

Supply List - Textile Center Classes & Workshops

Class: Etsy: Talking Shop

1/26/2010

6:00 - 8:00

Please bring the following items with you to class:

Etsy: Talking Shop

This class will be a hands-on evening working with your etsy shop.

WHAT TO BRING TO CLASS:

Be sure to bring your laptop with you. Any laptop is fine as long as you know how it works.

Make sure you can access the internet with a web browser. We now have wireless access in the building (hooray!) and so you will be able to access the internet during class. Be sure you know how to connect to a wireless network and that your laptop has this ability. Test it out at your favorite local coffee shop before class if you aren't sure. I am not able to troubleshoot wireless issues during class.

Power? Also be sure to bring your power cord, a mouse and any other accessories you think you might need throughout the evening. You don't want your battery to die during class.

HOMEWORK:

Before this class you need to have completed the following checklist of tasks.

- **You need to have opened an etsy account.** That means you have a shop set up. It doesn't have to be fancy and you don't have to have any listings up yet. You do have to have a log-in and password and know what those are when you come to class.
- **You should have added or completed at least one of the following:**
 - your shop banner
 - your profile
 - your shop policies
 - your shop announcements
- **You should have an item ready to list for sale.**

You don't need to have the listing put online, we will do that during class.

You do need to have the following items ready to go and saved in a place on your computer where you can find them:

 - You need 3-5 images of your item. They need to be .jpg, .gif or .png files and smaller than 2 MB.
 - You need a rough draft of the description for your item. You can put this in a text or word document, you can have notes written down on paper or you can have it in your head. Whatever works best for you.
 - You need to have an idea of what the shipping costs are for your item. Weigh it before you come, look up the postage costs, whatever you need to do so that you know what it will cost to ship it.

A few random notes and frequently asked questions:

Once you go live with your listing, I can show you how to deactivate it and be able to reactivate it if you aren't totally ready for your shop to be "open to the public".

This class has an additional materials fee of \$ 0 , which is payable to the instructor at the first class session.

If you have any questions, please contact the Education Manager at 612.436.0464.