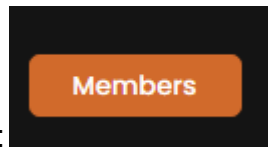


# Vendor's Manual

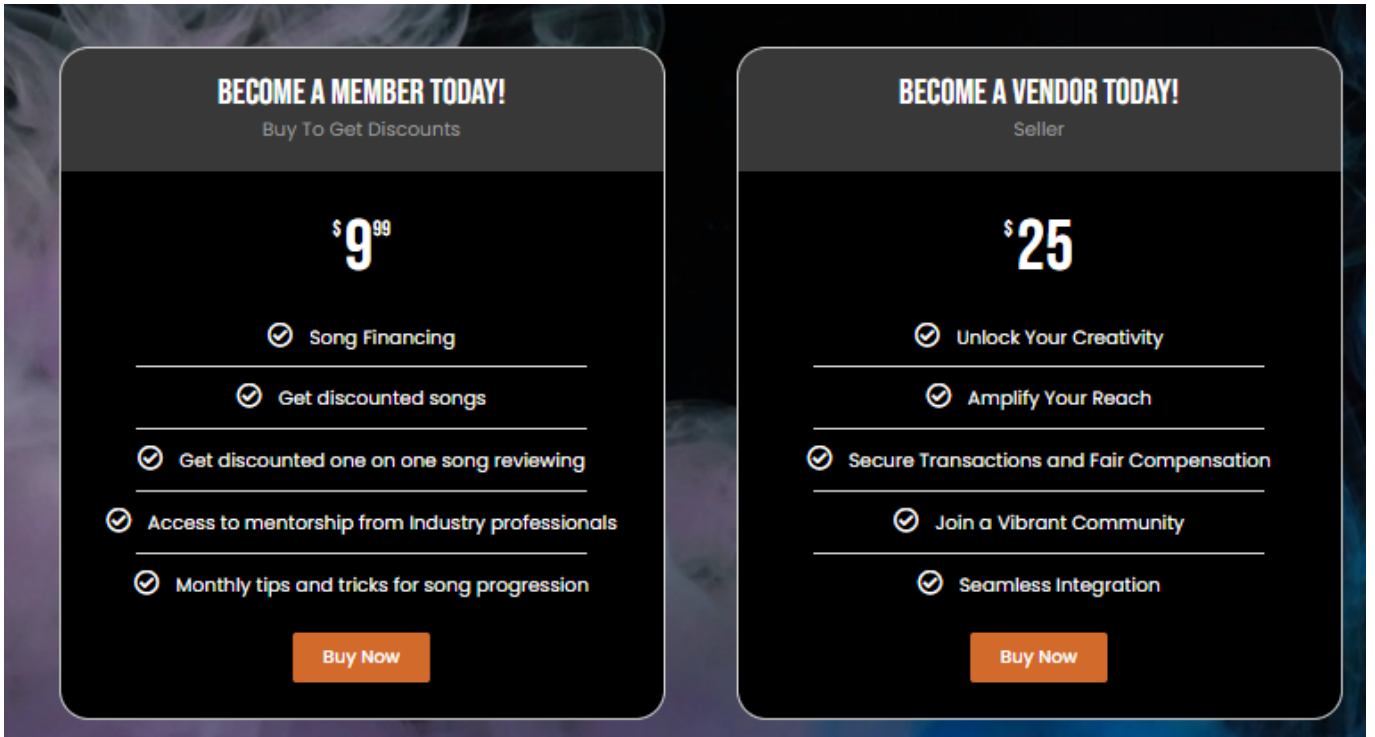
## Membership:

