samples of your artwork.

New Vendor Form

Thank you for joining us at Art Encounters! We are honored to have you here!

We are a community of Holy Spirit filled, Jesus loving artists! We seek to create pieces of art that are inspired by the Holy Spirit, and to bless the world around us through our art.

As an artist with Art Encounters, you can expect the following commission structure:

- 90% of each sale goes to the artist.
- 10% of each sale goes to the upkeep of Art Encounters.
- Payouts will be issued bi-weekly on Wednesday. Please see the [FAQ](#) for details.
- Shipping is your responsibility and you can setup and charge a reasonable amount for shipping.

Please fill out this form and upload a few pictures of your artwork so we can confirm that partnering with us is a good fit.

Vendor's Name

First

Last

3 Check Your Email

You will get some important information about accessing the Vendor Dashboard in your email. In particular you will receive the password for the Dashboard page.

Thanks for filling out your New Artist Form.

Please check your email for important information on accessing the site and listing your products.

4 This is the Email

Find this email to find the password. Note that it has been blurred out in this PDF.



Welcome Another!

We are excited to have you join us.

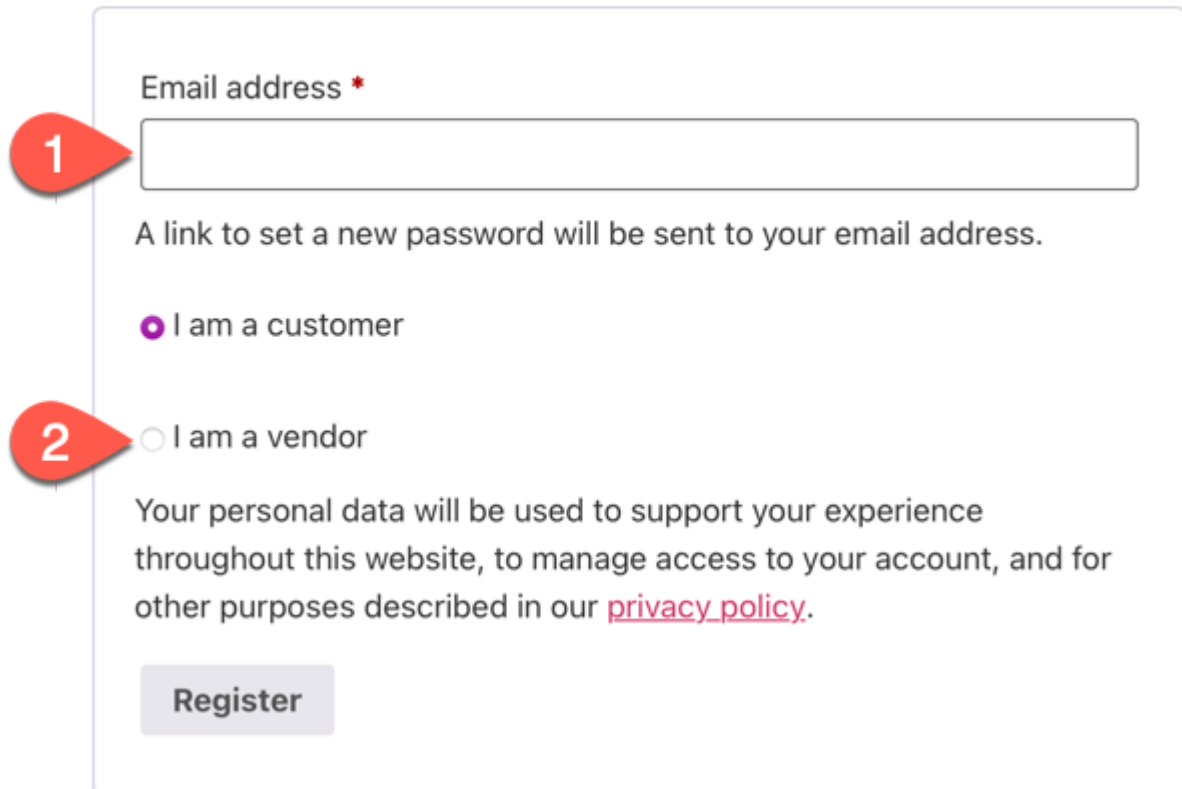
Please bookmark your Artist Dashboard:

- <https://artencounters.art/dashboard/>
- The password to access your dashboard is: [blurred]
- You may need to also login with your unique information.

