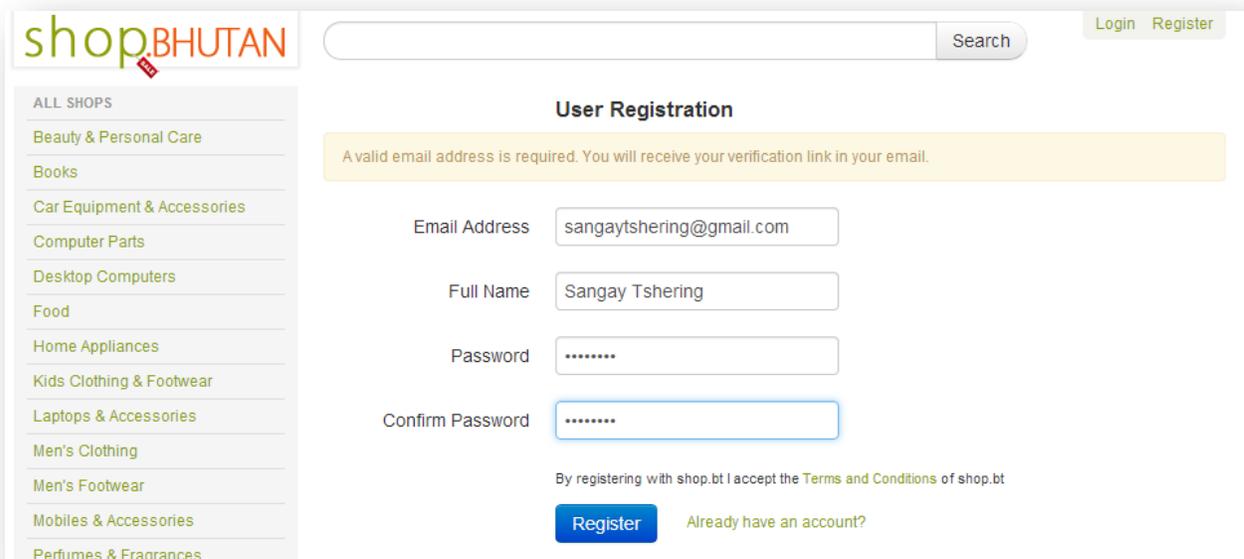


# How to create your shop

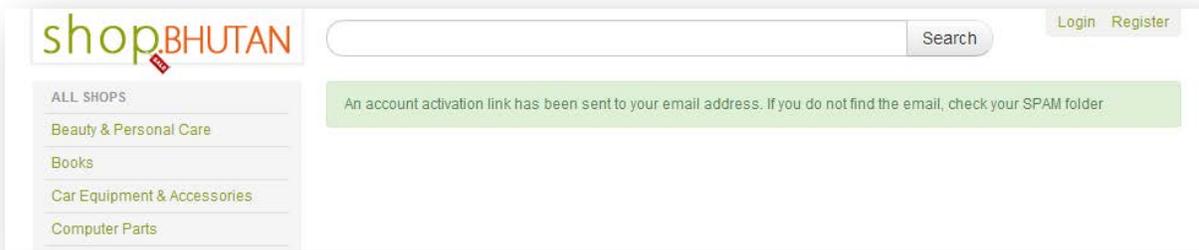
[www.shop.bt](http://www.shop.bt)



Click [Signup Now] and have your shop set up within a few minutes. It is very simple and the best part, it is FREE. We will help you guide through the set up.



So we are at this page and its pretty direct, just fill in the form as asked and click [Register].

