

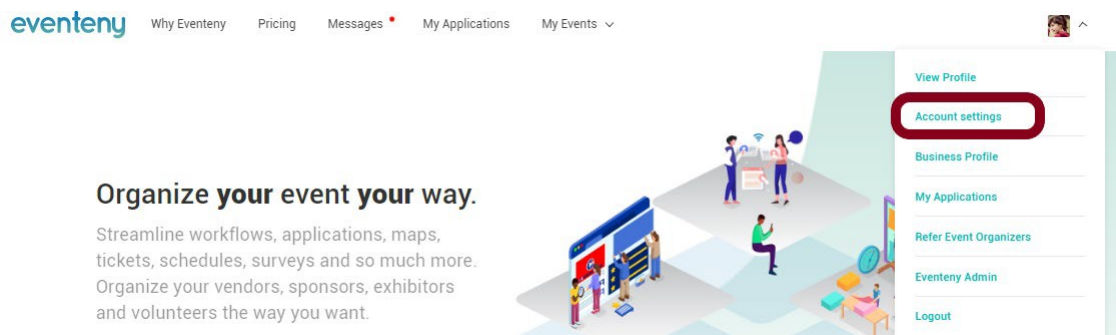
BUSINESS PROFILE SETUP

1. SIGN IN TO EVENTENY

- ❑ Sign in to www.eventeny.com by hitting the Sign in button.

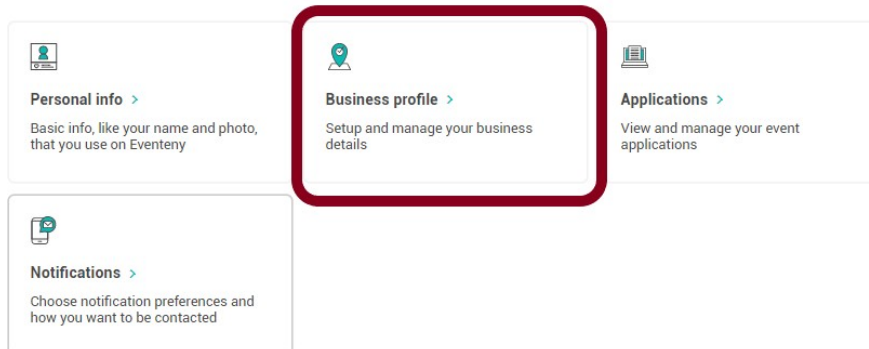


- ❑ Enter your email address and password to Sign in.
- ❑ After Signing in, access your [Business Profile](#) page by following this link: <https://www.eventeny.com/users/account-settings/business-profile/>
- ❑ The [Business Profile](#) is also accessible under your profile picture. Hover over the right corner picture. Then, select Account settings button and Business profile button.



Account

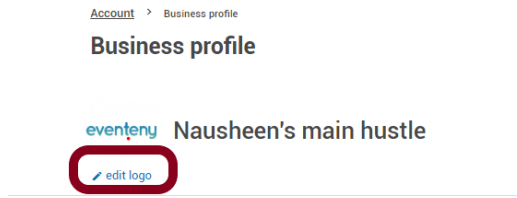
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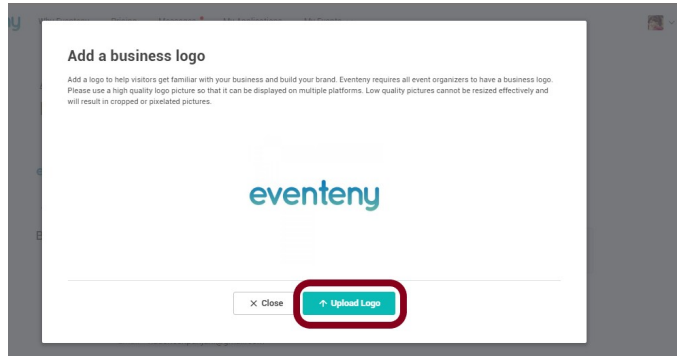
- ❑ You will see your business profile and be able to make edits here.

