

# CCBC Store Procurement Product Submission Process for Artists

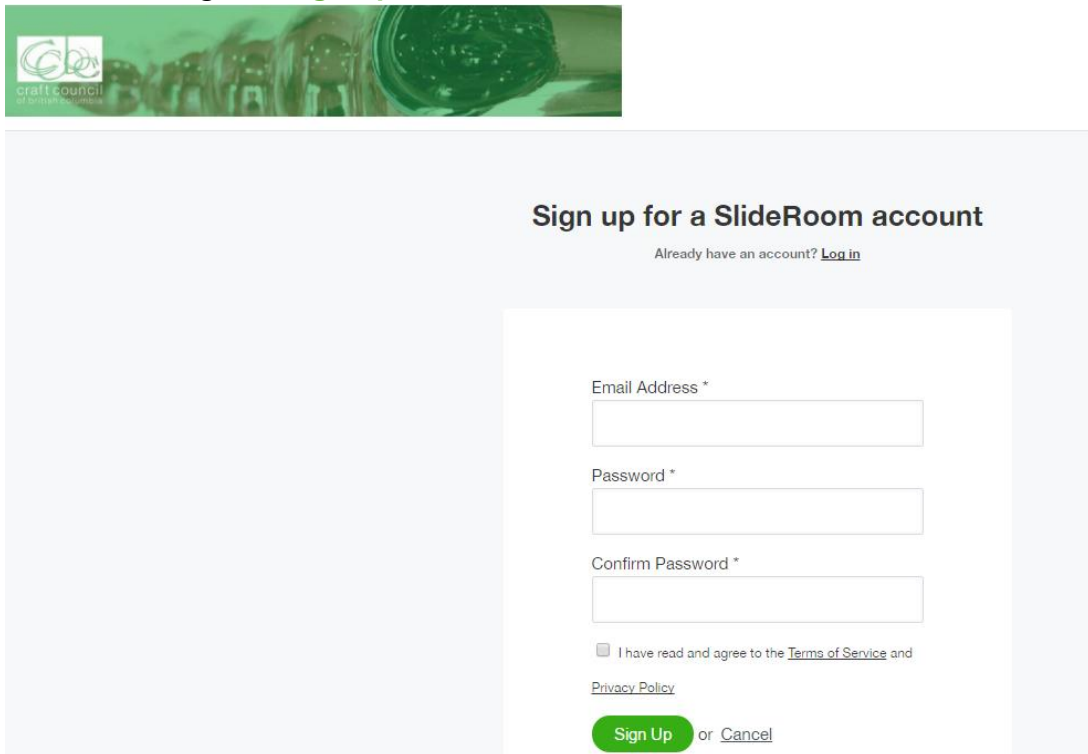
## STEP 1:

To access the Store Procurement System:

- you can visit our website at [www.craftcouncilbc.ca/memberservices](http://www.craftcouncilbc.ca/memberservices) and click the link under Store Procurement;
- Or click on the link here: <https://ccbc.slideroom.com/#/permalink/program/30530>

## STEP 2:

- Read through the information at the top of the page, and then also review the information you will be required to submit by scrolling down to **Forms** and **Portfolio**
- Once you are ready to begin, click on **Sign Up** to create your account.
- Enter your email address, password, click that you have read the Terms of Service and then hit the green **Sign Up** button



**Sign up for a SlideRoom account**  
Already have an account? [Log in](#)

Email Address \*

Password \*

Confirm Password \*

I have read and agree to the [Terms of Service](#) and [Privacy Policy](#)

[Sign Up](#) or [Cancel](#)

## STEP 3:

- An email will be sent to the email address you provided with a link to activate your account.
- Click on the link.
- Your account activation will be complete and you can now **login**.

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## STEP 4:

- Fill out the **Available Products** form with the required information. This information is retained so you will only need to fill it out once for your account.
  - **You can always save your progress and log back into your account before submitting your final application, so if you need to step away for a moment your progress won't be lost!**

### Available Products

1. **CCBC Membership #**

2. **Have you passed the SOQ Jury?**

Please note that you must pass our SOQ Jury in order to be eligible to sell at our retail locations. If you have not passed the SOQ process, please visit our website at the below link for more details and upcoming Jury dates:

<http://craftcouncilbc.ca/member-services/>

3. **Medium**

4. **Production Method**

5. **Product Category**

6. **Store Preference**

Please click which stores you would like to be considered for:

7. **Are you currently selling at any of our retail locations?**

Please click which CCBC retail locations you are already selling at (if any):

8. **Where else are you currently selling your work?**

9. **Do you consign your work?**

10. **Do you wholesale your work?**

## STEP 5:

Upload your images under the Portfolio section. You can upload up to 25 images of your available work.