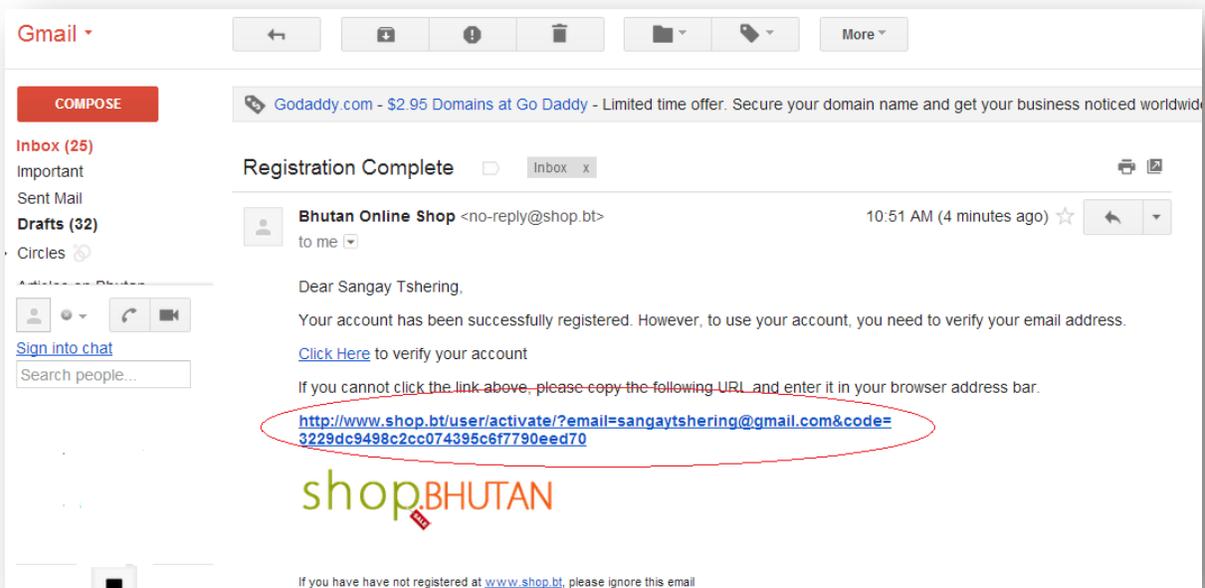


Once you have registered, a notification will appear.

You will receive a mail from shop.bt in your inbox.

Do check your inbox and if you cannot find the mail in your inbox, please check your spam mail box and for future convenience purposes, mark the mail [Not Spam] if you find the mail in spam.

Kadrinchey for doing that.

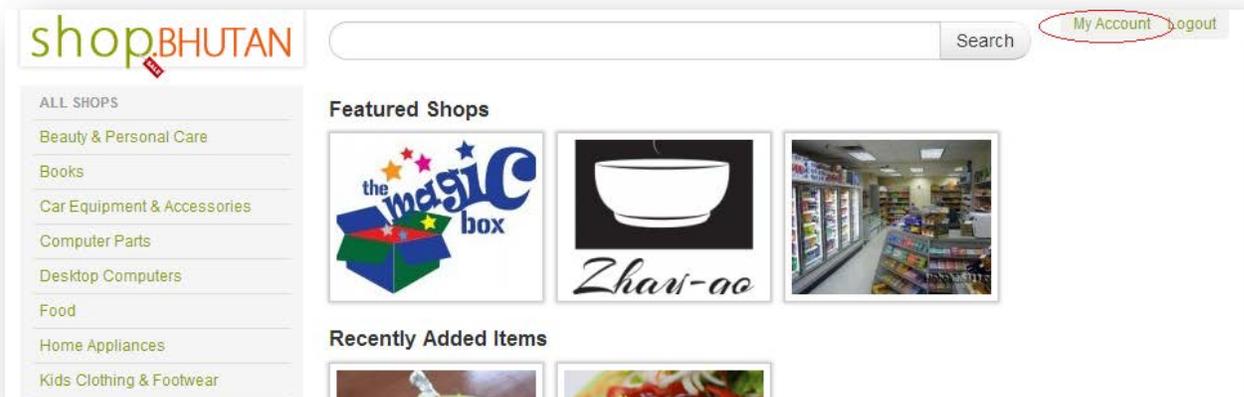
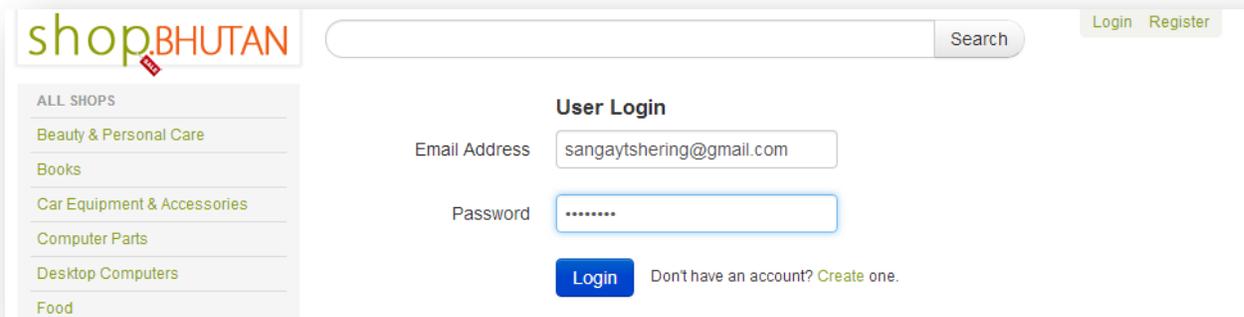


