

How to: Sell Items on ebay



Getting Started

You will need to start by registering with ebay. Go to www.ebay.co.uk and click on *register* at the top left of the screen. You will be guided through the registration process.

Once you have registered you are ready to go! Hover over the *sell* icon at the top right hand side of the page and a drop down list will appear. You should then select *sell an item*.

Next, click on *switch to advanced tool* on the top right hand side and just follow the instructions. When you are asked to fill in a description of your item, check the section entitled *raise money for your favourite charity through ebay*. You will need to click *or select another charity*. In the search by keyword box, type in Prader-Willi Syndrome Association UK and we will then show up on the list. Click *select* and you will be returned to the main page.

Then, from the drop down list, select the percentage of the proceeds that you would like to donate to PWSA UK – this can be anything from 10% to 100%. Once you have completed all these steps you will see the PWSA UK's name and mission statement on your listing, along with the blue and yellow *ebay for charity* symbol.

You will need to arrange payment with the winning bidder – you will have selected a payment method when you listed your item. Once you have been paid, ebay will pass the donation directly to us, minus a small admin fee.

Top Tips

- Compare what other similar items are selling for so you know what your starting bid should be and whether you should have a reserve price.
- Always include a photo and a good description, particularly size and condition.
- Work out postage in advance or opt for collect only
- Wrap the items safely and send them within the agreed timescale so that you get good feedback for your ebay profile

Thank you for your support. If you have any queries, or would like any further information, please contact us on 01332 365676 or email admin@pwsa.co.uk and we will be only too happy to help you.

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