

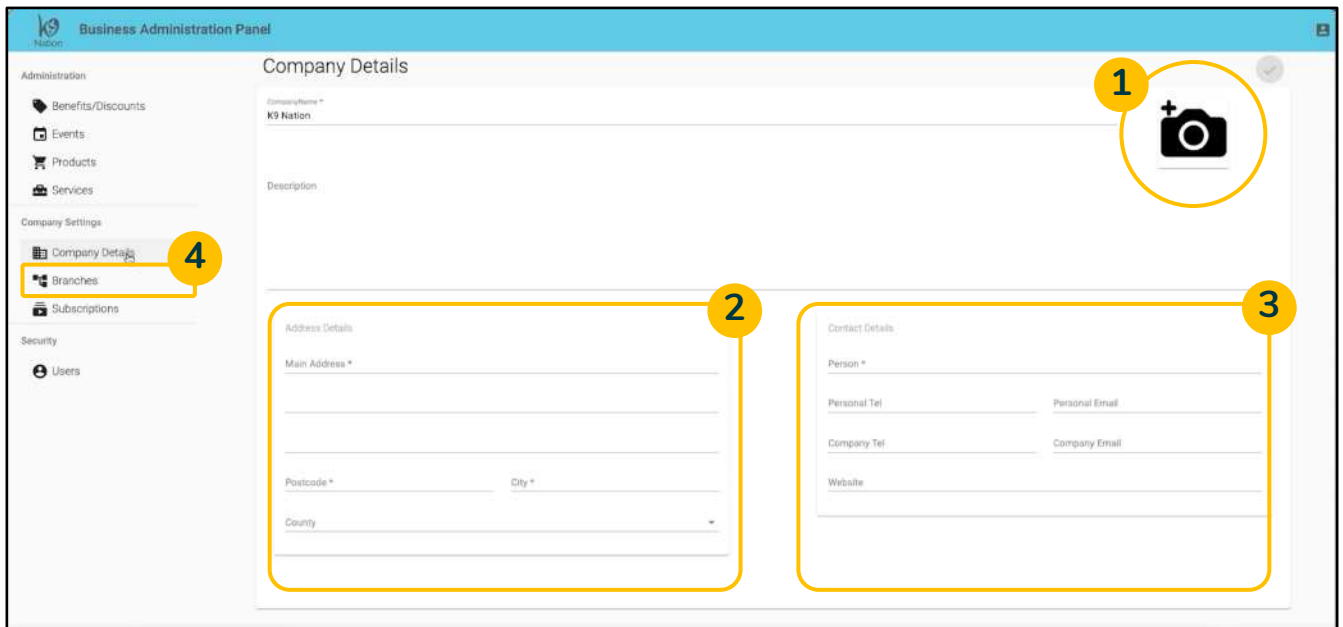
# K9 Nation Marketplace

## How to set-up your own business listing

1. Click through from the link you received in email
2. Open in web browser. If you are already a user of the app then use existing login details, if not you will receive a follow up email with your login details.

### Setting up your profile

Go to the “Company details” tab on the left side of the dashboard to add your company information. This is the key information our community can see