This is how the registration mail from shop.bt would look in your gmail inbox and other inboxes too.

Please click on the activation key which has been highlighted by the red circle.

We are very close to letting you have your shop with unlimited products.

A simple solution to having a free website of your own which could be shared on facebook and other online social media.



Upon logging in, you can spot [My Account] on the right top corner. It is shown with the red circle in this screen shot. Click on it.

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My Account Logout

Search

**Manage Account**

[+ Create a Shop](#)

**My Account**

Edit Account  
Change Password  
Subscriptions

Full Name Sangay Tshering

Mobile No 77100394

Phone No 02322734

Address P.L Building  
Changzamtok

City/State Thimphu

Country Bhutan

Save Changes

ALL SHOPS

Beauty & Personal Care

Books

Car Equipment & Accessories

Computer Parts

Desktop Computers

Food

Home Appliances

Kids Clothing & Footwear

Laptops & Accessories

Men's Clothing

Men's Footwear

Mobiles & Accessories

Perfumes & Fragrances

Toys

Watches, Bags & Accessories

Fill in the necessary information as shown in the picture. It is not necessary to add (+975) in the phone number field.

After you have saved the account information, click on [+Create a Shop] to create your shop space.

You are now just a few steps away from seeing your online shop alive.

### Create a Shop

Shop Name  Eg: Dorji's Shop

Username   
\*Alphabets/Numeric. Should not contain special characters or spaces.  
Eg: dorjishop

About Us

Address

City

Country

Phone/Mobile No  Eg: 17123456

Opening Time  Hours  Minutes

Closing Time  Hours  Minutes

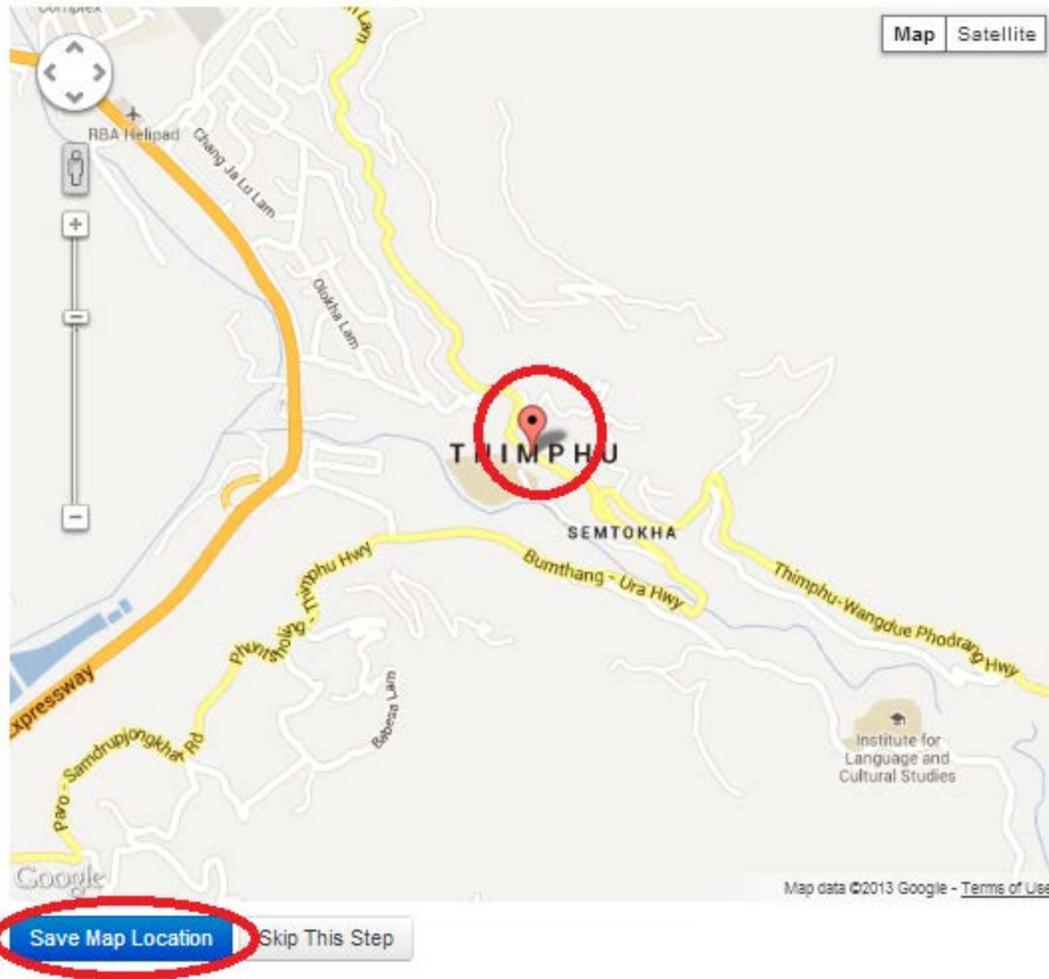
Open Days  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Logo/Picture

