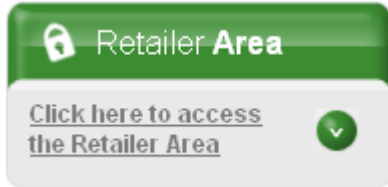


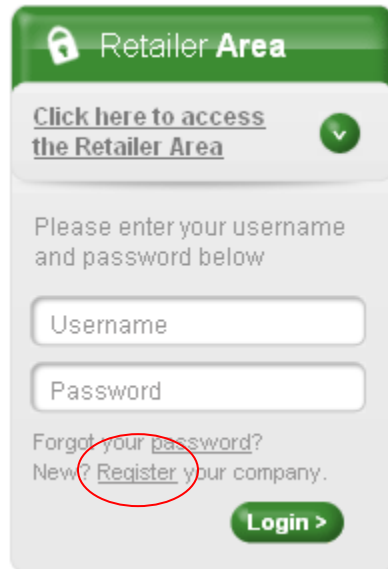
Retailer Tutorial www.iloveshopping.ie

1. How to register as a Retailer on www.iloveshopping.ie

On the right hand side of the home page you'll find the "Retailer Area" (pictured below).



Click on the arrow to reveal a drop down menu and click on the "Register" button, circled in red below.



Clicking on the "Register" button will take you to the Retailer Registration page. Once you complete the registration form click "Register". Please note that your name, address, email & telephone details will not appear on your listing. This is then sent to the moderator for approval. Once approved, you will receive a confirmation email to activate your account. Moderation takes 1 working day.

Please fill out your registration details below. Once finished click the "Register" button.

Login Information

Login:

Password:

Confirm Password:

Contact Person

Title:

First name:

Surname:

E-mail Address:

Company Information

Company Name:


Web Address:

Telephone Number:

Address 1:

Address 2:

Postcode:

Country: 


Description:

Company Logo:

Logo here

I confirm that the website I am listing is an e-commerce website and that I am an authorised company representative.

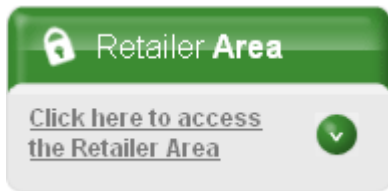
Do you use An Post for fulfillment (delivery of your goods to your customers)? Yes No

Approximately how many parcels do you send per week? 

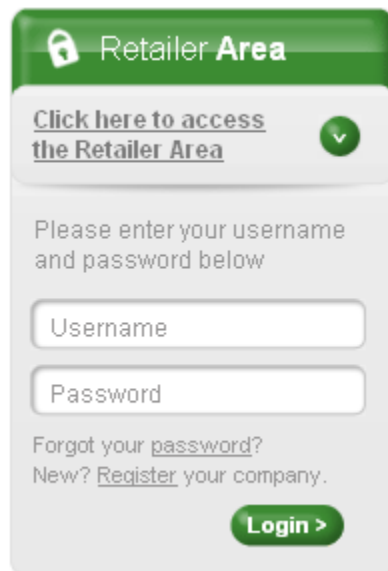
I agree to the Terms & Conditions for listing my website on..

2. How to login to www.iloveshopping.ie as a retailer:

On the right hand side of the home page you'll see the "Retailer Area" (pictured below).



Click on the arrow to reveal a drop down menu and enter your login details

A green button with a white lock icon and the text "Retailer Area". Below the button is a grey box containing the text "Click here to access the Retailer Area" and a small green circular arrow icon. Below this is the text "Please enter your username and password below". There are two input fields: "Username" and "Password". Below the fields is the text "Forgot your password?" and "New? Register your company.". At the bottom is a green button with the text "Login >".

3. How to create a profile:

Once you have registered as a retailer, the first time you log in you will be brought to the “My Account” page. Here you can customise your profile and select categories most relevant to your company. *Please note changes to your profile will not appear until it has been approved by the moderator.* Once you have completed this step and everything has been approved your listing will go live on the site in the categories you have selected.

Please fill out your registration details below. Once finished click the "Save" button.
Items marked below with a * will not be displayed on your public profile.

Contact Person

Title*: Mrs
First name*: Mary
Surname*: Murphy
E-mail Address*: mary@mycompany.com

Login Information

Password*:
Confirm Password*:

Company Information

Company Name: My Company Name
Web Address: www.mycompany.com
Telephone Number*: 087 1234567
Address 1*: 1 My Company Address
Address 2*: 2, My Street, My Area
Postcode*: 12
Country*: Ireland
Description: My company details



[Browse >](#)

Categories (Please choose categories most relevant to your company)

Main Categories

- Autos
- Baby, Kids & Toys
- Books, CDs & DVDs
- Catalogues
- Electronics & Gadgets
- Fashion
- Food & Drink
- Gifts
- Health & Beauty
- Home & Garden
- Magazine Subscriptions
- Office & Stationery

Sub-categories

Selected Categories

- All Categories > Autos
- Autos > Accessories
- Electronics & Gadgets > Camcord
- Autos > Electronics
- Electronics & Gadgets > Cameras
- Autos > Motorcycle Clothing & Helm
- Electronics & Gadgets > Computir
- Autos > Spare Parts

[Save >](#)

4. How to create an offer:

To create an offer click on the “my offers” tab at the top your account page (circled below).

 **My Account**

[Profile](#)

[My Offers](#)

[My Catalogues](#)

[Logout](#)

You will then land on the “My Offers” page. All the offers that you have uploaded will appear here under the headings of – “Offer Title”, “Start Date”, “End Date”, “Link” and “Status”.