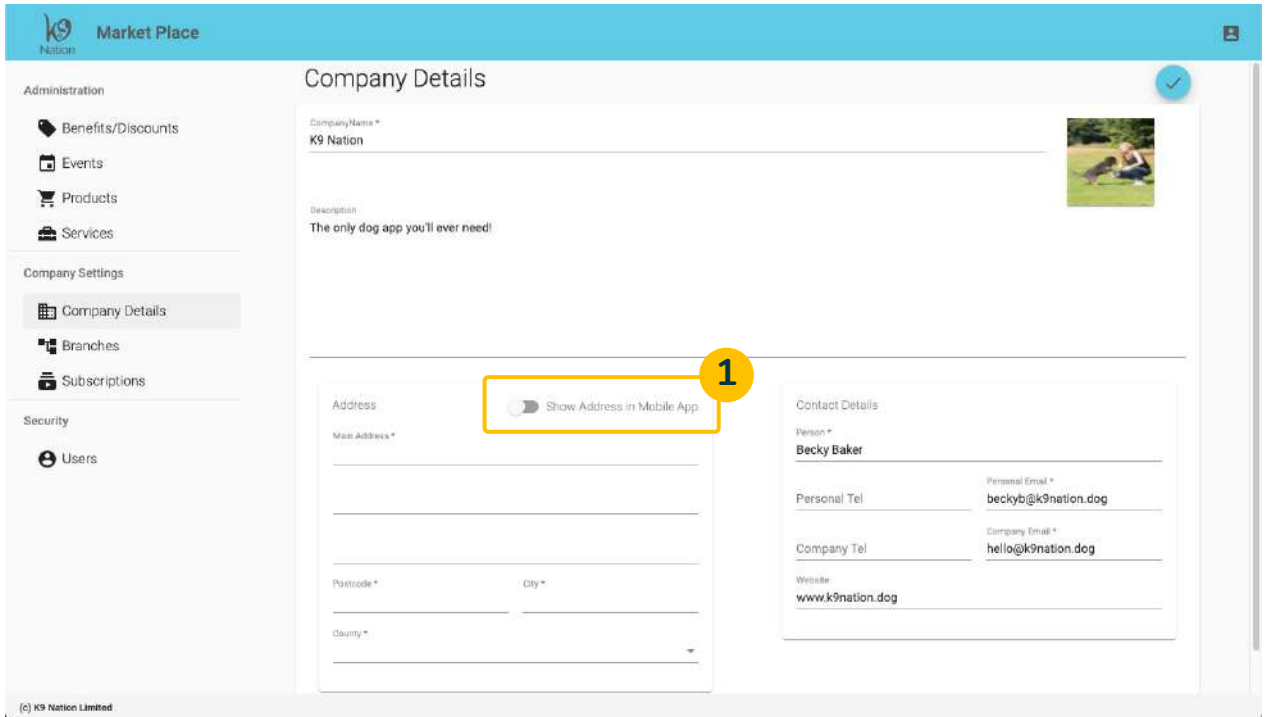
The screenshot shows the 'Business Administration Panel' for 'K9 Nation'. The main content area is titled 'Company Details'. On the left sidebar, under 'Company Settings', 'Company Details' is selected and highlighted with a yellow box and a '4' in a circle. In the top right corner of the form area, there is a camera icon circled in yellow with a '1' in a circle. The form is divided into two main sections: 'Address Details' (circled in yellow with a '2' in a circle) and 'Contact Details' (circled in yellow with a '3' in a circle). The 'Address Details' section includes fields for 'Main Address \*', 'Postcode \*', 'City \*', and 'County'. The 'Contact Details' section includes fields for 'Person \*', 'Personal Tel', 'Personal Email', 'Company Tel', 'Company Email', and 'Website'.

1. Add here your logo or primary image
2. Address is your main address/ head office if you have one
3. Contact details are for our internal use only and not published in the app
4. You can add additional branches here if needed

# K9 Nation Marketplace

## Setting up your profile

If you want to show customers the location of your business, you can add the address to your profile here.



The screenshot displays the 'Company Details' page in the K9 Nation Marketplace. The page is divided into several sections: Administration (Benefits/Discounts, Events, Products, Services), Company Settings (Company Details, Branches, Subscriptions), and Security (Users). The main content area is titled 'Company Details' and contains the following information:

- CompanyName \***: K9 Nation
- Description**: The only dog app you'll ever need!
- Address**: Includes a 'Main Address \*' field, a 'Postcode \*' field, a 'City \*' field, and a 'County \*' dropdown menu. A toggle switch labeled 'Show Address in Mobile App' is highlighted with a yellow box and a yellow circle containing the number '1'.
- Contact Details**: Includes a 'Person \*' field (Becky Baker), 'Personal Tel', 'Personal Email \*' (beckyb@k9nation.dog), 'Company Tel', 'Company Email \*' (hello@k9nation.dog), and 'Website' (www.k9nation.dog).

1. Toggle this button to show your business address to customers

### IMPORTANT:

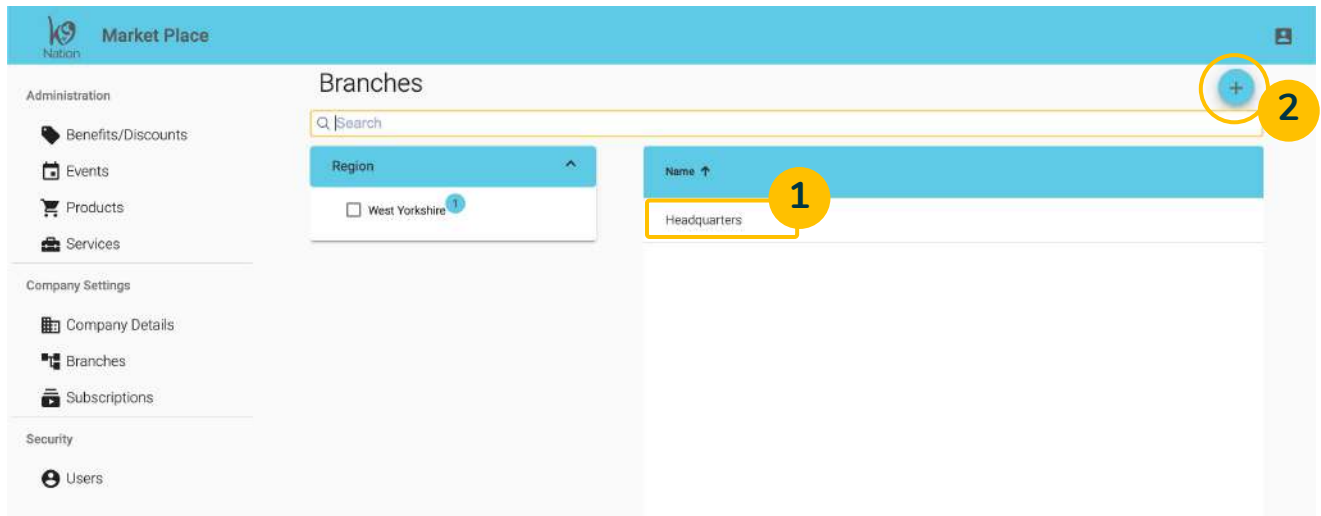
This is the information your customers will see from within K9 Nation. If you need to make changes to your information in the future, you can come back to this page to do so.

