

Vendor Setup Guide

PART 2

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A complete reference for configuring your vendor store — from sign-in to your first sale.

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Tri County Vendors Group · Onboarding Series

Vendor Setup Guide

Part 2 of the Vendor Onboarding Series

- **Tri County Vendors Group**

In Part 2, we'll walk you through setting up your shop, managing your subscription, understanding listing credits, and configuring your shipping — everything you need to get your store fully ready for customers.

Step 4 - Shop Settings

Shop Settings is where you personalize your store and make it your own. Here you will configure the details that customers will see when they visit your shop page.

At the top of the page you will find your Shop URL. This is your unique store web address. It is usually auto-filled based on your shop name. You can customize it if needed. Once all fields are filled out, click Save to apply your settings.

1. From the left-hand vendor sidebar menu, click on **Shop Settings**.
2. **Shop Name:** Enter your store name exactly as you want it to appear to customers.
3. **Shop Name Color:** Choose the color that your shop name will display in.
4. **Shop Name Font:** Select the font style for your shop name.
5. **Shop Description:** Write a short description about your store, what you sell, and what makes you unique.
6. **Shop Email** (required). Admin nor customers will not be able to contact you without it.
7. **Shop Logo URL:** Upload your store logo.
Recommended: square image, high resolution.
8. **Shop Visibility**
 - a. Allow customers to share my shop
 - b. Allow customers to follow my shop

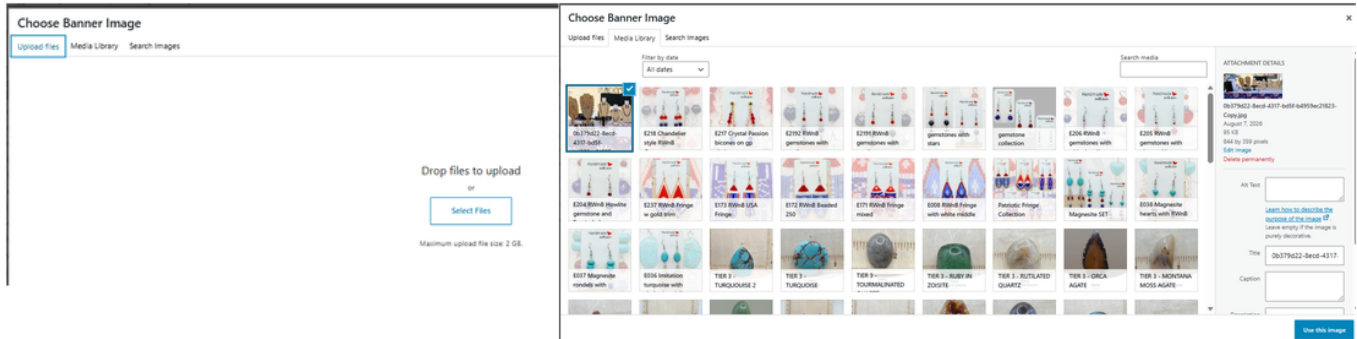
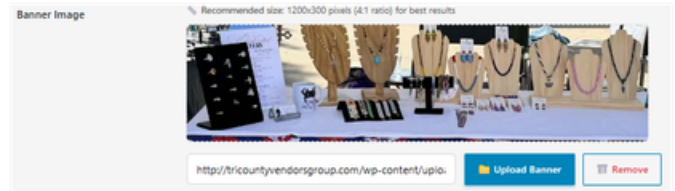
If disabled, the corresponding Share/Follow buttons will be hidden from your public shop and directory cards.

The screenshot shows the 'Vendor Dashboard' with a sidebar menu on the left containing options like Media, Products, PDF Embeds, Vendor Dashboard, Orders, Commission & Payouts, Subscription, Listing Credits, Shop Settings (highlighted), Shipping, Coupons, Gift Cards, Loyalty Program, Marketing, WhatsApp, Profile, and Collapse Menu. The main content area is titled 'Vendor Dashboard' and includes a 'Your Shop URL' field with the value 'https://tricityvendorsgroup.com/vendor-shop/'. Below this is a 'Debug Coupon Visibility' button. The 'Shop Name' field contains 'Jackie's Memories Plus'. The 'Shop Name Color' is set to black, and the 'Shop Name Font' is set to 'Georgia'. The 'Shop Description' field contains a welcome message. The 'Shop Contact Email' field contains 'jackiesmemoriesplus@gmail.com'.