5 Start the Registration Form

1. Enter your Email
2. Select "I am a vendor"

Register



The registration form is enclosed in a light gray rounded rectangle. It features a text input field for an email address, followed by a confirmation message. Below this are two radio button options: 'I am a customer' (selected) and 'I am a vendor'. A privacy notice is provided at the bottom, and a 'Register' button is located at the very bottom of the form. Two red callout bubbles with white numbers '1' and '2' point to the email input field and the 'I am a vendor' radio button, respectively.

Email address *

1

A link to set a new password will be sent to your email address.

I am a customer

2 I am a vendor

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).

6 Finish your Registration

1. Fill in your details
2. Choose your subscription level
3. Click Register

Register

1

Email address *

A link to set a new password will be sent to your email address.

First Name *

Last Name *

Shop Name *

Shop URL *

Available

<https://artencounters.art/store/testartist>

Phone Number*

2

Choose Subscription Pack *

Basic 12

\$10.00

Basic 12 6 month Vendor Subscription to list up to 12 products.

I am a customer

I am a vendor

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).

3

Register

7 Pay for your Subscription

Complete the Billing details and complete the purchase of your vendor subscription.

Contact information

Email address *

kilts.wildcat-0y@icloud.com

Additional information

Order notes (optional)

Notes about your order, e.g. special notes for delivery.