# K9 Nation Marketplace

## Adding a Branch

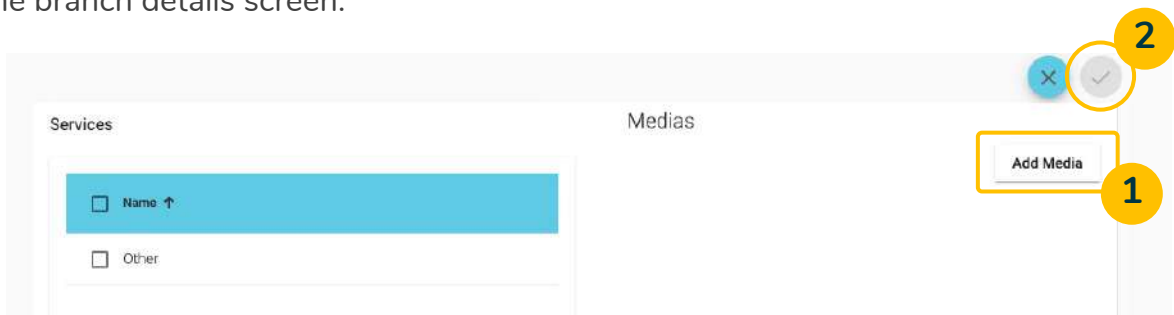
If your business has a physical location that you want to promote, you can add this information in the “Branches” tab.

By default, there will be a branch called “Headquarters” setup for your business. You can edit this by clicking on it in the list and add more branches using the plus button.



1. Click on the branch to open the details screen
2. Click the “+” to add a new branch

On the branch details screen:

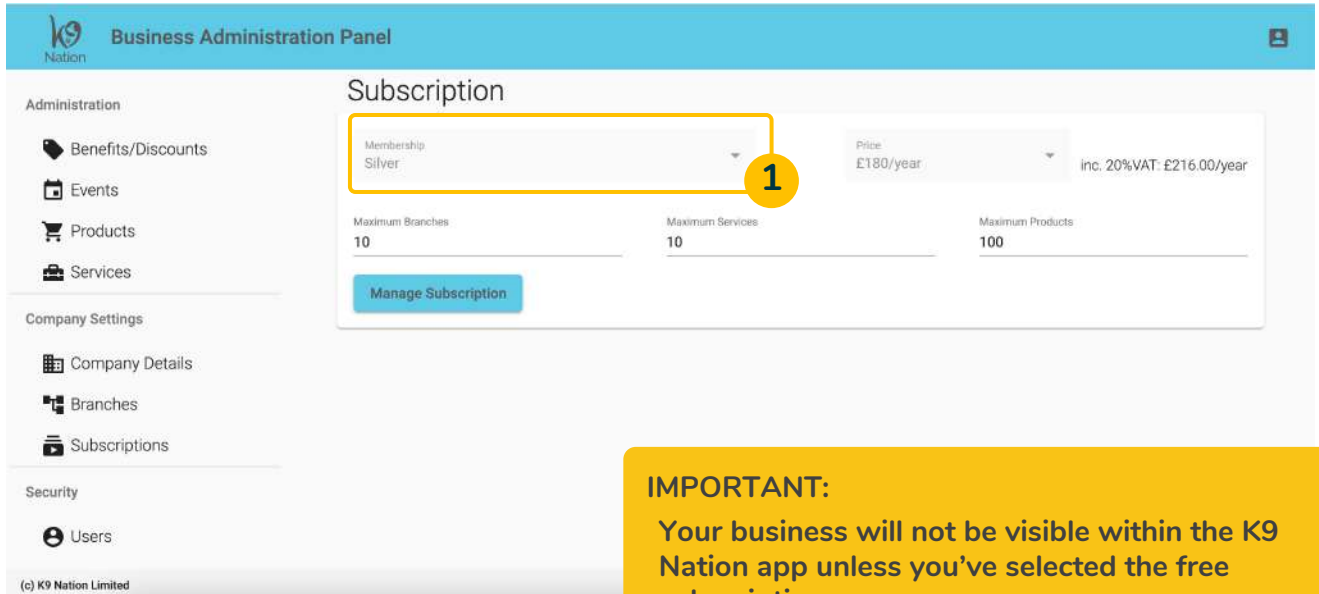


1. Use the “Add Media” button to add images for your branch
2. Remember to click the tick button to save

# K9 Nation Marketplace

## Managing your subscription

On the “Subscriptions” tab you need to select the “Free” subscription before you can be featured in the K9 Marketplace.



**Subscription**

Membership: Silver

Price: £180/year inc. 20%VAT: £216.00/year

Maximum Branches: 10 | Maximum Services: 10 | Maximum Products: 100

[Manage Subscription](#)

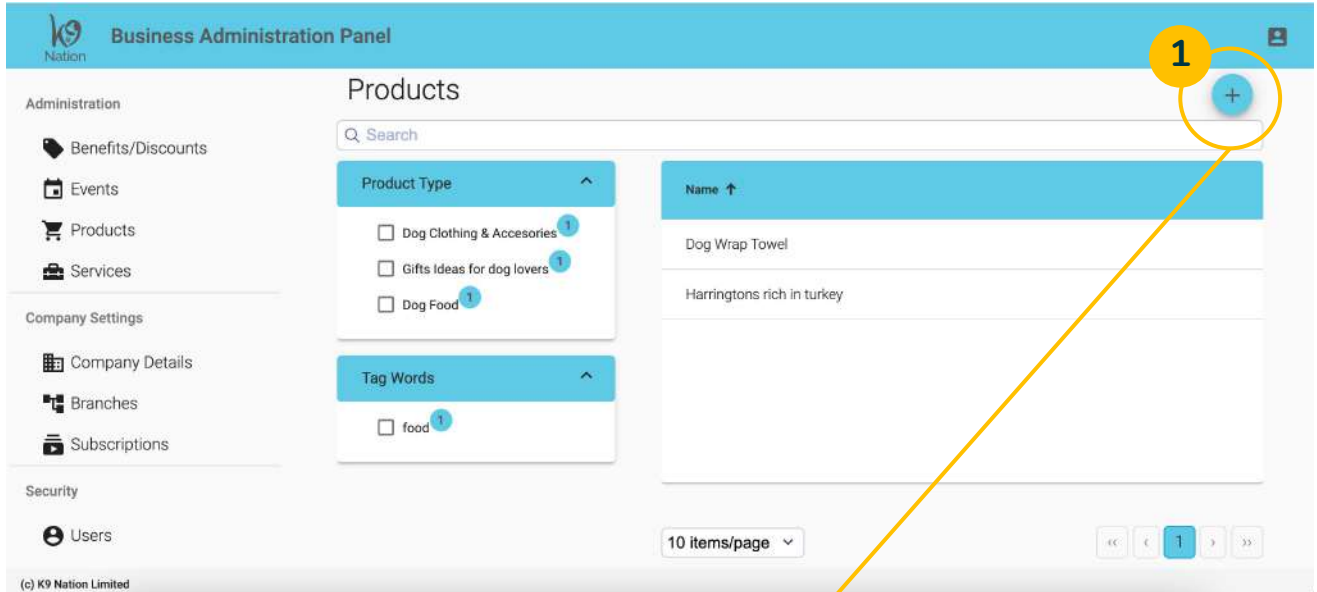
**IMPORTANT:**  
Your business will not be visible within the K9 Nation app unless you've selected the free subscription