1. To become a member follow this link : <https://songneeds.com/membership/>



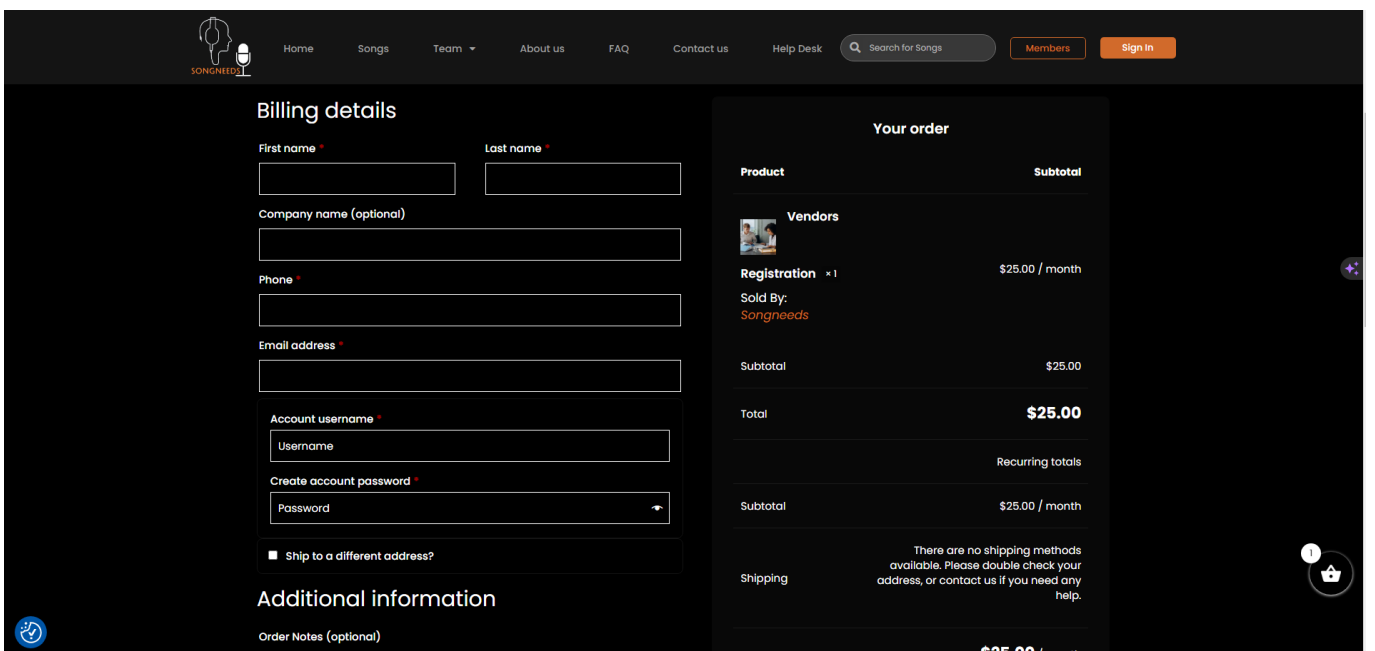
Or click on this button: located at the right top of the menu

2. Now scroll down on page and click on “Buy Now’ (BECOME A VENDOR TODAY!)”



3. You will be redirected to “Checkout Page”

Fill up your information:

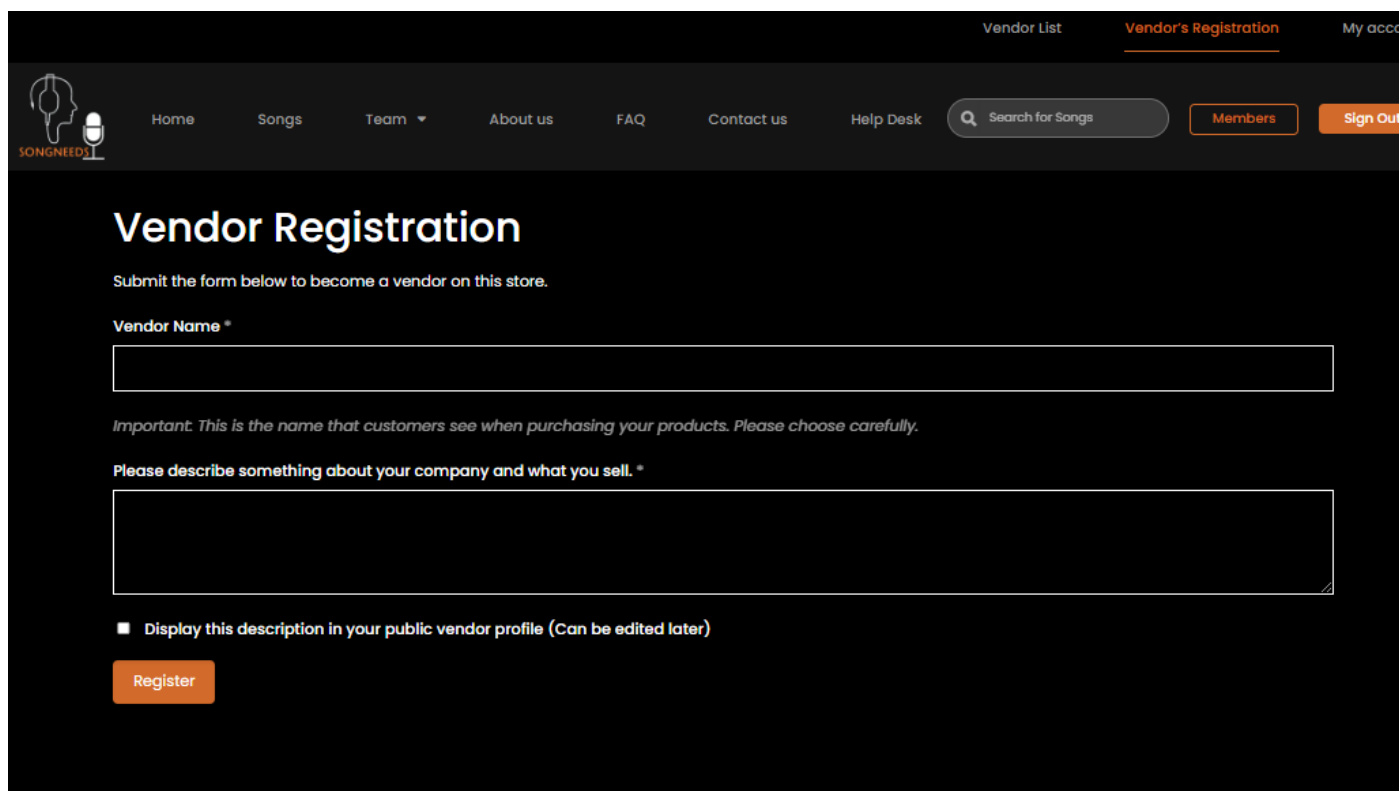


**\*Must remember your Username and password**



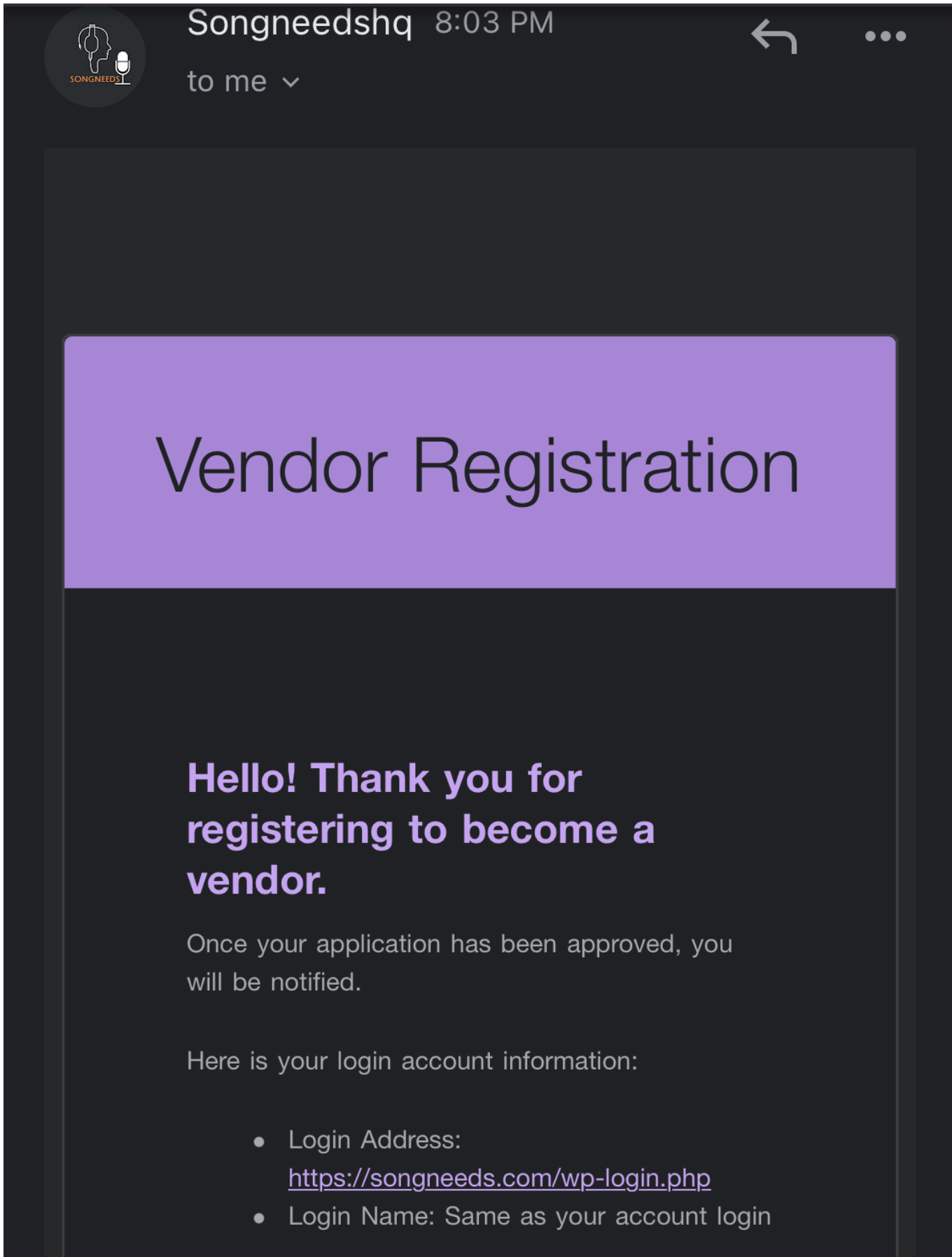
A screenshot of a dark-themed account creation form. It features two input fields: "Account username" with a red asterisk and "Create account password" with a red asterisk. The password field includes a toggle icon for visibility. The form is set against a dark background with white text and borders.