Billing details

First name *

Last name *

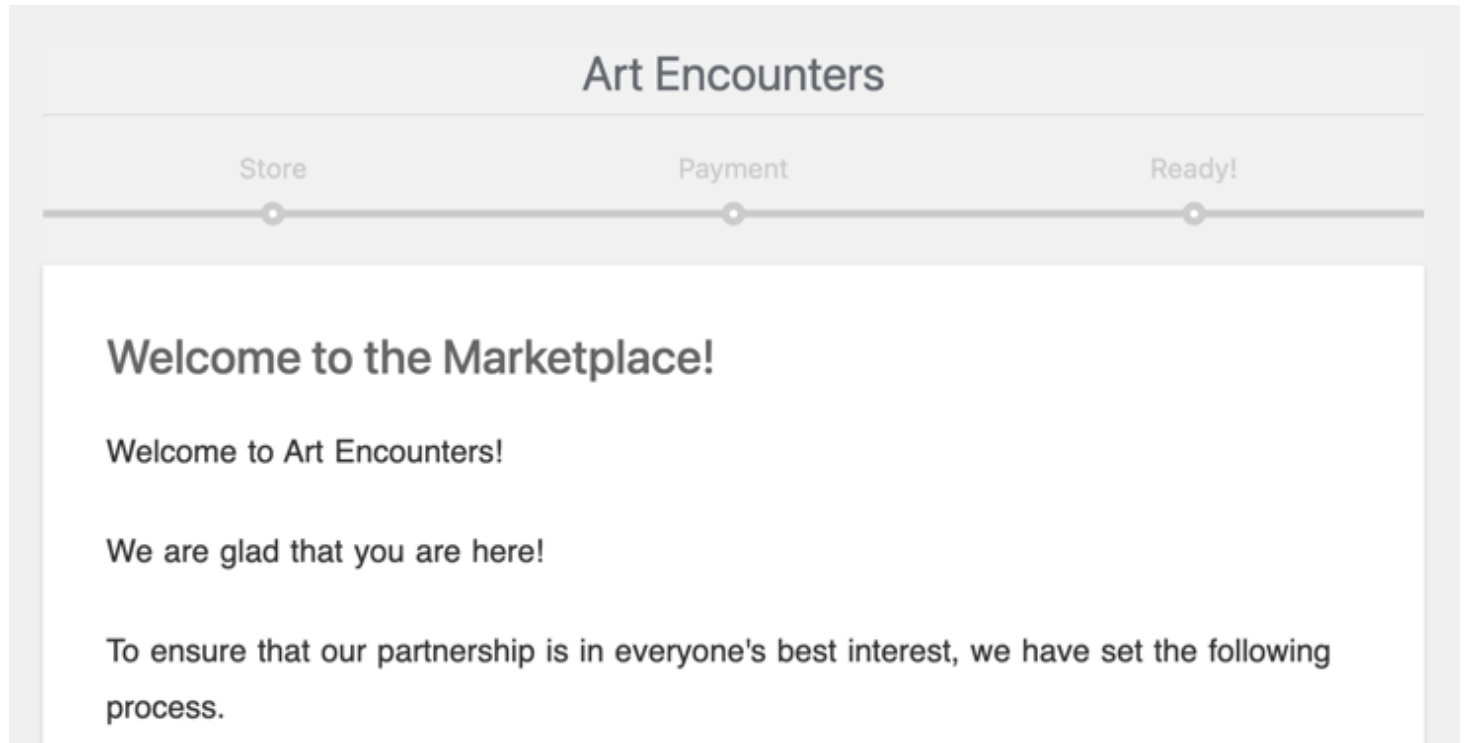
Your order

Product	Subtotal
Basic 12 × 1 Vendor: HawaiiWP.com	\$10.00
Subtotal	\$10.00
Tax	\$0.00
Total	\$10.00

8 Congratulations Your Account is Setup!

Here's your welcome screen.

Click "Let's Go!" to begin setting up your store.