1. Click the dropdown here and select “Free”

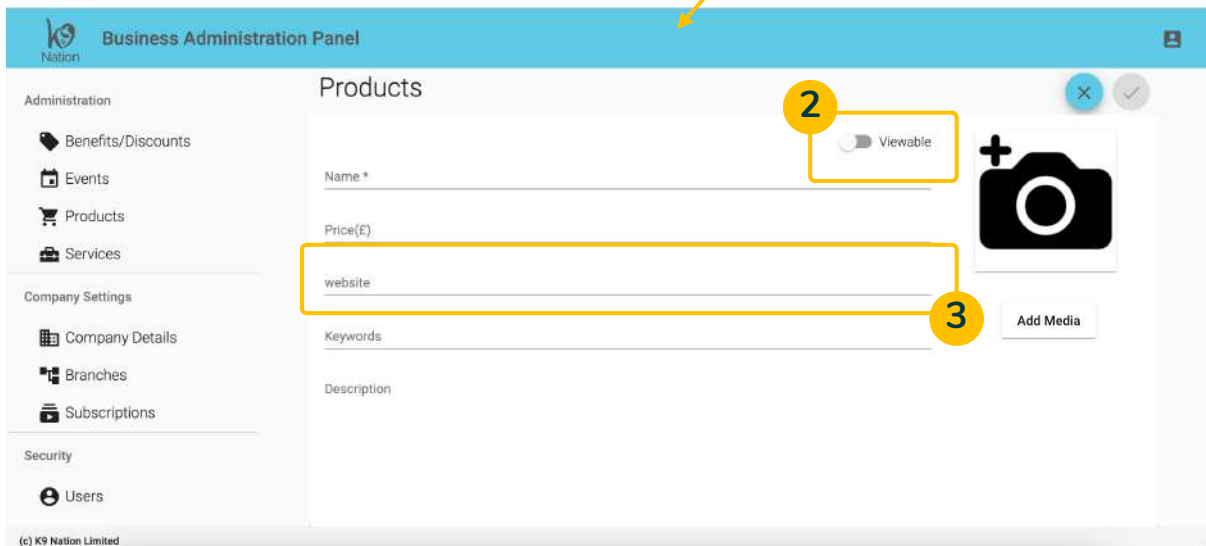
# K9 Nation Marketplace

## Your products

If your business sells products, you can add here your products' information and images.



### 1. Add a new product



2. "Product page" Make your product un/discoverable in the app if it's out of stock temporarily etc
3. Add here the direct link to your product page for purchase. K9 Nation is a Market Place but consumers will buy directly from your page

# K9 Nation Marketplace

## Your products

If your business sells products, you can add here your products' information and images.

### Products

Price(£)  
3.92

website  
<https://www.harringtonspetfood.com/products/rich-in-turkey-vegetable-dry-dog-food>

Keywords  
food

Description  
Harringtons Rich in Turkey with Veg is a complete dry dog food that can be fed to all dogs from 8 weeks onwards. It has been carefully formulated using all natural ingredients to provide wholesome nutrition.

The recipe contains no artificial colours or flavours, no dairy, no soya and no added wheat.

Harringtons provides the conventional benefits associated with premium foods. [www.google.co.uk](http://www.google.co.uk). Proudly made in the UK. [www.google.co.uk](http://www.google.co.uk)



### Product Types

1

Name ↑

Dog Clothing & Accessories

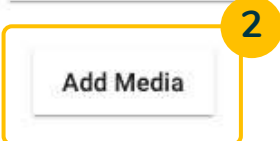
Dog Food

1. After adding your products' description, select the category of your product

### Avatar



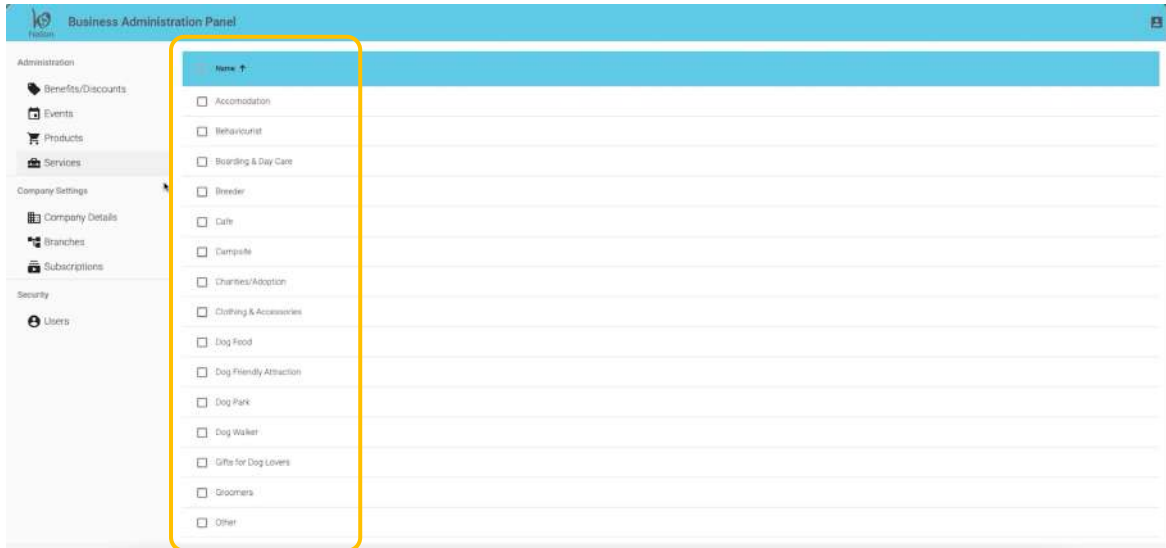
2. You can add images to your product posting by clicking the "Add Media" button and uploading your content.



