Editing Your Profile (affects your "homepage," one way customers access your merchandise)

- From the main nav, click on My Account and "Edit Profile":

- Your first task should be to upload an Avatar image, update your "Author Intro" and decide whether you want a different "Screen Name" than that of your "login."

  Note: The Avatar image and Author Intro are not necessary to complete, but they will be used in the following sections of the site:
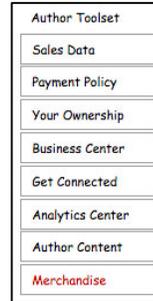
  - your personal homepage
  - the "Get Connected" section; this is our version of LinkedIn for authors, colorists, illustrators, typesetters, etc.,

- If you choose to "sell" merchandise at any point, you will need to enter a "Paypal Email" which is what we use to distribute your sales at the beginning of each month. You do not need to worry about this step now. If you attempt to activate merchandise item and you have not set this field, you will be notified at that time.

- For marketing purposes, it's also a good idea to enter in your Social URLs as those will appear in all the same sections as your Avatar image and Author Intro and will give your customers easy access to all of your Social postings. For your social links to work, submit the full, copied/pasted URL. Don't worry, we do not access or leverage your social sites in any way, and if we someday decided to do so, you would be required to give us a release for that before we did anything.

Adding a New Merchandise Group/Merchandise Item

The next step is to start authoring your content, which begins with adding your first "Series."
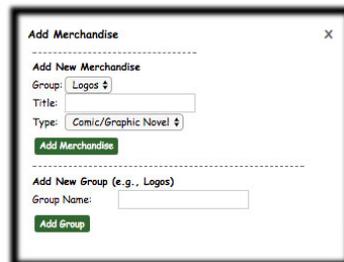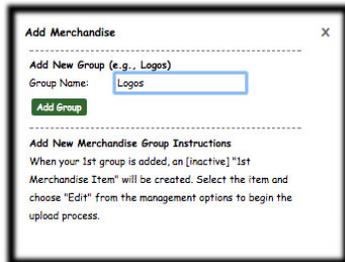
- From the main nav, click on "Author Merchandise"

Author Toolset
Sales Data
Payment Policy
Your Ownership
Business Center
Get Connected
Analytics Center
Author Content
Merchandise

- Add new merchandise by clicking the [+] sign to the right "Merchandise" header in your Content Grid.

Merchandise ⊞						
Group ▲	Order	Title	Description	Last Updated	Featured	Active

Note: the first time you Add New Merchandise, you will only be able to "Add a New Group"... after your first series has been added, you will be able to add items to an existing group or add a new group.

Add Merchandise   ✕

Add New Group (e.g., Logos)
Group Name: [Logos]
[Add Group]

Add New Merchandise Group Instructions
When your 1st group is added, an [inactive] "1st
Merchandise Item" will be created. Select the item and
choose "Edit" from the management options to begin the
upload process.

Add Merchandise   ✕

Add New Merchandise
Group: [Logos ‡]
Title: [   ]
Type: [Comic/Graphic Novel ‡]
[Add Merchandise]

Add New Group (e.g., Logos)
Group Name: [   ]
[Add Group]

- When you add a group, a "First Item" is created for you (which is set to inactive - i.e., it does not show up anywhere on the public site)

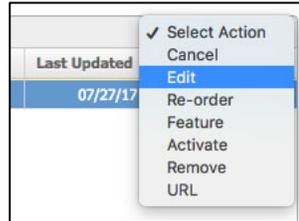| Merchandise ⊞							
	Group ▲	Order	Title	Description	Last Updated	Featured	Active
1	Logos	1	First Item		07/27/17	No	No

Edit the New Item Meta Data

To edit your new merchandise item:

- Click on the row in the grid corresponding to the desired issue... a dropdown menu of actions will appear in the top right corner.

Merchandise ⊞							Select Action ⬍
	Group ▲	Order	Title	Description	Last Updated	Featured	Active
1	Logos	1	First Item		07/27/17	No	No

- Select "Edit"... this step launches the entire, scrollable, edit issue interface.

			✓ Select Action
	Last Updated		Cancel
	07/27/17		**Edit**
			Re-order
			Feature
			Activate
			Remove
			URL

Note: The only requirement for authoring merchandise is to upload image content, adding at least one Genre and marking the item as "active." All other configurations are optional and meant to be used to optimize the shopping experience and make you money (% Markup).