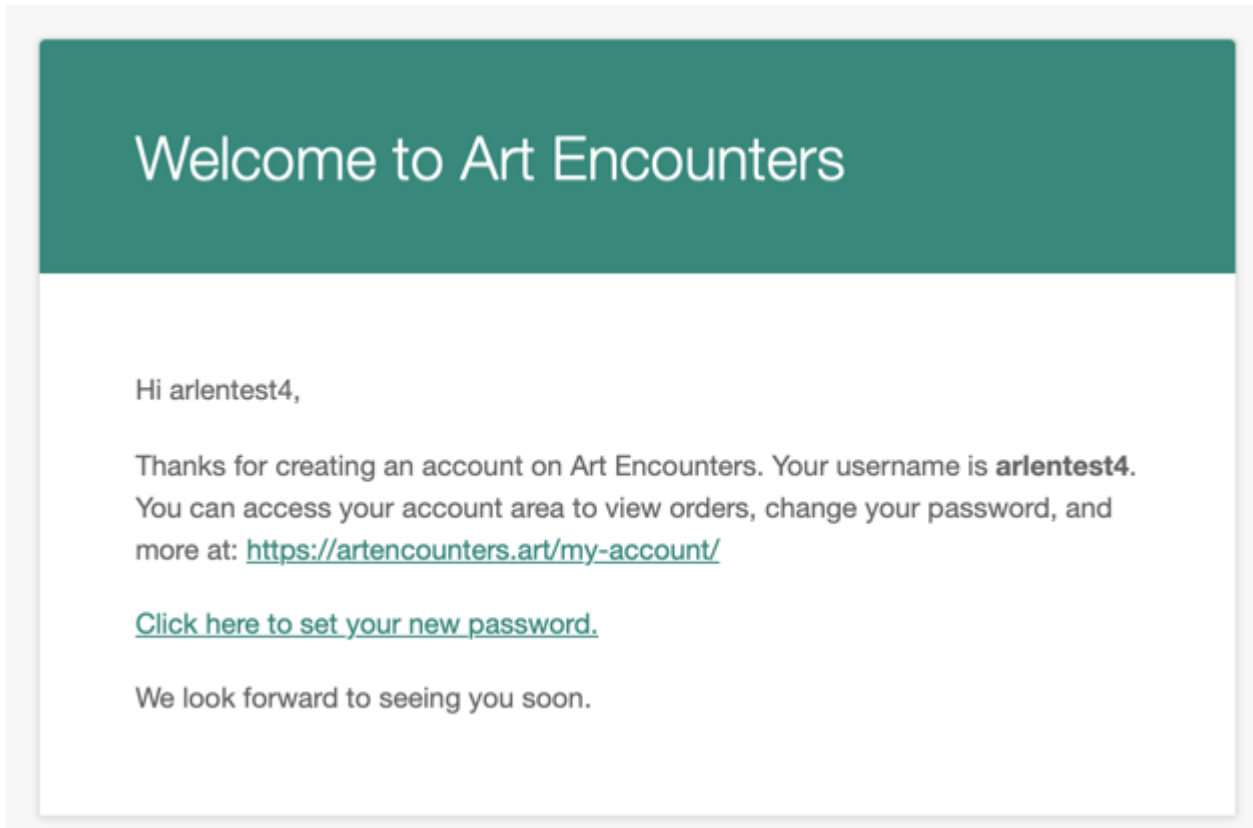


9 Set your password

Look in your email for a message called "**Your Art Encounters account has been created!**"

Click on the link to set your account's password.

If you ever can't login or need to change it, you can always use the "Lost your password" link on the login page.



10 Store Setup Part 1

Fill in more details about your store.

The Address is for our records only. Your Address will NOT be displayed publicly.

Art Encounters

Store Payment Ready!

Store Setup

Street *

Street 2

City *

Post/Zip Code *

Country *

State *

11 Store Setup Part 2

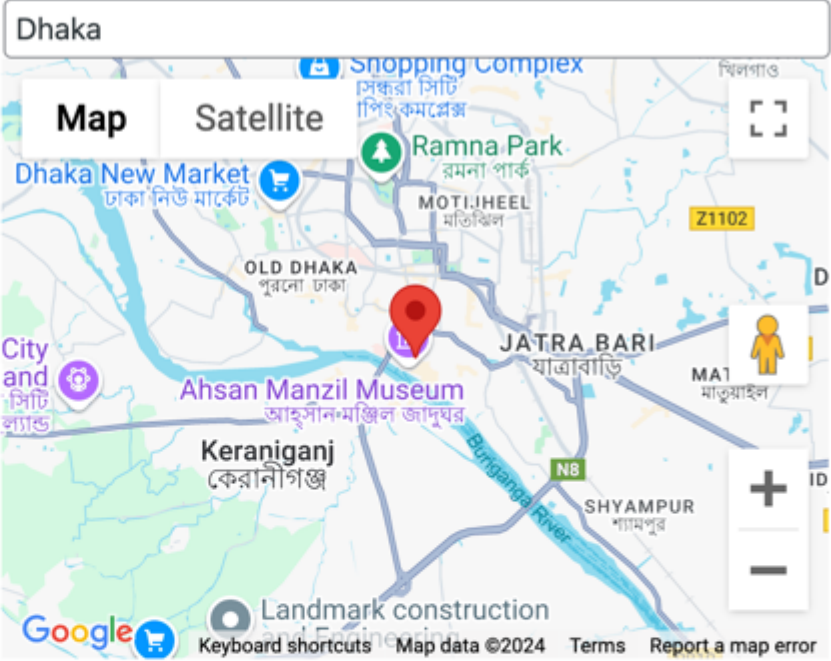
You may wish to put in a city into the map.

You may also check the box to publish your email on the website in case a customer wants to contact you with questions.