# K9 Nation Marketplace

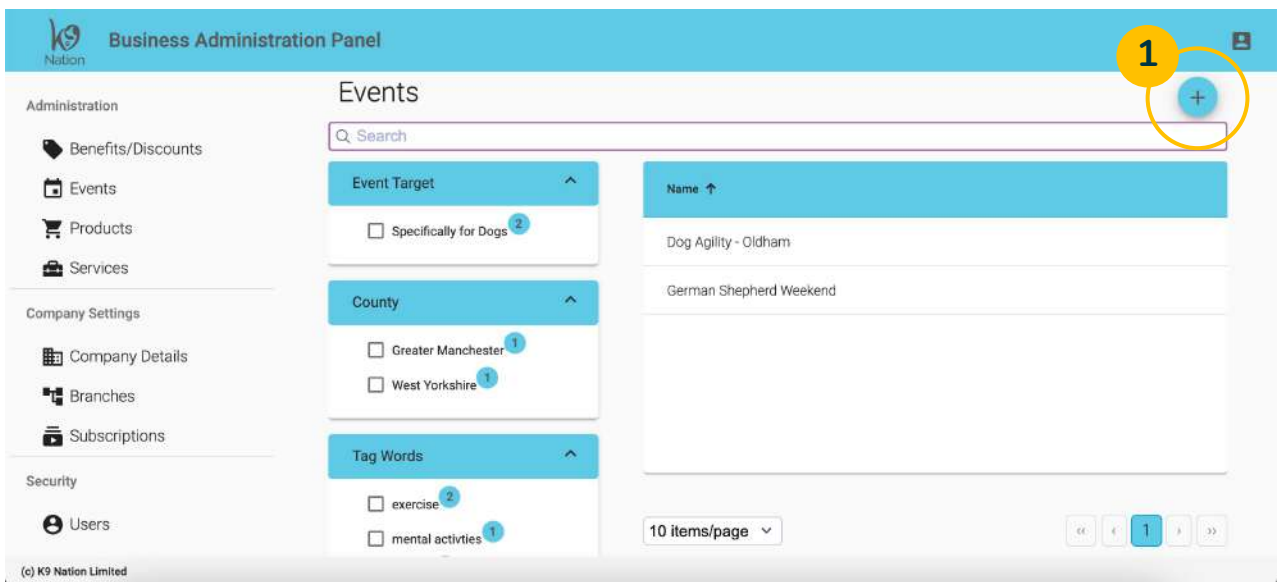
## Your Services

Use the “ Services” tab to select the services your offer and you want to be discoverable under.