4. After successful checkout there will be a new menu **"Vendor's Registration"** at the top right of the header (only visible to the members)

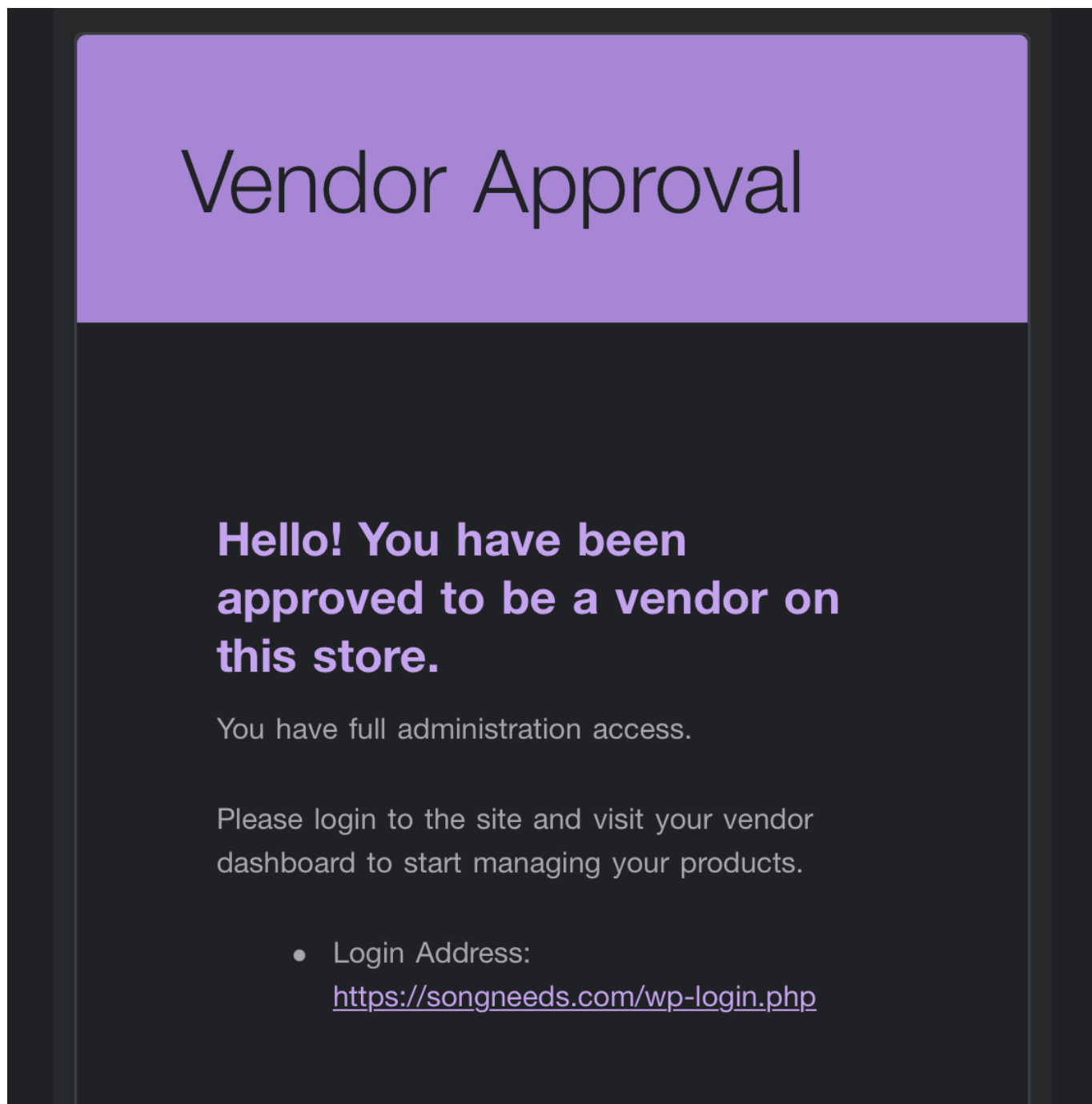


A screenshot of the "Vendor Registration" page on the SONGNEEDS website. The page has a dark theme. The header includes navigation links: Home, Songs, Team, About us, FAQ, Contact us, Help Desk, a search bar for songs, and buttons for Members and Sign Out. The main content area is titled "Vendor Registration" and contains the following text: "Submit the form below to become a vendor on this store." Below this is a form with two main sections: "Vendor Name" with a text input field and a note: "Important: This is the name that customers see when purchasing your products. Please choose carefully." The second section is "Please describe something about your company and what you sell." with a larger text area. At the bottom of the form, there is a checkbox labeled "Display this description in your public vendor profile (Can be edited later)" and a "Register" button.

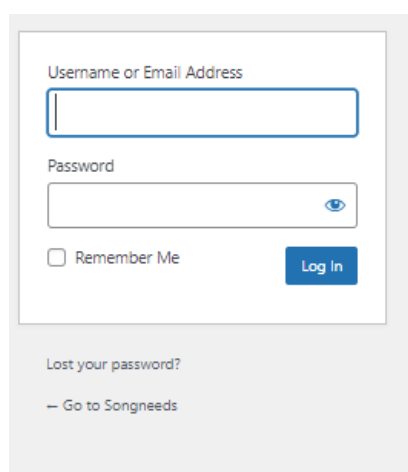
5. After registration an email will be sent to the vendor having a notification of his registration which is being approved.