Map

Dhaka

Map Satellite



City and
সিটি
হ্যাভ

Dhaka New Market
ঢাকা নিউ মার্কেট

Ramna Park
রমনা পার্ক

MOTI JHEEL
মতিঝিল

OLD DHAKA
পুরনো ঢাকা

Ahsan Manzil Museum
আহসান মঞ্জিল জাদুঘর

Keraniganj
কেরানীগঞ্জ

JATRA BARI
যাত্রাবাড়ি

SHYAMPUR
শ্যামপুর

Landmark construction
and Engineering

Keyboard shortcuts Map data ©2024 Terms Report a map error

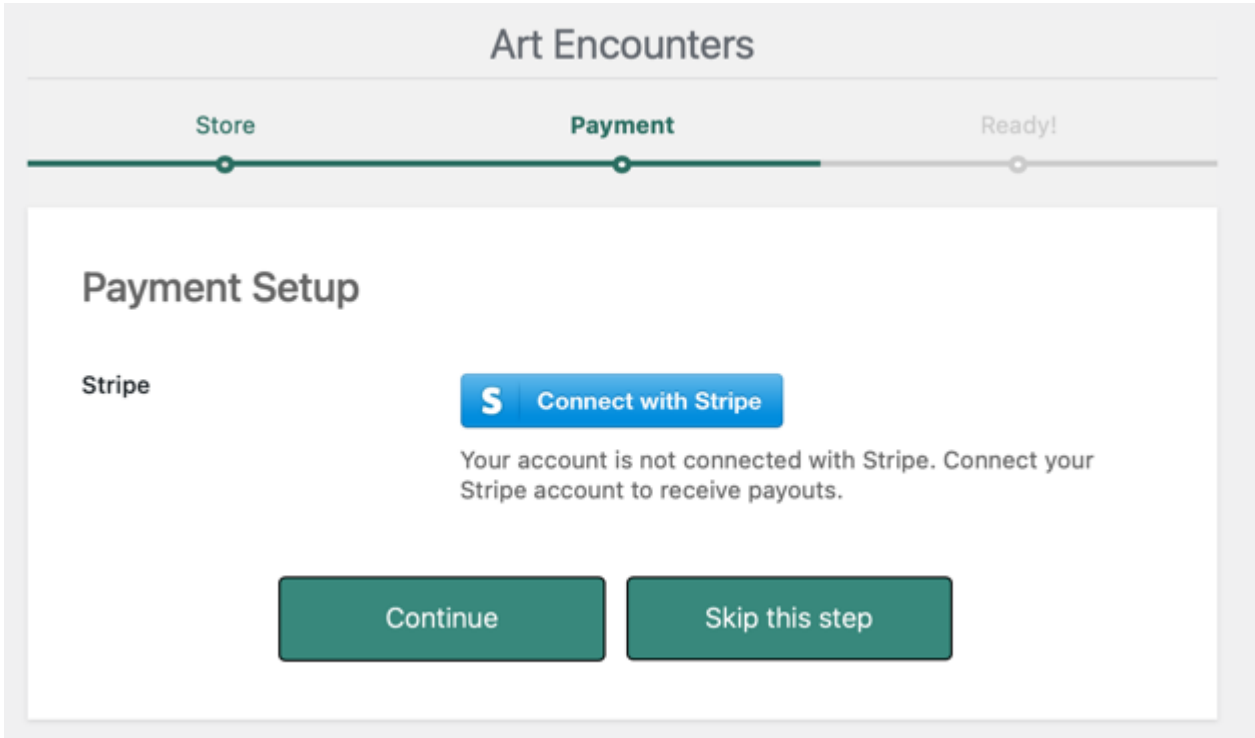
Email

Show email address in store

[Continue](#) [Skip this step](#)

