



Doll Sale Marketplace

Classified Ads for Dolls, Teddy Bears, Miniatures, & Accessories



Sellers Guide to Placing Ads

Welcome! Below you will find a guide to placing ads. When you place an ad with the Doll Sale Marketplace, all correspondence is between the buyer and seller, with no middle-man.

From the Doll Sale Marketplace Home page, click the **Marketplace** tab just below the logo. Or from the Dolls4all site, click the logo on the right side of the Home page.

This will take you to the Marketplace main page where you will find blue **Ad Categories** headings and the items for sale in each category (example: Barbie and Friends). Just **above** the **Ad Categories** there are 4 links: **Place Single Ads, Place Multiple Ads, Edit Ad, Browse Ads, and Search Ads.**

TO PLACE AN AD:

Click on Place Single Ads or Place Multiple Ads. NOTE: On the Place Single Ads page you can choose between single or multiple listings.

You will be asked to **Log In**. If you have not registered to sell, you can **Register** or ask for a new **Password** if you have lost yours. If you are registering for the first time, you will be sent a password and can then log in.

Once logged in, the **Place Single Ads** page will display.

Under **Ad Category**, **Click** the dropdown arrow (**v**) to select a category that your item will be listed under. NOTE: **select a category in the white band** (example: 1980 and newer) - do not select the items in the gray band, those are the heading categories. If you can't find a category that fits, let us know!

Click on the button next to the **Ad Term** that you would like. A single ad for 60 days with 5 pictures is currently free. See details on how the subscription plan works below.

Click Continue, the **Enter Ad Details** will Display. NOTE: all areas with an * must be filled in or you will get an error message.

Ad Details Page: most of this is self-explanatory or pre-populated. If you live in the US, you do not need to fill in **Country**. Under **Item Price** do not enter dollar signs and decimals. They are used only if the sale price is not in whole dollars (example \$12.00 would be entered as 12 || \$12.50 would be entered as 12.50). Once you complete the description and the math value, **Click Continue**.

Upload Images: NOTE that the maximum size allowed is 2000KB or a picture approximately 1000 x 1000 pixels. Pictures from your smart phone are too large to upload, without editing the size. Most PC's, notebooks and smartphones have size editing programs installed when they are purchased. I have been using photos 900pixels on the longest side, so you can take a look at current listings to see how that looks.

In our example ad we are allowed 5 images. You can **Browse** to find the images that you want. Then **Click Upload Images**. A thumbnail (small version of the photos) will display. You can choose which one you would like as **Primary**. This picture will be what a buyer will see when they browse the ads.

Click Preview Ad. The pictures will not be shown, but you can **Edit Details, Manage Images** or if you are satisfied, **Finish**.

Multiple Ad Placements: There are 4 multiple ad placement options. These packaged ads give you more flexibility to place multiple ads at once and have the running all at the same time. You can delete an ad and ad a new one within the life of the subscription. The **Ads Allowed** (example: 25) is the number of concurrent ads that can be placed at a time. Once the limit is reached, no more ads can be posted. You can only have ONE ad plan active at any time. The directions for ad placement are the same as for Single ads.

Complete Payment: All payments are through the PayPal portal. If you do not have a PayPal account, choose, **pay with a debit or credit card**.

Once you have placed your ad or ads, you will received an email with a link. The link will take you to the **Ad Manager** page.

If you have questions or need help contact: info@dollsalemarketplace.com