After admin's approval, vendor will receive another email containing it's approval information:

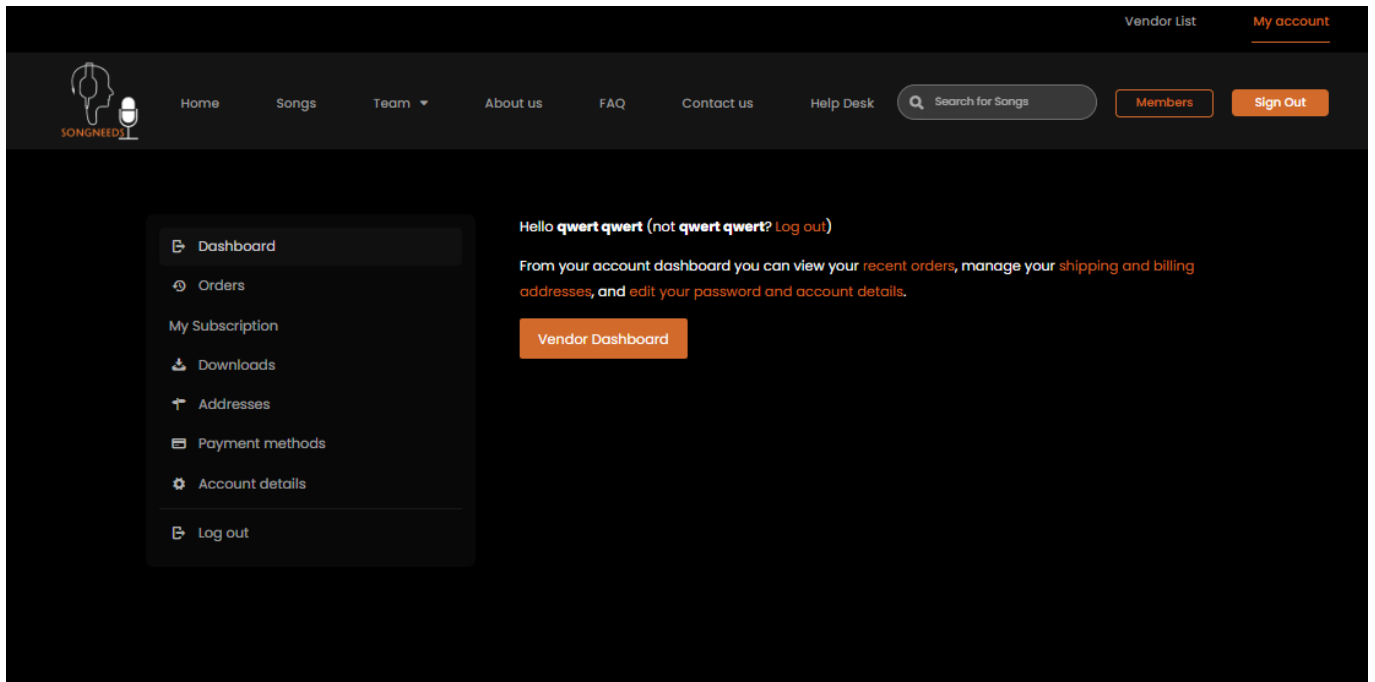


6. Now follow the link (Login Address) to login to your account:

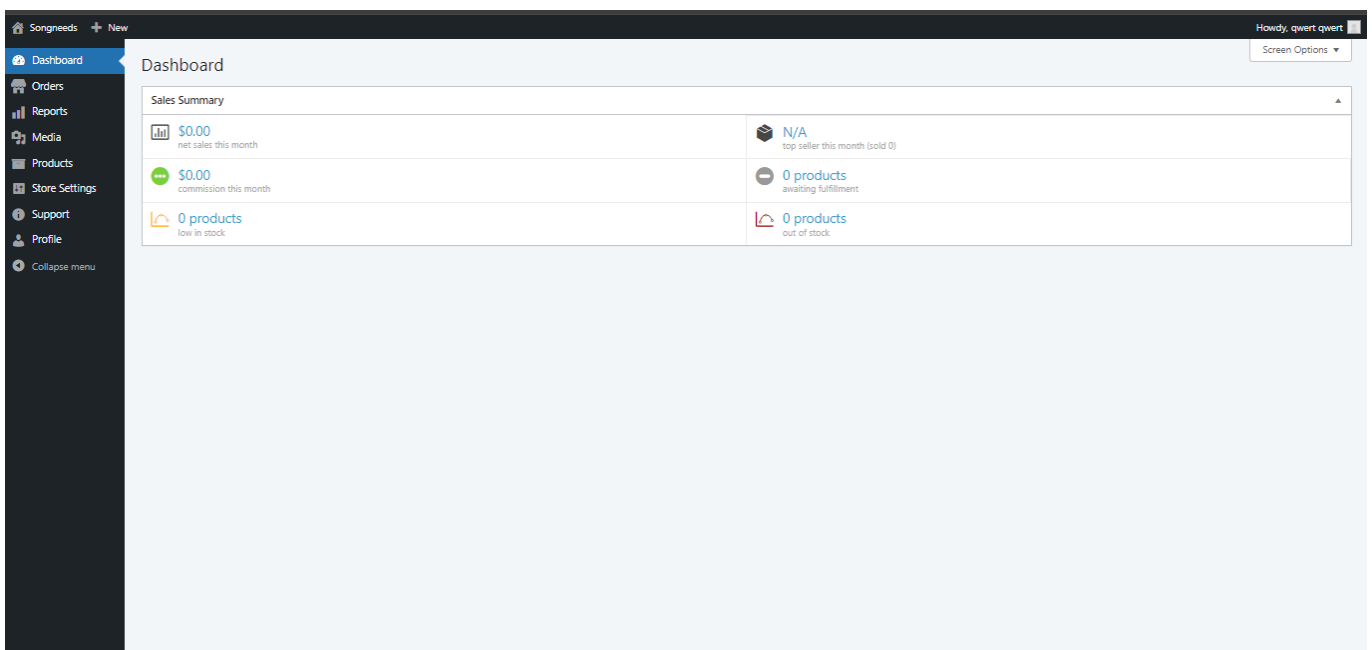


The image shows a login form with a white background and a light grey border. It contains the following elements: a text input field labeled "Username or Email Address" with a blue border; a text input field labeled "Password" with a blue border and a blue eye icon to its right; a checkbox labeled "Remember Me"; a blue button labeled "Log In"; a link labeled "Lost your password?"; and a link labeled "Go to Songneeds" with a blue arrow icon to its left.

7. Enter your details that you have entered at checkout page:
8. After successful login you will be redirected to “My account” page:

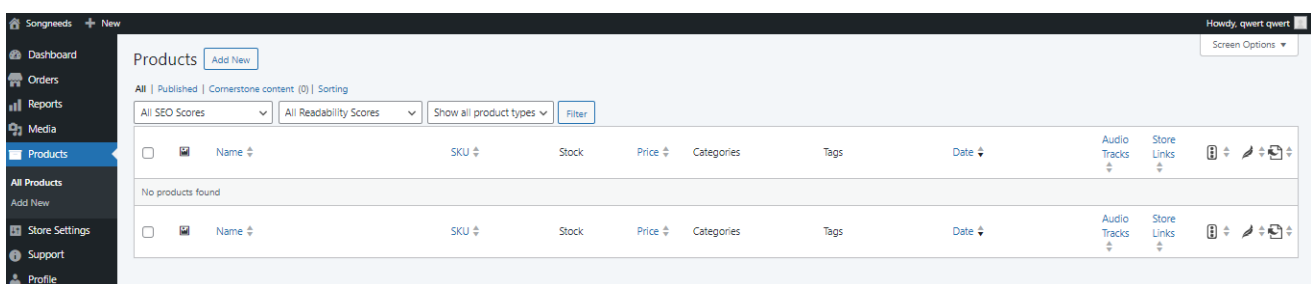


9. Now click on Vendor’s Dashboard Button in order to access dashboard:

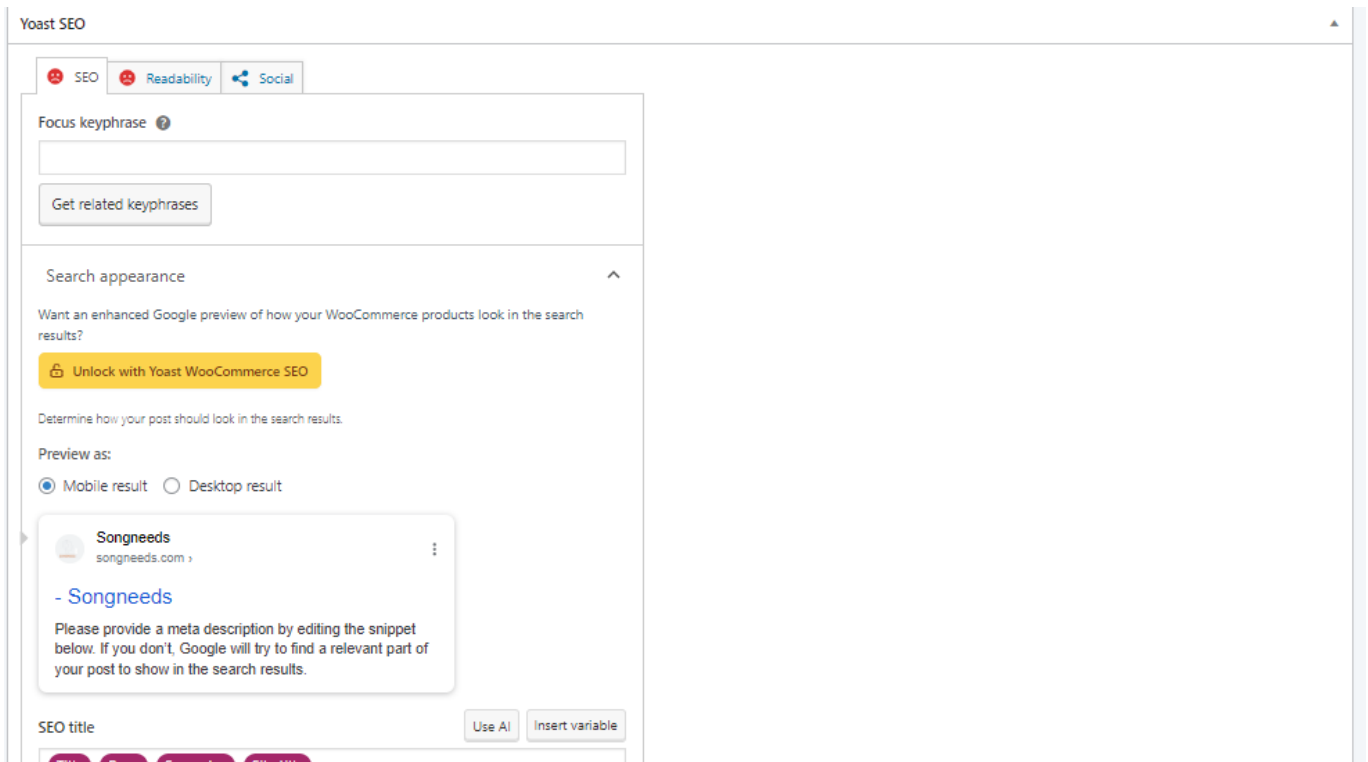


Here you can access your store, manage the products from the left Panel having all the options

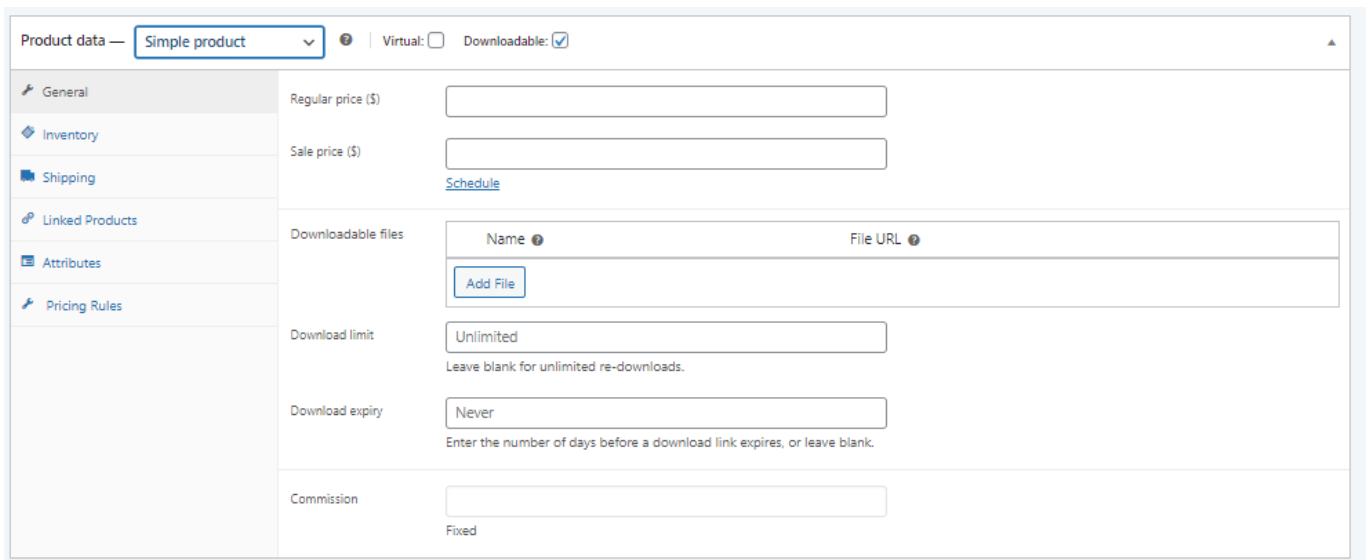
10. You can add products by the products tab:







After that you will come to the Product Data tab. Now create a downloadable product by checking the “Downloadable” option on the top of the tab. So the customers can download your songs after buying the product.



Note:

- You can add your pricing in field of “Regular price (\$)”.
- You can add your song files (mp3, lyrical, instrumental) in “Downloadable files” option by clicking on “Add File” button.
- You can also limit your download. (Restrict the user for multiple downloads)

After clicking on “Add File” button. Enter the name of your song and upload the song file by clicking on “Choose file” button. You can add more files by clicking the “Add file” Button.

**Multiple files can also be added by following the same steps.**

Downloadable files

Name	File URL
<input type="text" value="File name"/>	<input type="text" value="http://"/>
<input type="button" value="Add File"/>	
<input type="button" value="Choose file"/>	

On Playlist Content tab, Songs can be added that can be played on the site (On Product Page).