2. ADD A BUSINESS LOGO

- ❑ Select the edit logo link to add a logo on the [Business Profile](#) page.

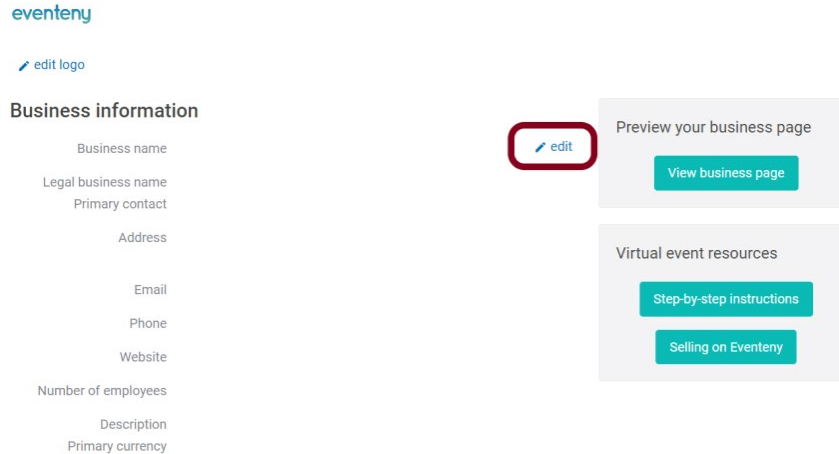


- ❑ You will see a pop-up to upload your logo, upload a logo by hitting the Upload Logo button.



3. EDIT BUSINESS INFORMATION

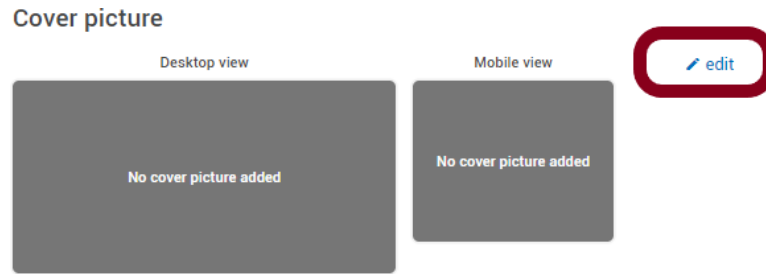
- ❑ Select the edit link to edit the business information on the [Business Profile](#) page.



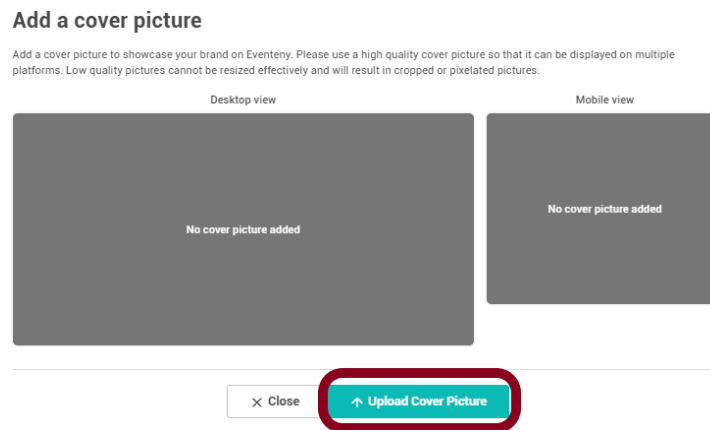
- ❑ You will see a pop-up box to edit your business information.
- ❑ Edit or update your information and hit the save button below.

4. ADD A COVER PICTURE

- ☐ Select the edit link to add a cover picture on the [Business Profile](#) page.



- ☐ You will see a pop-up to upload your cover picture, upload a cover picture by hitting the Upload Cover Picture button.



5. ADD PICTURES OF YOUR BUSINESS/PRODUCTS

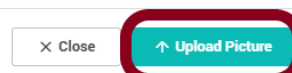
- ☐ Select the edit link to add pictures on the [Business Profile](#) page.



- ☐ You will see a pop-up to upload pictures, upload pictures by hitting the Upload Picture button.

Add or remove pictures

Add pictures to your business profile to highlight your products, menu items and events.