- Click on the blue **Add Media** button:

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## Portfolio

Requirements: 1-25 items. Current: 0 items.

You may upload a maximum of 25 products. Click on "Add Media" and upload your images (max. 5mb each) or a PDF of your catalogue/line sheet (max. 10mb). Once your images are uploaded, click on "Label Media" and fill out the required information for each product.

+ Add Media

- A media uploader box will appear on your screen:

Add Media Need Help? ×

**Upload from Computer**

Upload from Dropbox

Copy from Library

This program only accepts [Images](#) (up to 5MB each) and [PDFs](#) (up to 10MB each). [Learn More](#)

Select files from your computer

- Click on the blue **Select files from your computer** button.
- Locate your images on your computer to begin uploading them. You can add your images one at a time, or select all of them to upload them all at once.
- Once they are uploaded the **Status** will say Completed

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**Add Media** Need Help? ✕

**Upload from Computer**  
Upload from Dropbox  
Copy from Library

This program only accepts [Images](#) (up to 5MB each) and [PDFs](#) (up to 10MB each). [Learn More](#)

Select files from your computer


File Name	Size	Status	
Jan 2012 101.jpg	780KB	Complete	Cancel
Jan 2012 102.jpg	791KB	Complete	Cancel

- Click on the blue **Continue to Label Media** button to proceed to the next step
- **Remember, you can save + exit at any time and log back in to continue with your application.**

## STEP 6:

A label media window will open on your screen. For each product image you uploaded you will need to fill out the required information:

**Label Media: Nesting Bowls (6 of 6)** Need Help? ✕



\* Some fields are required to submit your application.

**Title \***  
Nesting Bowls

**Retail Price \***  
\$80

**Materials Used \***  
Stoneware clay

**Techniques Used \***  
Thrown, handformed, salt fired

**Product Care \***  
Microwave & dishwasher safe

**Additional details**  
Available in blue, green, orange, beige, red, yellow, black or brown.

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**Save** **Delete** **Done**

## CCBC Store Procurement Product Submission Process for Artists

- Enter your **title, retail price, materials used, techniques used, product care** and **additional details** information.
  - Your information will autosave as you go or you can click on the blue **Save** button.
- Once you have entered all the information, you can move to your next image by either clicking on the white arrow on the left or right hand side of your screen, or click on **Continue to next file** at the bottom of the label media screen.
- When all images are labeled, click on **Done**. It will exit out of the label media screen and you will see all of your images. If you have entered all of the required information, you will see a green box at the top of the screen confirming your success.

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Forms



Portfolio



Submit

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You have successfully completed all required fields.

[Continue to the next step.](#)

### Portfolio

Requirements: 1-25 items. Current: 1 item.

- If you would like to change the order your images appear you can drag and drop the images by clicking on each one and moving it to the position you would like.
- If you would like to edit the information you entered for an image, click on the image and the label media screen will open.
- To delete an image, click on the trash can icon in the right hand corner of the image.
- Once you are satisfied with your images, click on the green **Next** at the right hand top of the screen to proceed to the next step.
- **Remember, you can save + exit at any time and log back in to continue with your application.**

### STEP 7:

The final step is to submit your application and pay the one-time \$15 administrative fee.

- You can review your application by clicking on the link underneath the **Craft Council of BC - Store Procurement** heading.
- Once you are sure your application is complete, fill out your credit card information in the provided fields and then click on the blue **Submit Application** button.
- The application will submit and you will see the completed application screen

# CCBC Store Procurement Product Submission Process for Artists



**Congratulations, you successfully submitted to Craft Council of British Columbia on June 15, 2016. Your confirmation number is #61602079603.**

[Print confirmation](#)   [Print a copy of your application](#)

Craft Council of BC - Store Procurement

Thank you for submitting your products for consideration at our retail locations! The managers or buyers will receive notification that new products are available to review. Should they be interested in carrying your work they will contact you directly.

Please note that passing the SOQ Jury does not guarantee that your work will be selected for our retail locations, as decisions are made based on location, salability, similarity to work already in the shops and available space.

You may return to the [Dashboard](#) to view your completed application(s).

- You will receive an email confirming your application and the payment you made.

## UPDATING YOUR APPLICATION:

As you have new products or new collections available, you can update your application:

- Send an email to [shop@craftcouncilbc.ca](mailto:shop@craftcouncilbc.ca) requesting to update your Procurement application.
- We will unsubmit it from our end and let you know when you can login. We will send you the link to login, or you can click on the link at the top of this document.
- You can then upload more images to a maximum of 25 by following the steps above.
- You can also delete old images of products that are no longer available.
- Once your application has been updated, click on Submit.
  - **You will not be charged any fees as the \$15 administrative fee is a one-time fee that you would have paid when you created your account.**