

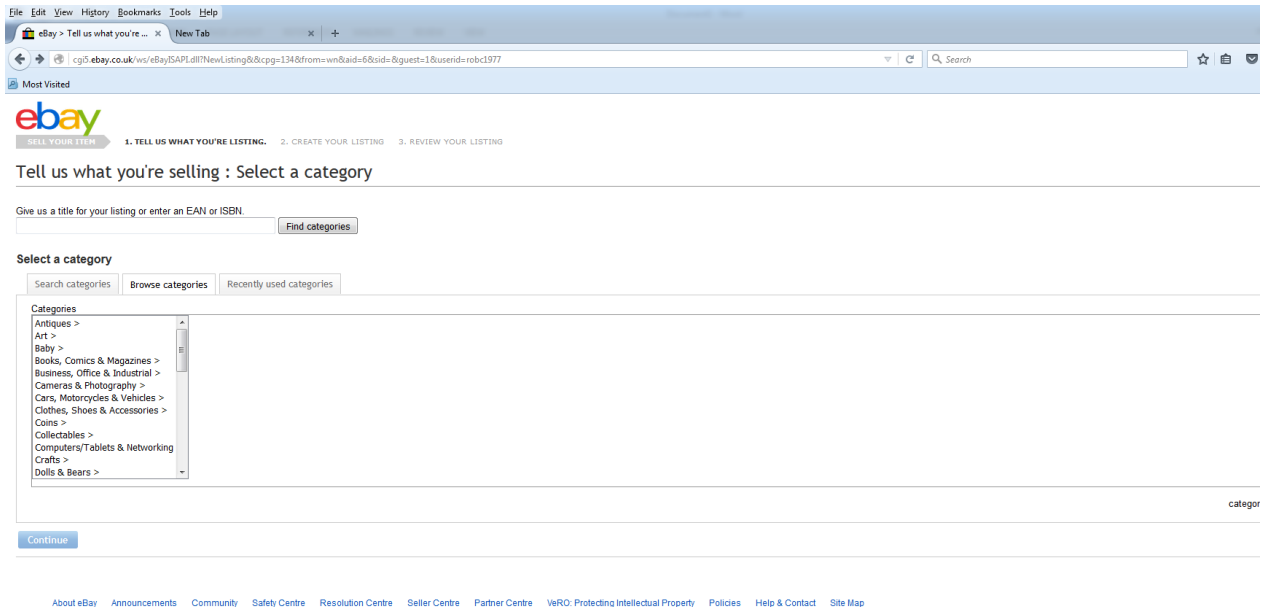
## Step-by-Step Guide to Selling Items on eBay

1) Log into your eBay account

2) Once you're ready to list your item, use the [Advanced Sell](#) form (alternatively, click the following link or paste it into your browser to be taken directly to the page:

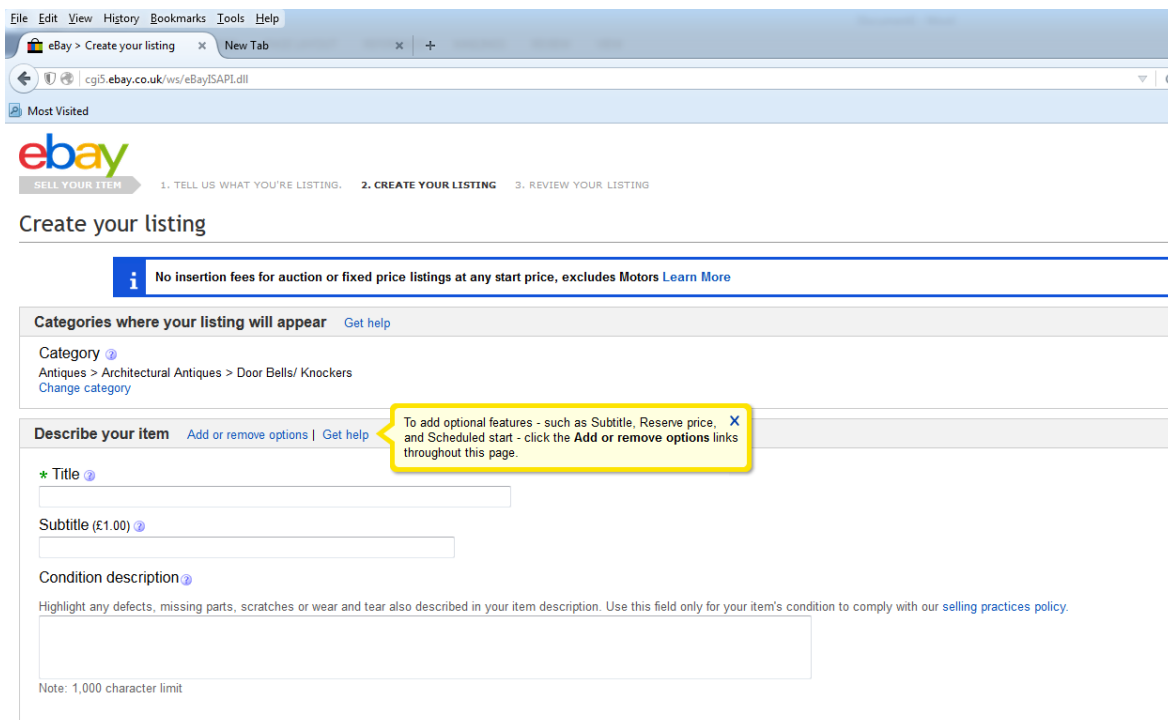
<http://cgi5.ebay.co.uk/ws/eBayISAPI.dll?NewListing&from=wn&sid=&cpg=134&aid=6>

It should look like this:



The screenshot shows the eBay 'Tell us what you're selling' page. At the top, there's a navigation bar with 'SELL YOUR ITEM' and three steps: 1. TELL US WHAT YOU'RE LISTING (highlighted), 2. CREATE YOUR LISTING, and 3. REVIEW YOUR LISTING. Below this, the heading is 'Tell us what you're selling : Select a category'. There's a search bar for titles, EANs, or ISBNs with a 'Find categories' button. Under 'Select a category', there are tabs for 'Search categories', 'Browse categories', and 'Recently used categories'. A list of categories is shown, including Antiques, Art, Baby, Books, Comics & Magazines, Business, Office & Industrial, Cameras & Photography, Cars, Motorcycles & Vehicles, Clothes, Shoes & Accessories, Coins, Collectables, Computers/Tablets & Networking, Crafts, and Dolls & Bears. A 'Continue' button is at the bottom left. The footer contains various links like 'About eBay', 'Announcements', 'Community', 'Safety Centre', 'Resolution Centre', 'Seller Centre', 'Partner Centre', 'VeRO: Protecting Intellectual Property', 'Policies', 'Help & Contact', and 'Site Map'.

3) Once you have selected your categories / entered your ISBN number, click on continue at the bottom of the page to be taken to the “Create your listing page”



The screenshot shows the eBay 'Create your listing' page. At the top, there's a navigation bar with 'SELL YOUR ITEM' and three steps: 1. TELL US WHAT YOU'RE LISTING, 2. CREATE YOUR LISTING (highlighted), and 3. REVIEW YOUR LISTING. Below this, the heading is 'Create your listing'. A blue banner with an information icon states: 'No insertion fees for auction or fixed price listings at any start price, excludes Motors Learn More'. Under 'Categories where your listing will appear', the category is 'Antiques > Architectural Antiques > Door Bells/ Knockers' with a 'Change category' link. The 'Describe your item' section has 'Add or remove options | Get help' links. A yellow callout box points to these links, stating: 'To add optional features - such as Subtitle, Reserve price, X and Scheduled start - click the Add or remove options links throughout this page.' Below this, there are input fields for 'Title', 'Subtitle (£1.00)', and 'Condition description'. A note at the bottom says 'Note: 1,000 character limit'.

4) As you're filling out the details, look out for the charity box just below where you set your price. It looks like this:


\* Starting price (see listing fees) ? Buy It Now price (see listing fees) ?  
 £  £


No reserve price set for this item. [Change](#)


Duration ?

Private listing ?

Allow buyers to remain anonymous to other eBay members  
 Start listing immediately  
 Schedule start time (£0.06 )    GMT

 Raise money for your favourite charity through eBay  
 Donate between 10% and 100% of your sale to charity and eBay will give you a [credit on basic selling fees](#) for sold items.

I don't want to donate this time  
 WaterAid  
  Pancreatic Cancer Research Fund

[Or, select another charity](#) 

Choose your donation percentage

5) Click on “select another charity”

In the box that opens, type in Happy Days or Happy Days Children’s Charity

### Search Charity

1 charity(s) found Sort by: Popularity ▼

Search by Keyword [Clear all filters](#)

happy days

Include mission statement


Distance

Within  miles of Postcode

Postcode

Charity Type

Business and Professional  
 Civil Rights and Citizenship  
 Culture, Sport and Recreation  
 Education and Science  
 Environment and Protection of Animals

**Happy Days Children's Charity**  

Luton, Bedfordshire

We provide day trips and short breaks to some of the UK's most vulnerable families. Last year, we supported over 20,000 children with mental...[Learn More](#)

Culture, Sport and Recreation, Health and Medicine

Page 1 of 1 Go to page

6) Click the “select box” to the right of us!

7) Finally, select the percentage (10% - 100%) of your final selling price that you would like us to receive, from the drop down box

Most Visited


7 days ▾

Private listing [?](#)

Allow buyers to remain anonymous to other eBay members

Start listing immediately


Schedule start time (£0.06 ) - ▾ 01 ▾ 00 ▾ GMT


 Raise money for your favourite charity through eBay

Donate between 10% and 100% of your sale to charity and eBay will give you a [credit on basic selling fees](#) for sold items.

I don't want to donate this time

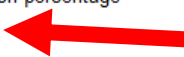
WaterAid

 Pancreatic Cancer Research Fund

 Happy Days Children's Charity

[Or, select another charity](#)

Choose your donation percentage

100% ▾ 

**eBay for Charity terms and conditions**

- Charity listings are subject to the eBay for Charity terms and conditions.
- Your donation will be collected from the payment method you will select to pay your eBay fees. If you wish to pay with a different method, yo
- PayPal Giving Fund, our partner charity, delivers 100% of your donation to your chosen charity.


I accept the eBay for Charity [terms and conditions](#) - [opens in a new window or tab](#) above and I authorise PayPal Giving Fund to charge my

I would like eBay to share my contact details with my chosen charities (Optional - you can change this selection at any time in My eBay).

I'm a UK taxpayer and would like to add 25% to my donations by claiming Gift Aid. (Optional)

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**Select how you'll be paid** [Add or remove options](#) | [Get help](#)

 We're making transactions safer for eBay members by updating our accepted payments policy. The policy requires all sellers to offer PayPa

Learn more about the [eBay accepted payments policy](#).

PayPal (fees vary) [?](#)

Accept credit card and bank payments online.



8) Three weeks after your item sells, PayPal Giving Fund (eBay's partner charity) will automatically collect the donation from you

9) You can also manage your donations through the 'My Donations' section of My eBay, under the My Account tab

**THANK YOU SO MUCH FOR YOUR SUPPORT!**

If you need any help, please feel free to contact us at  
any time on 01582 410094 or 07725 618982  
or email [rob@happydayscharity.org](mailto:rob@happydayscharity.org)