My Offers + New Offer				
Offer Title	Start Date	End Date	Link	Status
Free CD	30-09-2010	14-10-2010	www.freecd.ie	OFF  

◀ 1 ▶

Offer Status:



Offline



Online



Awaiting Approval



Hot Offer (includes Unique Code)

To create a new offer, click on the “+ New Offer” button (pictured above). You will be brought to a New Offers Page. Once there, complete the form and click the “Submit Offer” button. Please note that you can upload offers ahead of their start date and they will go live on the date you have selected. Likewise offers will automatically be removed from the site once they have reached the end date specified by you.

Your offer will be sent to the moderator for approval. *Please note changes to your offer will not appear until it has been approved by the moderator.*

Please fill out your registration details below. Once finished click the "Register" button.

Details **Image**

Offer Title:

Description:

Unique Code:

URL of Offer:
(http://www.mycompany.com/myoffer)

Valid: From To

Keywords:
Use 3 to 5 words to describe your promotional image for users and search engines

Browse >

Logo here

Image Alt text:
Insert descriptive keywords to help site users find your promotion. Example: special-offers-on-baby-clothes

Categories (Please choose the relevant category for your Offer)

<p>Main Categories</p> <div style="border: 1px solid #ccc; padding: 5px;"><p>All Categories</p><p>Autos</p><p>Electronics & Gadgets</p></div>	<p>Sub-categories</p> <div style="border: 1px solid #ccc; height: 100px;"></div>	<p>Selected Categories</p> <div style="border: 1px solid #ccc; height: 100px;"></div>
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Segmentation

Select the ideal age group this offer refers to:

Select the target for this offer: Both Male Female

I confirm that this is a valid offer and is of financial benefit to the user.

I confirm that this offer is fully redeemable online.

I confirm that if a unique code has been supplied that it can be applied at checkout.

Submit Offer >

5. How to edit an offer:

To edit an offer, return to your “My Offers” page and click on the pencil icon, (circled below)



Offer Title	Start Date	End Date	Link	Status
Free CD	30-09-2010	14-10-2010	www.freecd.ie	OFF 

Offer Status:  Offline  Online  Awaiting Approval  Hot Offer (includes Unique Code)

Once you click on the pencil icon you will be brought to the “Edit Offers” page. This is the same as the “New Offers” page pictured above. Once there, edit your offer details and click “Submit Offer”. Your offer update will be sent to the moderator for approval. *Please note changes to your offer will not appear until it has been approved by the moderator.*

6. How to create a catalogue:

To add a catalogue for your business click on the “My Catalogues” tab at the top your account page (circled below).



You will then land on the “My Catalogues” page. All the catalogues that you have uploaded will appear here under the headings of – “Catalogue Name”, “Start Date”, “End Date”, “Link” and “Status”.



The image shows the "My Catalogues" page. At the top left, there is a red icon of a document with a checkmark and the text "My Catalogues". At the top right, there is a red button with a plus sign and the text "New Catalogue". Below this is a table with the following columns: "Catalogue Name", "Start Date", "End Date", "Link", and "Status". The table contains one row with the following data: "Season 2010", "28-09-2010", "17-12-2010", "www.thisisawebaddress.com", and "OFF". To the right of the "OFF" status are three icons: a red circle with "OFF", a green pencil, and a red "X". Below the table is a pagination bar with a left arrow, the number "1", and a right arrow. At the bottom right, there is a legend for "Offer Status": "OFF" (red circle), "Offline" (green circle), "ON" (green circle), "Online" (green circle), and "A" (yellow circle) "Awaiting Approval".

Catalogue Name	Start Date	End Date	Link	Status
<u>Season 2010</u>	28-09-2010	17-12-2010	www.thisisawebaddress.com	OFF

Offer Status: OFF Offline ON Online A Awaiting Approval

To create a new catalogue click on the “+ New Catalogue” button (pictured above). You will be brought to a “New Catalogues” Page. Once there complete the form and click the “Submit Catalogue” button. Your catalogue will then be sent to the moderator for approval.

Please fill out your registration details below. Once finished click the "Register" button.

Details

Catalogue Name:

Description:

Insert a link to order the Catalogue:

Valid: From To

Keywords:
Use 3 to 5 words to describe your promotional image for users and search engines

Image

Upload an Image of your Catalogue

Logo here

Image Alt text:
Insert descriptive keywords to help site users find your promotion. Example: special-offers-on-baby-clothes

Categories (Please choose the category for your company)

<p>Main Categories</p> <div style="border: 1px solid #ccc; padding: 5px;"><ul style="list-style-type: none">All Categories<li style="background-color: #f0f0f0;">AutosElectronics & Gadgets</div>	<p>Sub-categories</p> <div style="border: 1px solid #ccc; padding: 5px;"><ul style="list-style-type: none">ElectronicsMotorcycle Clothing & Helmets</div>	<p>Selected Categories</p> <div style="border: 1px solid #ccc; padding: 5px;"><ul style="list-style-type: none">Autos > AccessoriesAutos > Spare Parts</div>
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7.. How to edit a catalogue:

To edit a catalogue return to your list of catalogues and click on the pencil icon (circled below).

My Catalogues + New Catalogue				
Catalogue Name	Start Date	End Date	Link	Status
Season 2010	28-09-2010	17-12-2010	www.thisisaweaddress.com	OFF  

< 1 >

Offer Status:  Offline  Online  Awaiting Approval

Once you click on the pencil icon you will be brought to the “Edit Catalogue” page. This is the same as the “New Catalogue” page pictured above. Once there, edit your details and click “Submit Catalogue”. Your updated catalogue will then be sent to the moderator for approval. *Please note changes to your catalogue will not appear until it has been approved by the moderator.*

8. How to Logout:

To logout just click on the “Logout” button located on your account, offers and catalogue pages (circled below).



9. Need More Help?

If you have any unanswered questions please contact us by email using the “Contact Us” link which can be found at the end of each page.