## Adding events

Use the “ Events” tab to add a new event and information about it

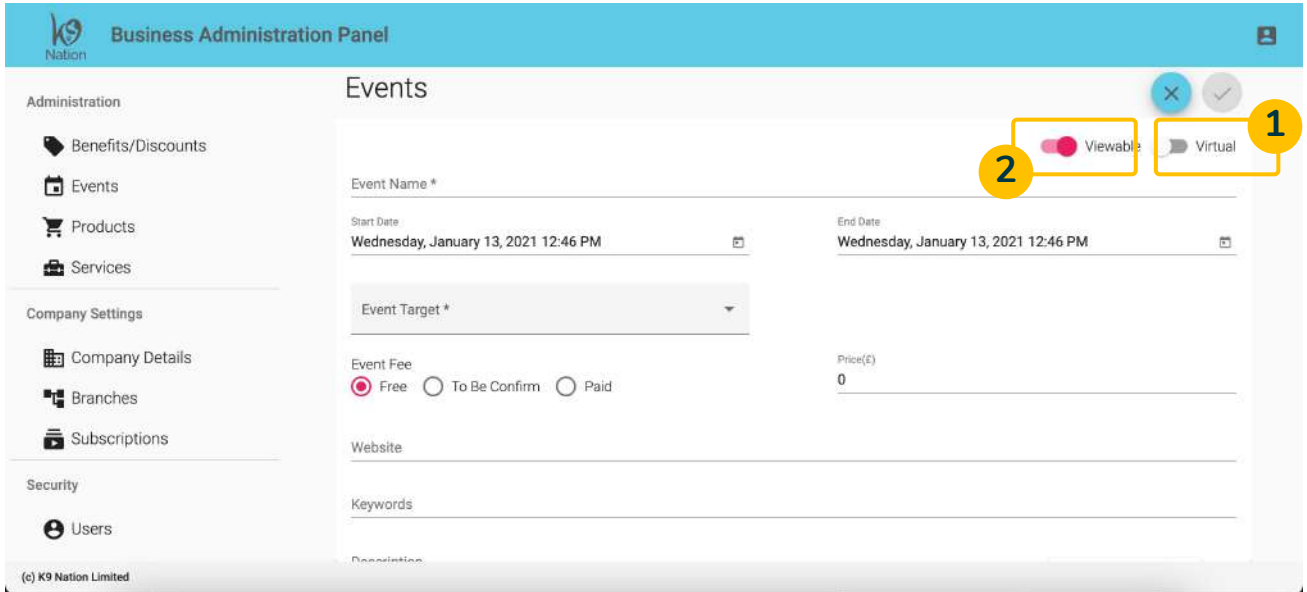


1. Click here to add a new event that you want to promote to our community

# K9 Nation Marketplace

## Adding events

Use the “Events” page to add all the information about your event



**Business Administration Panel**

Administration

- Benefits/Discounts
- Events
- Products
- Services

Company Settings

- Company Details
- Branches
- Subscriptions

Security

- Users

(c) K9 Nation Limited

### Events

Event Name \*

Start Date: Wednesday, January 13, 2021 12:46 PM

End Date: Wednesday, January 13, 2021 12:46 PM

Event Target \*

Event Fee:  Free  To Be Confirm  Paid

Price(£): 0

Website

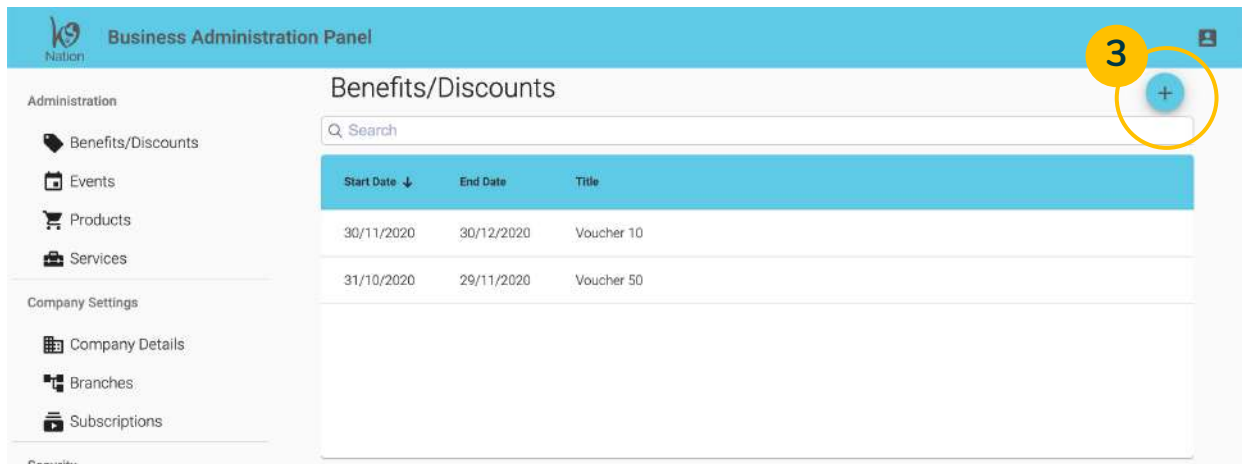
Keywords

Viewable  Virtual

1. Specify here if the event you’re running is virtual or not.
2. Select if your event is viewable or not

## Benefits/discounts

Use the “Benefits/Discounts” tab to add different discounts and vouchers you want to offer



**Business Administration Panel**

Administration

- Benefits/Discounts
- Events
- Products
- Services

Company Settings

- Company Details
- Branches
- Subscriptions

Security

(c) K9 Nation Limited

### Benefits/Discounts

Q Search

Start Date ↓	End Date	Title
30/11/2020	30/12/2020	Voucher 10
31/10/2020	29/11/2020	Voucher 50

