

Tips for using Mak & Arts Website

Hello and welcome to Mak & Arts.

The idea was to build a platform and a community of makers and artists.

As someone arriving for the first time I thought it might be a good idea to give you an outline about how to go about setting up your new shop and where things can be found.

Firstly you need to log in and this will take you to your my store dashboard. This is your control hub for your shop. On the left hand side click on Set Up Your Shop. You only need to fill out the first page called store. The rest is irrelevant.

Fill out your store name. The store slug should automatically appear in lower case below. You can add the email if you wish. And it shouldn't appear in the main shop.

Store logo – this is best as a square shape file if possible. Then upload your banner photo to the three different places (desktop, tablet and phone).

Shop description – This will appear in the about tab on the page.

Now go back to the main selection on the left and go to Your Listings. When you hover over this it should say add new.

You have the new list page where you can go ahead and add your creation.

At the top is the postage. Ignore virtual and download (one the tiny quirks the site has).

Product title, as it says the main heading. Then the price of the piece. To the right your uploaded photo(s). And below this the categories. The short description goes under the price.

The description is where you go in to more detail about the material, size, colour etc.

How to make your products easy to find (Search)

These fields are quick to fill and make your product searchable on the site.

- Category — choose the best single category (e.g., Art, Ceramics etc).

- Tags — add 3–6 short keywords separated by commas. Example: print, A3, botanical, collage, limited edition

When you click on your own avatar/photo on the top left of the page this will take you directly to your shop. On the top bar of that page there is also a bell for notifications.

If your notifications disappear after clicking 'Mark as Read,' look at the top and change the dropdown to filter at the top to 'All' to see them again.

Best wishes,

Sharon