

Follow the Star Christmas Craft Fair 2020 | Virtual Vendors

Joining the online portion will be easiest for those experience with Facebook's Marketplace and Buy Sell Trade groups. If you are not familiar, we recommend having someone who is help you.

How to Join

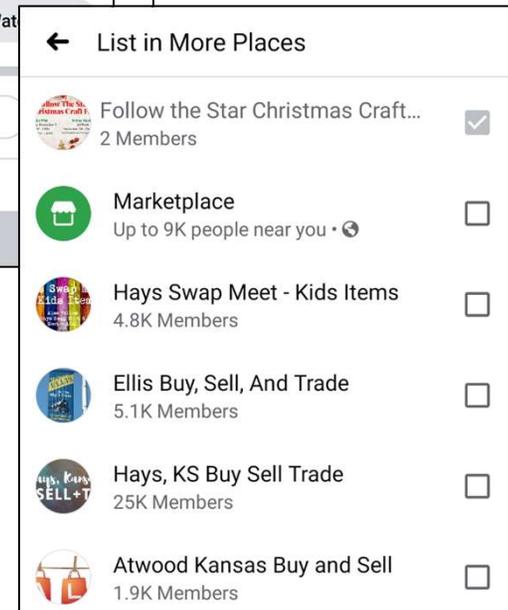
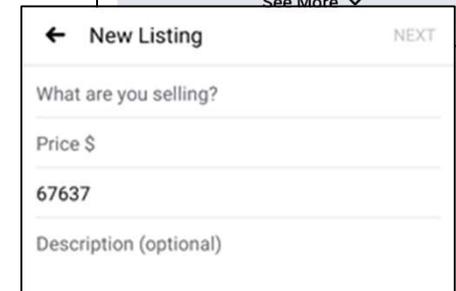
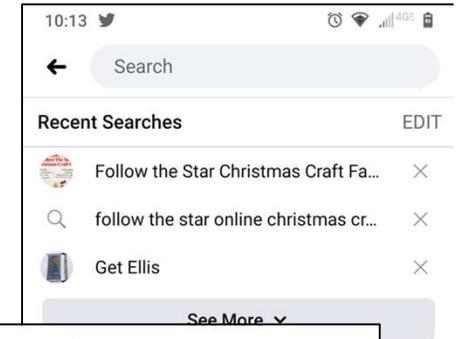
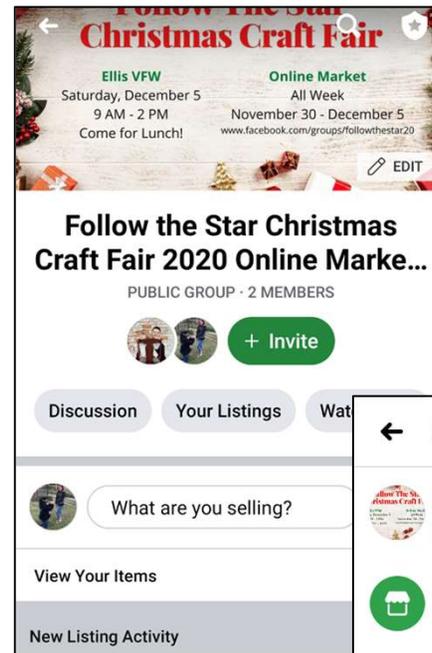
Find and request to join the Facebook group titled Follow the Star Christmas Craft Fair 2020 Online Market. <https://www.facebook.com/groups/followthestar20/>

Once you are approved and verified by us to sell, we will add you as an Admin to the account. We ask that you do not edit any of the page settings.

How to Post a Listing

**We recommend listing items from your virtual booth in separate posts and keeping track on paper what you list.*

1. With a nice setup or background, take picture(s) of the items you want to sell.
2. From your mobile device or computer, click or tap in the section that says, **“What are you selling?”**
3. Once you start this process you will be asked to include a title, price, description, and add photos. Be sure to add details on how you prefer to be paid and your delivery methods.
4. Select **Next** in the top right-hand corner if using a mobile device.
5. Under **List in More Places** the Follow the Star Christmas Craft Fair should be selected by default. We recommend deselecting Marketplace to avoid the group from flooding Facebook's general Marketplace.
Note: If “Marketplace” is selected by default, you need to make sure you started your post from the Facebook group page.



