

Vendor Application & Details

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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 *Lutheran* is no longer the defining term it once was, for the purpose of clarity and governance of this site, Lutheranism 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. I am not a technical guru, although I have now handled this website and software for over a year. Please be patient with me.

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.

To make things as easy as possible, this is how the process works.

1. You email me your name, congregation name, and your denomination to LutheranHomeschoolMarketplace@gmail.com.
2. I enter your information into the website.
3. You get an email with a link to a "Quick Setup Wizard."
4. You may upload a store logo & banner, though you do not need to. You may add information as you'd like. Note that items with an asterisk denotes necessary information and a shop description can be helpful.
5. This website will now use Stripe instead of Paypal as the Preferred Payment Method. Select Stripe and click the blue button.
6. The blue button should take you to an easy little set up on Stripe. It will want a cell number for verification purposes.

7. Stripe works by handling financial transfers, a lot like Paypal, except you set a schedule for your Payout. (Paypal requires you to log into Paypal and manually transfer money. Stripe payout is scheduled to transfer directly into a bank account with no additional work. (If you'd like a separate account to receive those funds, I've tried and been fine with American Express Online Savings, but it's worked with my regular checking account also.) It takes 7-14 days after your first Stripe transaction for funds to reach your account, but subsequent payments are processed on a schedule of your choosing. You can also choose manual payouts if you prefer.
8. You upload products. (Step-by-step instructions follow)
9. Stripe automatically pays you 90% and me 10%.
10. Digital products are taxed differently according to state.

If you were one of our early vendors, to change from Paypal to Stripe, go to your LH store manager dashboard, select "Settings," "Payment Settings," and select Stripe or Stripe Split Pay (if that is an option). Click the blue button and continue as above.

To help cover the cost of creating and maintaining the website, I am using Amazon Affiliate links, CPH Affiliate links, and have set 10% for the site's commission.

I welcome input of any kinds, including suggested resources, reviews, & links to update the resource pages. 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. The more Lutheran community involvement the better!

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.

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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.

Vendor Account Step-by-Step Instructions

Uploading a Product (Freebie or For Sale)

- 1) 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.
- 2) Both **virtual** and **downloadable** boxes must be checked as you enter your product information!
- 3) 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/Product/FREE-TpT-Pricing-Charts-for-Sellers-141010):
<https://www.teacherspayteachers.com/Product/FREE-TpT-Pricing-Charts-for-Sellers-141010>.
- 4) 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. Pictures are very helpful. Feel free to try to convert a cover to an image, for instance, but if you use an image you

do not own, be exceedingly careful lest you are breaking copyright infringement. Vendors are responsible for their own images.

5) 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. Taxes are currently turned off since we don't do enough business to qualify for Nexus status.

6) Under the "Store" button, 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. Generally a well-written post of about 300 words, under your long description, makes you more likely to pop up on google searches. You can also add a meta description, which may show up in Google searches to describe your product page.

Site management reserves the right to help flesh out descriptions, categories, etc., since we do want consistency, etc.

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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