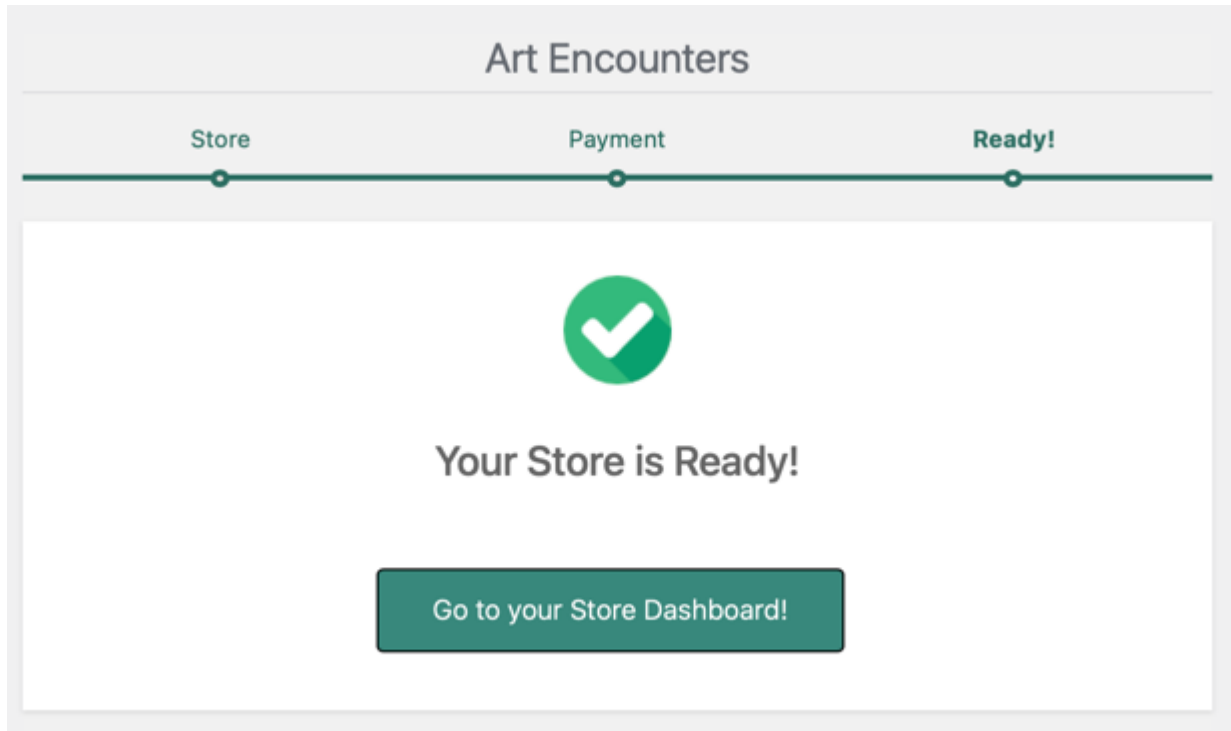
12 Add Your Payment Details

We partner with Stripe.com for their simple credit card processing and quick payouts for our vendors. Click "Connect with Stripe" and sign in to an existing Stripe account or create one.



13 Congratulations

Your store's initial setup is complete.
Go to your Dashboard...



14 Remember the Password

At this point you will need the password which was sent to your email.

Protected: Dashboard

This content is password protected. To view it please enter your password below:

Password:

15 The Dashboard

You're in!

We recommend you continue your progress to fully setup your store by adding a Banner and some other information.

But if you want, you can go to Products to add your first product. Then you can go to Settings-Shipping to set your Shipping Rates.

We are so excited for you!

Protected: Dashboard

The dashboard interface includes a dark green sidebar with the following menu items: Dashboard, Products, Orders, Coupons, Reports, Reviews, Return Request, Announcements, Support, Subscription, and Settings. At the top of the main content area, there is a progress bar indicating '20% Profile complete' and a blue banner that says 'Add Banner to gain 15% progress'.

The main content area is divided into several sections:

- Summary Metrics:**
 - Net Sales: **\$0.00**
 - Earning: **\$0.00**
 - Pageview: **0**
 - Order: **0**
- Orders:** A table with one row:

Total	0
-------	---
- Sales this Month:** A table with two columns of metrics:

<input type="checkbox"/> Number of items sold	<input type="checkbox"/> Number of orders
<input type="checkbox"/> Average gross sales amount	<input type="checkbox"/> Average net sales amount
<input type="checkbox"/> Coupon amount	<input type="checkbox"/> Shipping amount
<input type="checkbox"/> Gross sales amount	<input type="checkbox"/> Net sales amount
<input type="checkbox"/> Refund amount	

16 Add a Store Banner

Optional, but recommended is to add a store banner which will appear on your store page. The recommended size of the banner is 625 x 300px.

60% Profile complete

Add Banner to gain 15% progress



Upload banner

Upload a banner for your store. Banner size is (625x300) pixels.

17 Add your image here

This is the website's image uploader and media library. You will use this to add files to your profile and products. Drag and Drop photos onto the upload area or click Select Files to select an item on your computer.

Choose Image ✕

Upload files **Media Library**

Drop files to upload
or

Select Files

Maximum upload file size: 64 MB.
Suggested image dimensions: 625 by 300 pixels.

Select and Crop

18 Add a Banner Image and Profile Picture

Use a similar method to add a profile picture. These are optional steps, but will make your store more professional.

90% Profile complete

Add facebook to gain 4% progress



Profile Picture