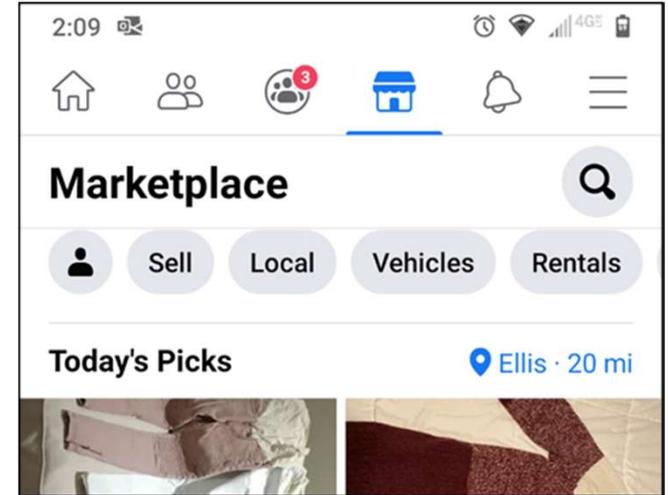
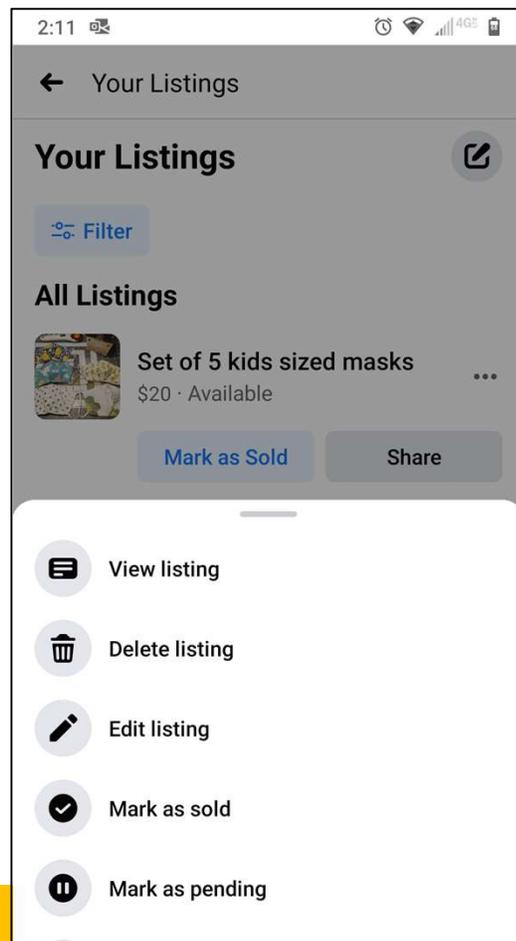
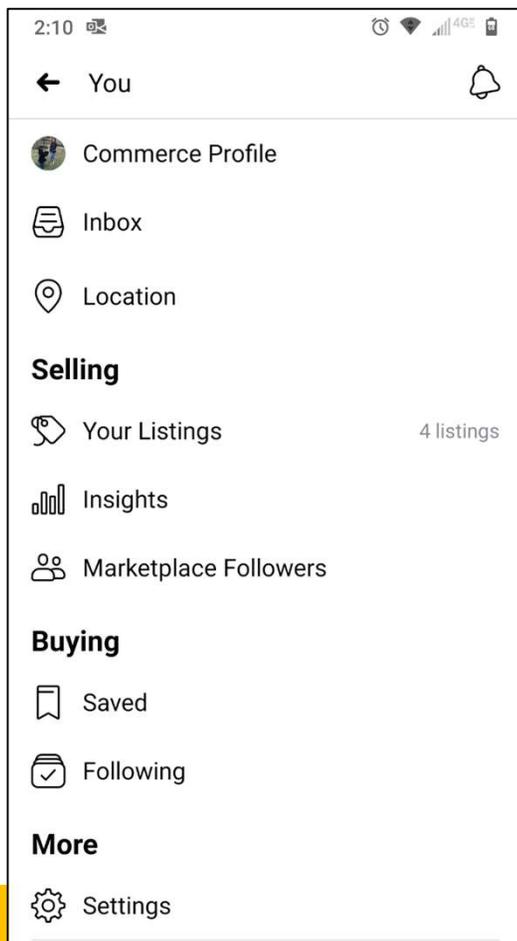
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How to edit a listing and mark as pending or sold

1. From your Facebook home screen, select the Marketplace icon. 
2. Select the Profile icon. 

Note: From your profile you can also review recent activity from customers messaging you.

3. Under “Selling” select **Your Listings**.
4. Select the ... next to the listing you want to edit or update.



Pick Up and Payment Recommendations

- Ellis Chamber will provide the Ellis VFW from 3pm to 5 pm on Saturday, December 5th for online vendor customer pickups. This is optional for vendors, and provides a consistent location for you to bring your items to distribute and pickup with customers at the end of the event.
- If you are not going to use the above option, decide on a pickup time and location for customers a head of time and include in your listing. A popular guideline is to state that customers must be able to pickup within 24 hours.
- Have customers reserve your item by paying before pickup. You can receive payments through Facebook, Venmo and/or PayPal. There are YouTube tutorials on how to set this up and it is free to setup, however, PayPal charges a processing fee and so might Facebook. Be ready to share your handle with buyers.