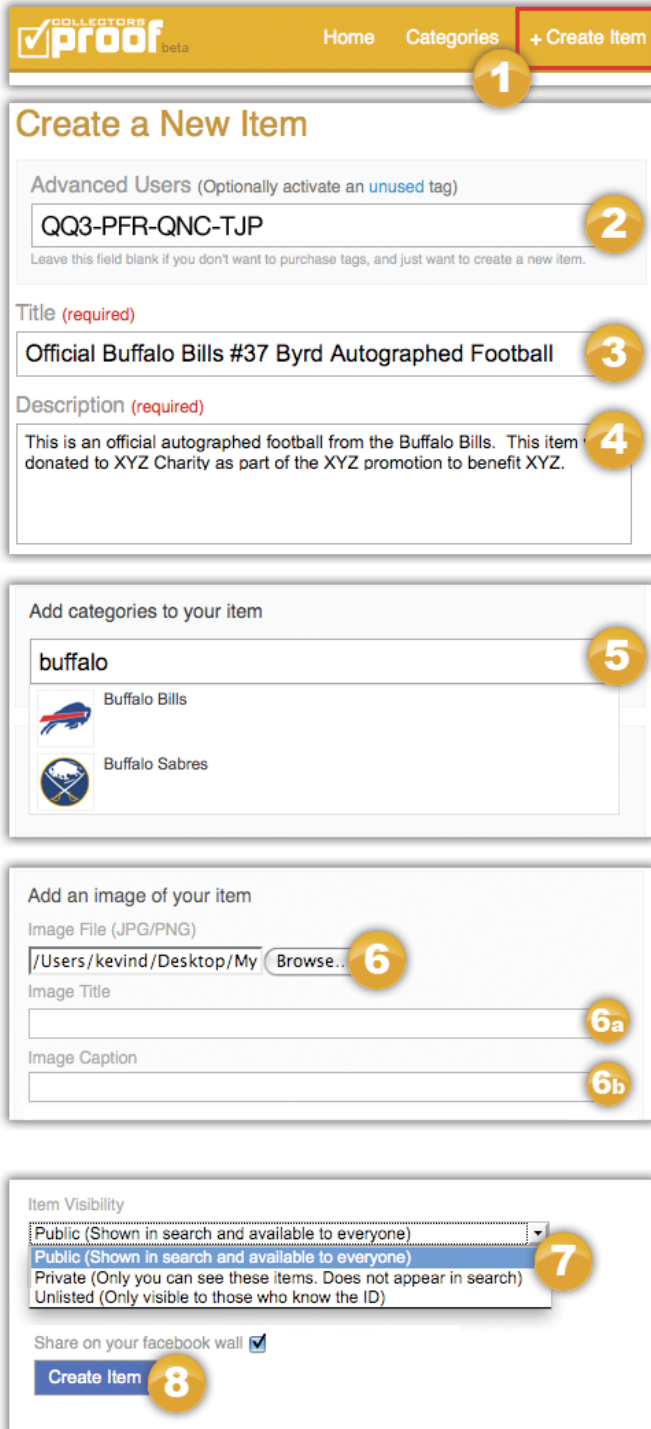


How to add an Item

Start by logging into your Collectors Proof account. You can login by going to www.collectorsproof.com and clicking the Login box in the top navigation. If you are a Facebook user and your account is linked, you will automatically be logged in.



The screenshot shows the 'Create a New Item' form with the following sections and callouts:

- 1**: '+ Create Item' button in the top navigation.
- 2**: 'Advanced Users' field with the value 'QQ3-PFR-QNC-TJP'.
- 3**: 'Title (required)' field with the value 'Official Buffalo Bills #37 Byrd Autographed Football'.
- 4**: 'Description (required)' field with the value 'This is an official autographed football from the Buffalo Bills. This item donated to XYZ Charity as part of the XYZ promotion to benefit XYZ.'
- 5**: 'Add categories to your item' section with 'buffalo' typed in the search box, showing 'Buffalo Bills' and 'Buffalo Sabres' as suggestions.
- 6**: 'Add an image of your item' section with the 'Image File (JPG/PNG)' field containing the path '/Users/kevind/Desktop/My' and the 'Browse...' button.
- 6a**: 'Image Title' field.
- 6b**: 'Image Caption' field.
- 7**: 'Item Visibility' dropdown menu with 'Public (Shown in search and available to everyone)' selected.
- 8**: 'Create Item' button at the bottom.

What you'll learn by reading this document

How to create an item in your Collectors Proof account.

Enter Basic Information

All of the following steps are found in one simple form on the website. This form can be reached from the Home page, or any page on the website by following these steps.

1. Click on Create Item.
2. If you have purchased CP Tags, you can type your CP Tag ID here.
(If you have *not* purchased CP Tag IDs, ignore this field.)
3. Type in a Title. This field is required.
4. Type in a Description. This field is also required.

Add Categories (optional)

This step is optional, but will enhance your experience and the experience of others when you assign categories.

5. Begin typing in a Category, if it exists, select it from the dropdown. You can add more than one Category.

Example: Begin typing in Auto... for Autograph Category.

Add Images (optional)

This step is optional, but there is no better way to showcase your Item with one or more images. JPG or PNG support only.

6. Click the Browse button to upload your image from your computer
6a. Item Title and 6b. Item Caption are optional.

Set Privacy (optional)

7. Set the privacy of your Item.
 - *Public* - available for everyone to see.
 - *Unlisted* - hidden from search, but available if you know the Item ID
 - *Private* - hides items from everyone but the Owner.
 - *Facebook* - Items post to your Facebook when checked.
8. Click Create Item.