Playlist Content

Playlist Subtitle   
E.g. New Album, Coming Soon, Sold Out, Release Date: August 28th, etc.

Add to Cart button  On  Off

Buy Now button  On  Off

Do not loop tracklist  When tracklist ends, do not loop to first track automatically.

Do not skip to the next track  When the current track ends, do not play the second track automatically.

Reverse Order  Display tracklist in reverse order on the front-end

Tracklist Source

Example:



Note:

- From MP3 File tab, the uploaded songs can be played on the site.
- Track Information can also be added, Track Image.



TRACK 1

Source File    
 Please select which type of audio source you want for this track

MP3 File Recommended Format: MP3 file encoded at 320kbps with sample rate of 44.1kHz

Optional Track Information   
  
 BPM, Hashtag, Description, etc. Will appear below track title in the playlist.

Optional Track Image

Lyrics/Karaoke file (.ttml)     
 We support Timed Text Markup Language (TTML). You can generate your .ttml file [here](#). Fun & Easy! [Learn More](#)

Optional Call to Action

1

Label  Display Label    
 Eg: Spotify, SoundCloud, Buy Now Make sure playlist is wide enough to display the label

Action    
 Link URL  Open in New Window?

External Links Buttons

1

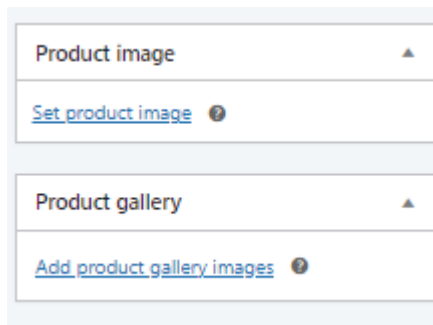
Select Icon

Label

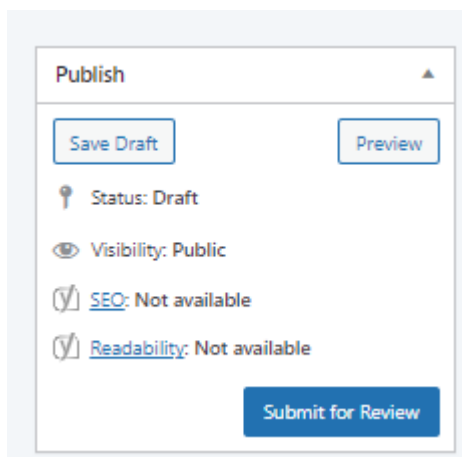
Display Label

Action    
 Link URL  Open in New Window?

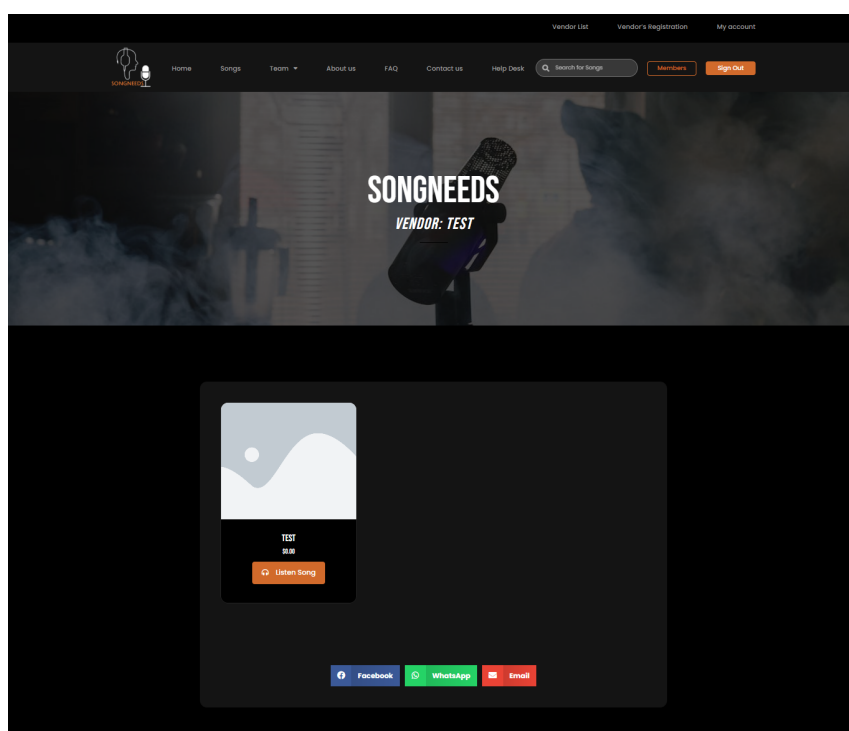
On the right side panel of the page you will find “Product Image and Product gallery” options where you can add your product image or gallery.



After adding all the information. Submit your product for admins approval. By clicking on “Submit for review” button on the Publish tab on the top right panel.



Once your product is approved by admin it will be published and can be seen by visitors on vendors page.



**Thank you!**