Fill in the fields as directed, the username cannot contain any special character or have space upload logo or picture that you would wish to display for your shop.

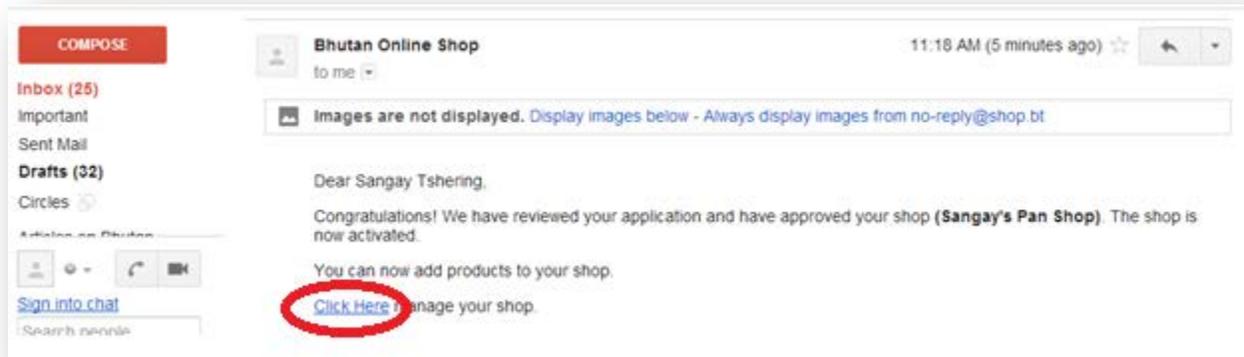
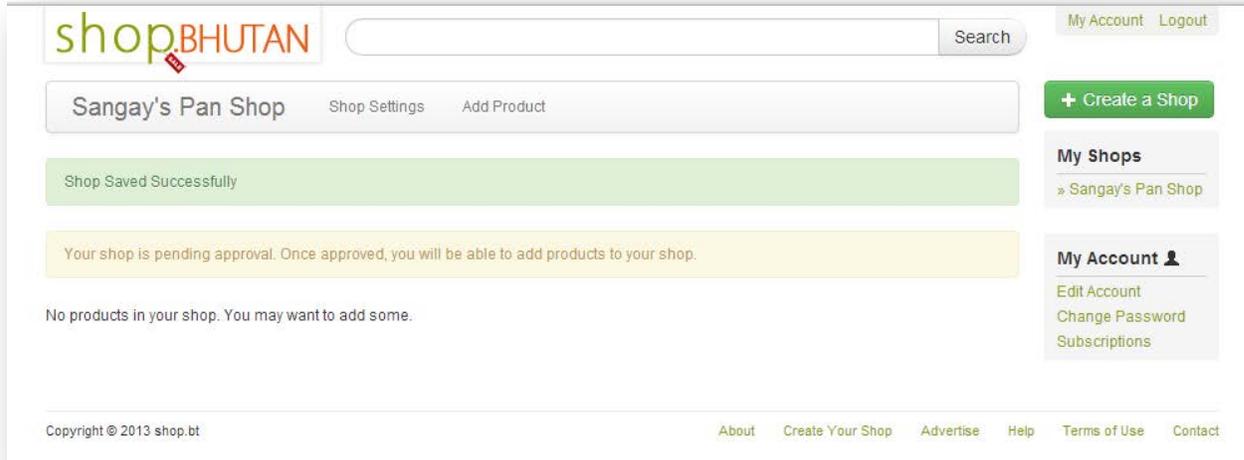
## Find your Shop Location