⊞ History/Comments Panel (click to open)		[X]
Group:	Logos	[Edit]
Title:	First Item	[Edit]
Category:	Comic/Graphic Novel ⬍	[Update]
Tags:	Genres Keywords (comma-separated with a space - e.g., funny, space invaders, monsters)	[Edit]
Description:	Not Set	[Edit]
Image:	Choose File ❓ No File Exists	
Preview Shirt Color:	⦿ Black ◯ Blue ◯ Gold ◯ Grey ◯ Red ◯ Tan ◯ White	[Update]
% Markup:	0	[Edit]

- "Merchandise Title" is a way of naming a specific item, which is used during the purchase process and is used by Google to differentiate between content for Search purpose. As mentioned earlier, when you create a new "Group," an initial "Item" is added to the Group and named, by default, to "First Item."

- "Category" is a way of categorizing your merchandise at the highest level. It allows customers to "filter" against any previously executed search (e.g., keywords, genres, authors, etc.,)

- In order to activate a merchandise item, you obviously have to have an image uploaded, but also at least one "Genre" or "Keyword" assigned.

- "Description" is a way of describing a specific item, which is used during the purchase process and is used by Google to differentiate between content for Search purpose.

- To upload an image, you simply click the "Choose File" button and then click the "Upload Image" button.

- Click on the "help" button to access instructions for creating your images so that they both print at a high quality and conform to the visual experience on the Site.

- Once your image has been uploaded, you will be able to "Preview" and "Delete" the image.

[Preview] | [Delete]

  Note: Deleting the image, will force-deactivate the merchandise item (the item will no longer be visible on the site and available for purchase until a new image is uploaded).

- The "Preview Shirt Color" is simply a tool that helps with the visualization of your merchandise on the Website. It allows you to freely upload

- "% Markup" is used to calculate how much "more" than the wholesale price of printing the shirt you wish to include. This is added on to the price of the shirt **before** the shipping cost has been added.

  Example: If **print = $10.00** and the **% Markup = 20** and **shipping = $3.00**, then the **total cost to the customer = (1.2*10)+3 = $15** and **total profit = $2.00**

  Note: On a $2.00 profit sale, **you earn 70% ($1.40).** Payment for all sales will appear in your PayPal account on the **1st day of the following month**.

- When you have completed configuring your issue, you can close out the "Edit" window and move on to "activating" your merchandise.

Getting the URL of and Activating the Issue

- Before or after Activating your Issue, you should view the URL of your comic so that you can use it for marketing purposes.
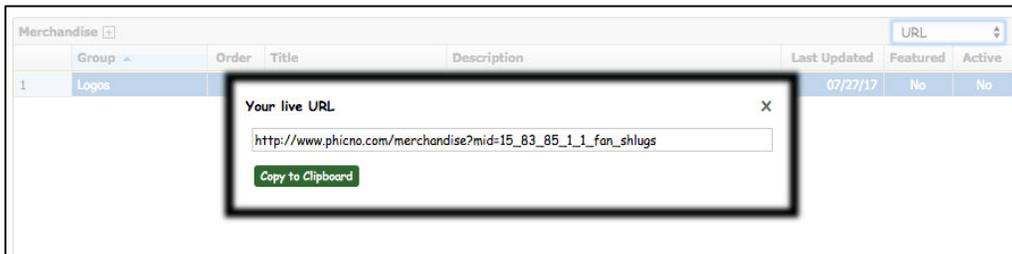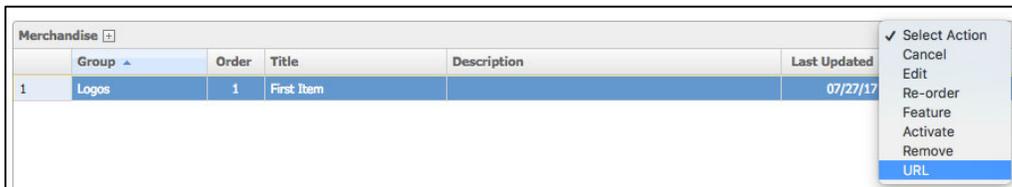
- The last step is to mark the merchandise as active. This is what makes your merchandise item visible on (the merchandise page and your personal homepage) and available for purchase.

Congratulations…
Your merchandise is now available for purchase!