+

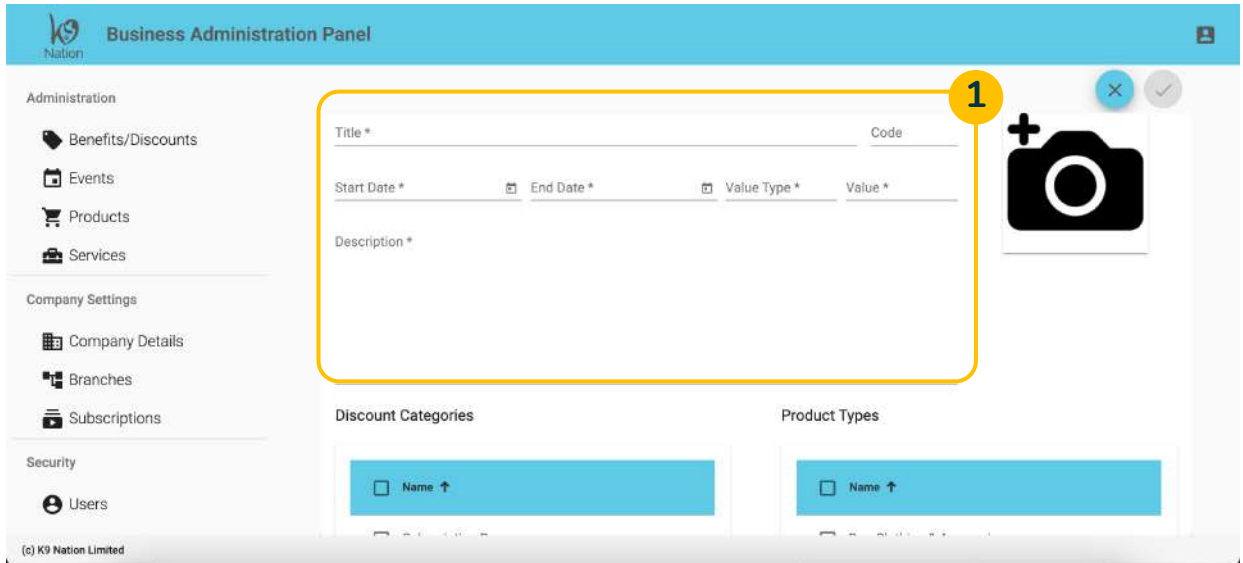
- 3 Click here to add new discount



# K9 Nation Marketplace

## Benefits/discounts

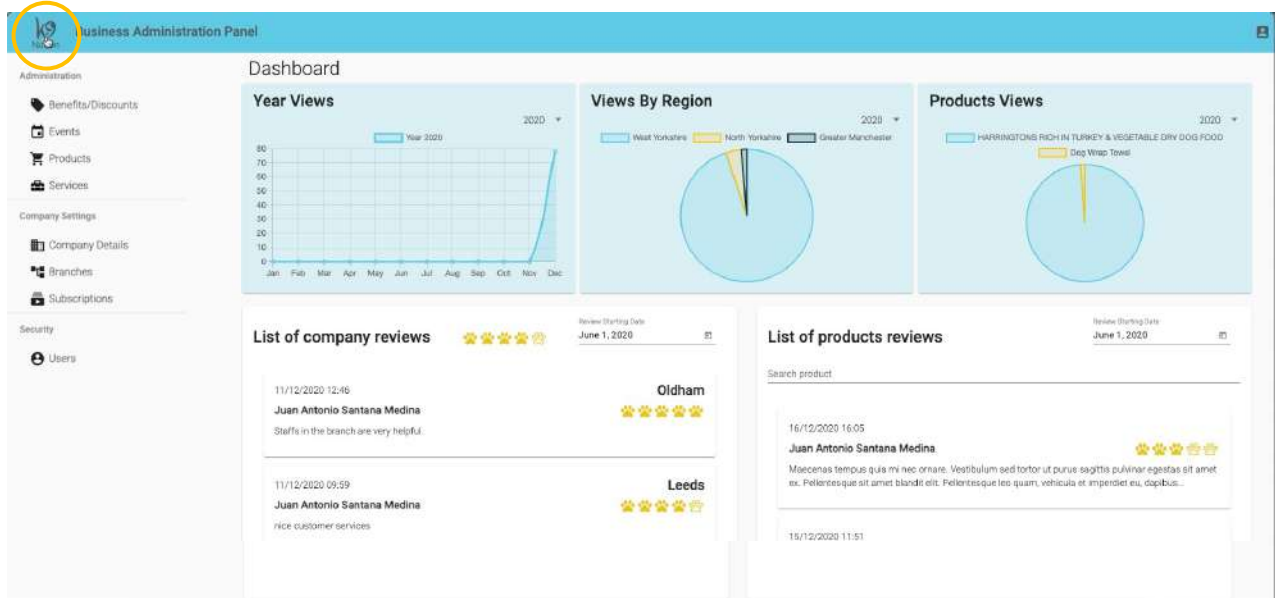
Use the “Benefits/Discounts” tab to add the different discounts and vouchers you want to offer



1. Add the information about your discount here. Add searchable types and categories.

## Reporting Dashboard

You can click on the K9 logo at the top left of the screen, at any time, to go to the main reporting dashboard and check your business analytics.



# K9 Nation Marketplace

## Contact us

Thank you for joining the **K9 Nation Marketplace!**  
If you have any question or need help please contact:



Send us a message to  
[support@k9nation.dog](mailto:support@k9nation.dog)



Live chat with us at  
[www.k9nation.dog](http://www.k9nation.dog)

