

# 512BACHELORETTE.COM

## Vendor Setup & Account Guide

Welcome to Austin's #1 Bachelorette Marketplace! This guide will walk you through everything you need to get your listing live and start receiving bookings.

### STEP 1 — Create Your Vendor Account

1. Go to 512bachelorette.com and click **Add Listing** in the top menu.
2. Click **Register as a Vendor** on the signup page.
3. Fill in your name, email address, and create a strong password.
4. Check your email for a verification link and click it to activate your account.
5. Log in with your new credentials.

*Tip: Use a business email address for a more professional appearance.*

### STEP 2 — Set Up Your Vendor Profile

1. After logging in go to **My Account > Dashboard**.
2. Click **Edit Profile** and fill in:
  - Business name and description
  - Profile photo or business logo
  - Contact phone number and website
  - Social media links (Instagram, Facebook, TikTok)
3. Click **Save Changes**.

### STEP 3 — Choose Your Listing Package

Package	Price	Best For
Starter Night	\$29/mo	New vendors just getting started
Party Favorite	\$59/mo	Established vendors wanting more visibility
Headliner	\$99/mo	Premium vendors wanting maximum exposure

*Select a package and complete checkout to activate your listing slot.*

### STEP 4 — Create Your Listing

1. From your Dashboard click **Add New Listing**.
2. Fill in your **Listing Title** — make it catchy and descriptive!

3. Select the correct **Category** for your business.
4. Add relevant **Keywords** so customers can find you easily.
5. Enter your **Address** or service area.
6. Upload high-quality **Photos** — at least 3 photos recommended.
7. Write a compelling **Description** of your services.
8. Add your **Phone, Website, Email** and social media links.
9. Set your **Minimum and Maximum Price Range**.
10. Enable the **Contact Widget** so customers can message you.
11. Click **Submit Listing** when ready.

*Tip: Listings with 5+ photos and a detailed description receive 3x more inquiries!*

## STEP 5 — Connect Your Stripe Account for Payouts

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1. Go to **Dashboard > Payments**.
2. Click **Connect with Stripe**.
3. Follow the Stripe setup wizard to link your bank account.
4. Once connected your earnings will be automatically deposited.

*Note: Stripe payouts are processed after orders reach Completed status. A 10% marketplace commission applies to all sales — one of the lowest rates in the industry!*

## STEP 6 — Managing Bookings & Messages

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**To manage bookings:** Go to Dashboard > Bookings to view, confirm, or update bookings.

**To respond to messages:** Go to Dashboard > Messages to reply to customer inquiries.

**To update your listing:** Go to Dashboard > My Listings and click Edit.

**To view your stats:** Go to Dashboard > Reports to track views and bookings.

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## Need Help?

Email us at [help@512bachelorette.com](mailto:help@512bachelorette.com) or visit our contact page at [512bachelorette.com/contact](https://512bachelorette.com/contact)

We typically respond within 24 hours. We're here to help you succeed!