Your shop has been created. Now, set your location using the map

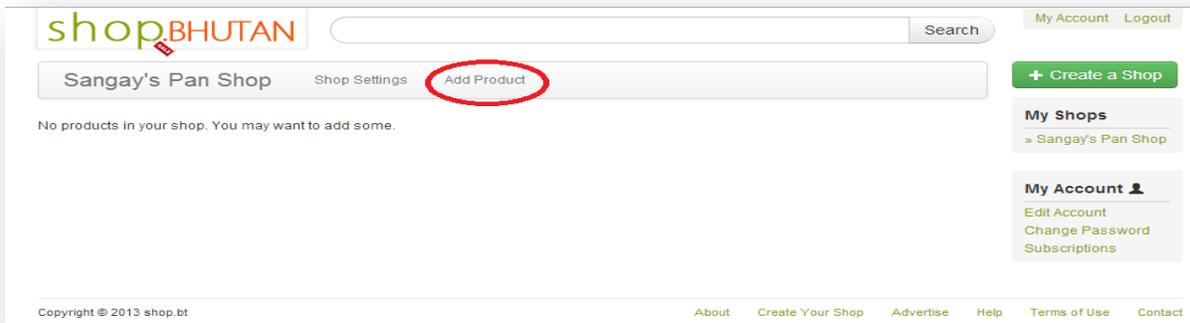


Drag the red balloon to the location of your business listing and drop it at the location. Save Map Location and buyers can see the map and satellite view and locate your business listing with ease.

After saving the map location, this will appear on the screen. Our office will approve the submission at the earliest.



A mail will be sent to your inbox which would look like above. Click on [Click here] and you would be taken to the log in page.



Once you have logged in, you will be taken to this page. Click on [Add Product] to start adding products.

The screenshot shows the 'Add a New Product' form. The title is 'Add a New Product'. The form has the following fields:

- Product Name:** A text input field containing 'Metha Pan'. To its right is the text 'Eg: Samsung Galaxy 4'.
- Category:** A dropdown menu showing 'Beauty & Personal Care'.
- Description:** A large text area containing 'Banarasi Metha Pan'. Below the text area is the text 'Precise description will help you gain buyers'.
- Price (Nu):** A text input field containing '20'. To its right is the text 'Eg: 1500'.

Below the form is a yellow box with the text: 'Each image file should be less than 500KB and should be a (PNG, JPG, GIF) format'. Underneath this is the 'Product Images' section, which shows 'File selected' with the filename 'metha pan.jpg' and three 'Choose file' buttons. At the bottom of the form are two buttons: 'Save Product' (in blue) and 'Save And Add Another'.

Fill in the fields as per directives and save product. Do make sure the pictures are not very big.

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Sangay's Pan Shop Shop Settings Add Product

Product Added

Product ID	Image	Name	Category	Price	Status	Actions
16		Metha Pan	Beauty & Personal Care	20.00	Enabled	

Enable Disable

My Account Logout

+ Create a Shop

My Shops

» Sangay's Pan Shop

My Account

Edit Account  
 Change Password  
 Subscriptions

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This is the dashboard of the shop. All your products in your shop are showcased. This dashboard can be used for other purposes as well. Edit account will make it possible for you to change your information.

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Sangay's Pan Shop Shop Settings Add Product

Product Added

Product ID	Image	Name	Category	Price	Status	Actions
16		Metha Pan	Beauty & Personal Care	20.00	Enabled	

Enable Disable

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The tab [Enable] and [Disable] can be used to enable and disable a product in the shop once it is out of stock. Check on the square box on the extreme left side and use enable and disable.

In the Actions box, the pencil sign is used for editing purposes of the product info and the trash can is to delete the product.