

## How to upload products/services to the Chamber Market

***Please note this platform is in development and we are adding new features and vendors, and populating the site with new products every day. The site will not be live for consumer sales until we launch on October 1<sup>st</sup>.***

Log in to the Chamber Market here: <https://coaldale.chambermarket.ca/>, click the little person icon beside the Sign-Up button and use your email and password to log in.

1. Select **Account Settings** from the person icon, *or* **Manage Business** from your Dashboard.
2. On the **General** tab under **Invoice and Tax Information** add your Tax ID number and the following:
  - a. Tax 1 Name: **GST**
  - b. Tax 1 Rate: **0.05**
  - c. Tax 1 Region: **National**
  - d. Click **Save**
3. Next, on the left side of your screen, click on **Products & Services**.
4. Click on the **Add A Product** tab to the right of the orange **List All Products** tab.
5. Enter your **Product Information** (Name, Category, Description, Image).
  - a. Include any special instructions in the description field. (*Ex. Pick up in-store only, Please allow X amount of time to process your order, Shipping included, etc.*)
  - b. For consistency, please ensure your product photos are a minimum of 700px x 700px taken on a front or top angel view with a white background. Multiple images may be uploaded for different options (*Ex. colors*)
  - c. Include an inventory if you have a limited supply and need to keep track.  
***Please note: Future inventory integration with Shopify and SquareSpace is in development.***
  - d. In the **Options** field include variations or the same product. (*Ex. colors, sizes, etc.*)
6. Enter your regular **Price Information**
  - a. **Discounted Price** for Chamber Members (if applicable)

- b. **Period** One-time payment or a recurring payment option for additional orders or subscriptions.
- c. Be sure to check the box **Charge GST** when adding your products unless exempt.

7. **Additional Product Information**

- a. **Age Restriction** if applicable.
- b. **Search Tags** add any keywords a consumer might use to find your products/services on the platform, separated by a comma and a space.
- c. Include a **YouTube video link** if you have a video related to your product/service.

8. **Allow customers to leave special instructions when purchasing this product**

- a. **Instructions** Allow customers to leave special instructions when purchasing your product (*Ex. gift wrapping*). Leave blank if not required.
  - i. Optional - Instructions not mandatory for purchasing
  - ii. Required - Instructions mandatory for purchasing
- b. **Instructions Description** Prompt that tells customers what instructions they need to leave (*Ex. Please specify if you would like your purchase gift wrapped*).

9. **Allow customers to upload a file when purchasing your product**

- a. Allow customers to upload a file when they purchase your product (*Ex. image file for a graphic t-shirt*). Leave blank if not required.

10. **Product Status**

- a. **Enable Product**
- b. **Disabled** – product is saved but unpublished and hidden from the marketplace.
- c. **Deleted** – product is completely removed from the listings

**Any added products will be reviewed prior to being approved into the marketplace.**

Once you have finished adding products, please contact your chamber for a review. Your product will be available for a review when the product status is set to **Enabled** and your Bambora merchant account has been configured.

11. Click **Save**

**SUPPORT:**

**For help adding your products/services to ChamberMarket.ca:**

Contact the Coaldale Chamber at:

[info@coaldalechamber.com](mailto:info@coaldalechamber.com) or (403) 345-2358

**How to upload multiple products/services to the Chamber Market at once**

To bypass manual entry of products, you can upload a .csv file that follows the template and steps below. To import products from Shopify, [export your Shopify product list](#) and save the file with a .csv extension.

1. After completing Steps 1-3 on page 1 of this document, continue by clicking on the **Import Products** tab to the right of the orange **List All Products** tab.
2. Download the [template file](#) or open a new Microsoft Excel spreadsheet and fill in the rows and columns with the data for each product.
3. Label or rename the first row with the titles in this order:
  - A. Product Name
  - B. Description
  - C. Category
  - D. Inventory Quantity
  - E. SKU
  - F. ImageUrl (must be a link to .jpg file)
  - G. Price
  - H. MinQty
  - I. MaxQty
  - J. EffDate
  - K. ExpDate
  - L. Discounted
4. Make sure to fill in the **Product Name**, **Category** and **Price** for each product you list as these are **required** fields. Other fields can be left blank if no information can be provided. The SKU and Product Name may be used for updates on existing products, so keep these fields unique for new items.
  - A. If using a **Shopify** template match these title fields:
    - i. **Title** is **Product Name**
    - ii. **Type** is **Category**
    - iii. **Variant Price** is **Price**
5. Save the file with a .csv (comma separated values) extension and upload here. The maximum number of products per business is currently 250.
6. Click the **Choose File** button under **Upload** to open your browser and select the file you want to upload.
7. Click the orange **UPLOAD FILE** button. Note if any errors arise and contact us below if you have any questions or issues.

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Once you have finished adding products, please contact your chamber for a review. Your product will be available for a review when the product status is set to **Enabled** and your Bambora merchant account has been configured.

**SUPPORT:**

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