This screenshot shows the 'Shop Logo URL' field with the value 'http://tricityvendorsgroup.com/wp-content/uploads/' and an 'Upload Logo' button. Below this is the 'Shop Visibility' section with two checked options: 'Allow customers to share my shop' and 'Allow customers to follow my shop'. A note states: 'If disabled, the corresponding Share/Follow buttons will be hidden from your public shop and directory cards.' The 'Banner Type' section has 'Solid Color' selected and 'Upload Image' as an option. The 'Banner Image' section shows a preview of a banner image with jewelry. Below the preview is a URL field with the value 'http://tricityvendorsgroup.com/wp-content/uploads/' and 'Upload Banner' and 'Remove' buttons. The 'Image Position' dropdown is set to 'Center' with a note: 'Choose a preset position or drag the image in the preview to position it manually.' The 'Banner Overlay' dropdown is set to 'No Overlay' with a note: 'Add an overlay to make text more readable on banner images.'

9. **Banner Image:** Upload a banner image that will display across the top of your store page.

- Click the Upload Banner button
- Click on the Upload Files tab
- Click on Select Files
- Locate the image from your device
- Make sure the image you want is checked and click “use this image”
- To remove the image, click “Remove”



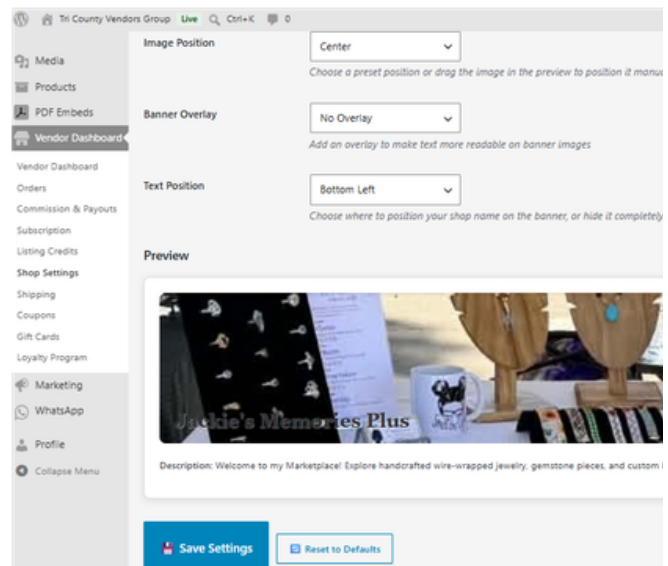
10. **Image Position:** Choose a preset position or drag the image in the preview to position it manually

11. **Banner Overlay:** Add an overlay to make text more readable on banner images

12. **Text Position:** Choose where to position your shop name on the banner, or hide it completely

13. **Preview:** A visual of what the top banner will look like.

14. Save Settings or Reset to Default



Tip

A complete shop profile with a logo, banner, and description builds trust with customers and makes your store look more professional!

Step 5 - Subscription

Your subscription plan determines what features and listing capabilities you have access to on the Tri County Vendors Group marketplace.

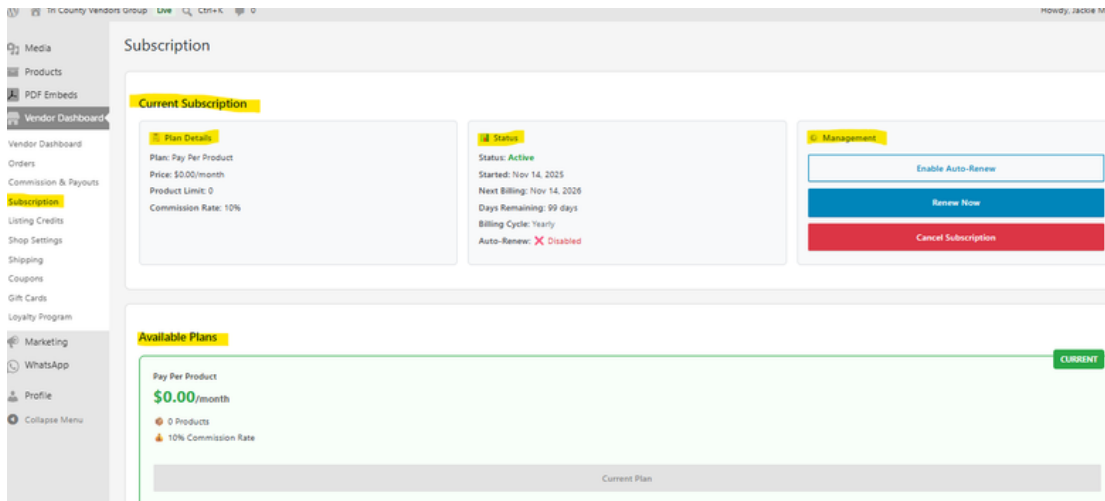
12. From the left-hand vendor sidebar menu, click on **Subscription**.

