

Vendor Application & Details

7/9/19

Welcome! I am so excited that you're interested in Lutheran homeschooling and sharing your projects!

To Apply

The premise of this site is religious. It exists to promote materials consistent with the faith and worldview of the Book of Concord. As Lutheranism is no longer itself as defining a term as it once was, this includes belief in the entire Bible as the Word of God, Jesus as both God and Man, the Incarnation, the Virgin Birth, the bodily resurrection, the means of grace, Christ's bodily presence in the Lord's Supper, etc. Furthermore, this site does not endorse the ordination of women in any way, including in picture form or ascribing women the title. It also affirms marriage only between a man and a woman.

For those familiar with the terms, this site seeks to practice a *quia* rather than *quantenus* subscription to the Book of Concord. The Evangelical Lutheran Church of America (ELCA) does not hold to a *quia* subscription.

To apply: email your name, your congregation name, and your denomination to LutheranHomeschoolMarketplace@gmail.com. If you are a member of good standing in a conservative church body, you can start thinking of a vendor name, as no additional testing follows. You can even include the name for your shop in your initial email.

If you prefer to share rather than sell, you can either set up a free shop or just email us your information and project. This free guideline may help you determine whether something should be sold or given as a freebie: <https://www.teacherspayteachers.com/Product/Freebie-Guidelines-for-SLP-Sellers-on-TpT-1642786>.

Selling for Profit

If you wish to sell, yay! But I have to be honest with you. The shop is still within a learning curve. Thus far I have only put up freebies. There are simply new experiences to come. If you are experienced with internet commerce, feel free to lend me advice.

I've elected to sell and pay vendors through PayPal, so you'll need an account with them. I am not, however, certain where and when PayPal fees are taken.

As for retrieving payments paid to you, it is more cost effective to let your account accrue rather than have it set for immediate direct deposits. You are responsible for setting up your own PayPal account, but waiting to withdraw until a certain amount is set helps to keep PayPal fees down.

To help cover the cost of creating and maintaining the website, I am using Amazon Affiliate links and have set 40% for the site's commission. The longer the site is up, and the more products are up, the sooner I hope to lower the commission percentage. The goal of this site is to be equal parts community service and an opportunity to recognize the professional quality we truly can bring to Lutheran homeschooling, in our homes and out.

Please be aware that I am happy to look over anything you'd like to put up. Feedback can be surprisingly hard to get, yet I'm happy to give. Also, only **downloadable material** is to be sold through this site! Link to other places for additional sales—that's fine, but this site is strictly for digital content.

Vendor Account Step-by-Step Instructions

Once I have your vendor name, I will add that to the site and you will receive an email. From information in that email, you can log in to the site with your own account.

You can add information about yourself and/or your store. You can have your own banner and image.

Regarding site policies: Digital downloads are not typically refundable. With the possible exception of unintentional double downloads (downloads by two parents through two accounts, for example) or other errors, refunds are at the discretion of the vendor. Just so you know, refunding, if deemed appropriate, is done through the Vendor's PayPal account.

Uploading a Product (Freebie or For Sale)

To upload a product, hover over "Products" and select "Add New." From this page, select "Simple product" and click the boxes to indicate Catalog, Virtual, and Downloadable.

Both **virtual** and **downloadable** must be checked as you enter your product information!

In the main portion of the page, add a title, price, short description, and long description. If you need help filling in either your brief or full product description, I'm happy to help. To help set a price, there is a free, very helpful guide over at [teacherspayteachers.com](https://www.teacherspayteachers.com):

<https://www.teacherspayteachers.com/Product/FREE-TpT-Pricing-Charts-for-Sellers-141010>.

In the right-hand column of the product page, you can add a cover picture and select categories. You can also add tag words to make your product as findable as possible.

When you scroll down, you should see additional buttons for Inventory, Shipping, etc. Since everything is digital, you do not need to do anything for Inventory or Shipping. Tax stuff should be automatic, no change needed. Under the "Store" button, you can select yourself as the vendor if it didn't pop up automatically.

"Yoast SEO" has to deal with Google searches. You can add a focus keyword or phrase to summarize your page, but you don't have to. You can also add a Meta description, which may show up in Google searches to describe your product page. The site reserves the right to help flesh out descriptions, categories, etc.

Be aware that creating a product and publishing it generates a Facebook post on the Lutheran Homeschool Marketplace page. If you wish to take more time with images or descriptions, you can save the draft or set it to publish at a later date.

I plan to blog every new product, even if sometimes multiple products are announced in a single post. That means **let me know** when a product is ready to be announced! Hopefully the blog can be an easy way for anyone involved to spread the news.

Questions, concerns, or advice? Let me have 'em! Thank you, sincerely, for considering this endeavor.



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