6. ADD PRODUCTS YOU ARE PLANNING TO SHOWCASE AND/OR SELL

- Select the add link to add a product on the [Business Profile](#) page.

Products



- You will see a pop-up to upload a product.
- Enter a product title, if it's available for sale, quantity available, price per item, shipping information, and a description of your product.

Manage a product

Add products to sell on your business page

1. Product info 2. Product pictures

Product title

Available for sale

Quantity Available

Price

Shipping Type What type of shipping will you use? By selecting "Calculated based on location", you agree to accept shipping fee produced by USPS rates algorithm.

Shipping & Handling Fee

Description

Self or in-person delivery

Allow customization?

- If you want to pair items, select Shipping Type as Fixed Shipping Cost and Paired Shipping Free as Yes.

1. Product info 2. Product pictures

Product title

Available for sale

Quantity Available

Price

Shipping Type Click [here](#) to see USPS shipping rates.

Shipping & Handling Fee

Paired shipping free?

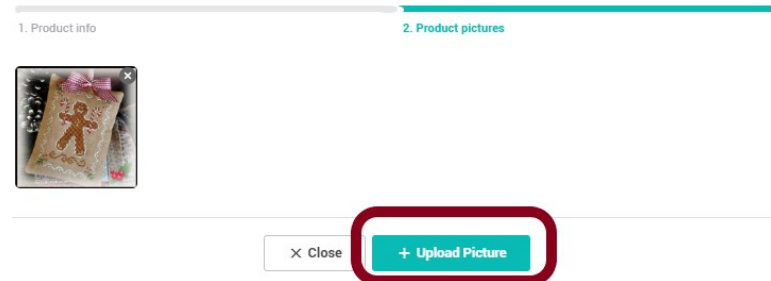
Description

Allow customization?

- Select the Save and continue button.
- Add pictures of your product by hitting the Upload Picture button.

Manage a product

Add products to sell on your business page



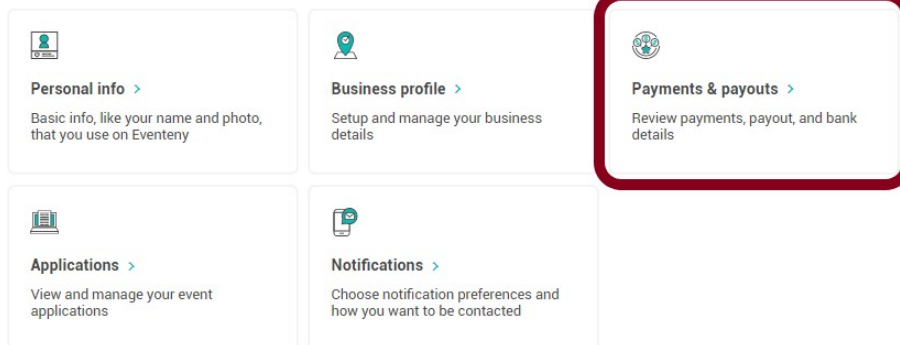
- Add new items by repeating steps from #6.

7. COMPLETE PAYMENTS & PAYOUTS

- Go back to your account settings by following this link: <https://www.eventeny.com/users/account-settings>
- Select payments & payouts under your [account settings](#)

Account

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- Select + Payout method button

[Account](#) > Payments & payouts

Payments & payouts

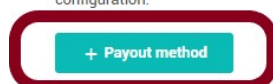
Payouts

Payout methods

When you receive a payment for a product or event, we call that payment to you a "payout". Our secure payment system supports instant payout method via Stripe, which can be set up below.

To get paid, you need to set up a payout method

Eventeny releases payouts to your Stripe account immediately after a payment is processed. The time it takes for the funds to appear in your bank account depends on your Stripe account configuration.



- By selecting + Payout, it will take you to a Stripe account (payment processor) to activate an account. Complete all of the information requested by Stripe and on the very bottom of the page, hit the Authorize access to this account button.

8. PREVIEW YOUR SHOP PAGE

- Go back to your [Business Profile](#) page and select View business page

- Select payments & payouts under your [account settings](#)