13. This page shows your **current active subscription plan and its details**.

14. You can view your **subscription status, renewal date, and what is included in your plan**

15. If you need to upgrade or change your plan, options will be available on this page.

16. Your Free subscription is what allows you to operate your vendor store.



Keep your subscription active to ensure your products remain listed and visible to customers. A lapsed subscription may result in your listings being paused.

Step 6 - Listing Credits

Listing credits are required to publish products in your store. Each product listing uses one credit. Here is how to check and manage your credits.

17. From the left-hand vendor sidebar menu, click on **Listing Credits**.
18. You can view your current available listing credit balance on this page.
19. Credits are used each time you publish a new product listing.
20. If you need more credits, you can purchase additional listing credits directly from this page.
 - a. **Note:** There is a minimum purchase of **\$1.00** when buying listing credits. The current fee is **\$0.20** per product to publish for a **120-day period**.
21. You can also purchase credits quickly from the **Dashboard Overview (Tab 1)** as a shortcut

**Plan ahead — make sure you have enough credits
before you are ready to add new products**

Listing Credits

Unlimited Products Plan Active! You can create unlimited products, but pay \$0.20 per listing when published.

Your Listing Credits

Available Credits

\$90.60

Listing Fee: \$0.20 per product
Unlimited Products: Create as many as you want, pay per listing
You can publish: 452 products now

[Add Credits](#) [View Subscriptions](#)

Recent Listings

Product	Fee	Status	Date
Green and Yellow Teardrop Beaded Earrings	\$0.20	PUBLISHED	Aug 2, 2026
"God's Promise" Loom Bracelet	\$0.20	PUBLISHED	Aug 2, 2026
Green and Yellow Diamonds Peyote Bracelet	\$0.20	PUBLISHED	Aug 2, 2026
Chandelier Gemstone Drops	\$0.20	PUBLISHED	Aug 2, 2026

Credit History

Type	Amount	Balance	Description	Date
Listing fee	-\$0.20	\$90.80	Product listing fee for product ID: 2822	Aug 2, 2026 7:07 PM
Listing fee	-\$0.20	\$90.80	Product listing fee for product ID: 2829	Aug 2, 2026 7:05 PM

Tip

Check your listing credit balance before adding new products so you're never caught short when you're ready to publish!

Step 7 - Shipping

Setting up your shipping correctly ensures customers are charged the right amount at checkout and that you are covered for the cost of delivering your products.

23. From the left-hand vendor sidebar menu, click on **Shipping**.

24. Make sure to check mark **Enable Shipping** to activate shipping for your store.

25. **Flat Rate Shipping** – Set a flat rate shipping fee that will apply to your orders.

26. **Free Shipping Threshold** – Enter a minimum order amount that qualifies a customer for free shipping.

- To add a Shipping Zone, click on the Add shipping zone button

27. **Shipping Zones** – Define the geographic areas you ship to and set the rates for each zone.

a. **Zone Name**; e.g. Local Delivery/Pickup

If you offer local pickup, make sure to include the following in your local pickup settings:

a. **Zip Codes** – Enter the zip codes where local pickup is available.

b. **Amount** – Specify the fee (if any) for local pickup orders.

+ Add Shipping Zone

28. **Save Zone**

29. **Save Shipping Settings**

Save Shipping Settings

Note

There is no section to add weight on this page — do not worry about weight-based shipping settings.

Tip

Make sure **Enable Shipping** is checked first — without it, your shipping options will not appear to customers at checkout!