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# Setting Up Your 17 Ways Account

## Sign up

1. Visit [17ways.co](https://17ways.co) and click the sign-up button in the top right
  - a. Enter your email, create a password, and confirm it
  - b. Create a username, and enter your location
  - c. Press the sign-up button at the bottom of the panel
  - d. You will receive a Welcome email from [17ways.co@gmail.com](mailto:17ways.co@gmail.com)

## Create 2-3 Products and/or Services

1. Click on the add button to the right of the “My Products and Services” line

2. Fill out the basic info section, any subject with a red asterisk ( \* ) is required to fill out.
  - a. Choose the category of your product/service
  - b. Choose a cover image for your product/service, a square image is best with suggested dimensions of 400x400, 600x600, or 800x800. This image will show up when someone is looking for your product/service
  - c. Enter the name of your product/service
  - d. Enter a description of your product/service, this is also a great place to include a little bit of advertisement for your product/service. This is for your product/service, not your whole business, so be sure to focus on the product/service
  - e. Enter the address to your store/business
  - f. Insert any brochures, pamphlets, or other descriptions of your product/service





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- d. You can add any credit card info by clicking on the Credit Cards tab

A screenshot of the 'Settings' page on the 17 WAYS platform. At the top, the word 'Settings' is displayed. Below it, there are four tabs: 'Profile', 'Security', 'Social', and 'Credit Cards'. The 'Credit Cards' tab is highlighted with a red oval. Below the tabs, there is a 'Profile picture' section with a placeholder image of a small, round, brown object with a face. To the right of the profile picture is a 'First Name' input field containing the text 'Bob'.

- e. Once you have inserted everything you want to be in your profile, be sure to click the blue “Save Changes” button, you need to click on this in each section you added info to otherwise it won’t save it

## Request Products or Services

1. Make sure your signed in and on the home page of 17ways.co
  - a. To do this click on the 17ways logo in the top left-hand corner
2. Search for the service/product you are looking for, or for the company/business you are looking for
3. To learn about a product/service push the blue “See More” button that is on the right of each product/service
  - a. At the top it will tell you about the whole company/business, then if you scroll down it will tell you about the product/service
  - b. You can click on any of the images/pdfs to see more about the product/service
  - c. On the left side there is all of the information about the company/businesses experience, reviews, products and services, Certifications or SDGs, business website, and company size
  - d. There is two gray tabs that have the Overview, and the ratings if you want to know which one your looking at it will be a lighter gray than the other category
4. Once you have found the one you want and are on their overview you will see a gray bar with two buttons, one says “Send Message”, this button will allow you to send a message to the business/company (all you have to do is click on it and then type a message and press send), and one says “Request Proposal” this button will allow you to request that product/service.



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Strategy Consulting Service

Lean and Agile Consulting

A screenshot of a service profile page. At the top, there are two buttons: 'Send message' and 'Request a Proposal', both in light blue with rounded corners. The 'Request a Proposal' button is circled in red. Below the buttons, there are tabs for 'Overview' and 'Ratings (0)'. The main content area is titled 'Description' and contains text about 'Inceodia' services, including strategic innovation, design thinking, and coaching. There are also sections for 'Experience' (0 Worked hours) and 'Reviews' (0 Read).

- a. To request a service you have to push on the blue “Request Service” button and it will take you to a page that has a big message box in the middle.
  - i. Enter in your proposed deadline which will say when you want the person to respond by
  - ii. Enter in the amount of money you are willing to pay for the product/service
  - iii. Enter in a message to the business/company
  - iv. If you have any pictures to send to the product/service insert those in the box that says “Add Pictures”
  - v. Push the blue “Submit” button to send proposal to the business/company, you may have to scroll down a little
5. You can check if they responded by clicking on the little envelope next to your profile picture, you may also get a notification saying you have a new message on the website or in your email
  - a. To respond to them you can click the blue “Continue Message” button
  - b. Then you type in your message and press send.

## Respond To a Request

1. To see requests you have to click on the small white envelope on the top right of your screen, right next to your profile picture



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- a. Once you're there you'll see that you're in the "Inbox" and that there is a small gray arrow next to the little oval that has the number of messages you have, click the arrow and select the "Sellers" category
  - b. This will show anyone who has requested your business/service
  - c. To see one specific message you click on it and it will take you to the message and the details about their request
2. To accept or decline a proposal you click on either the green "Accept Proposal" or the red "Decline" button
- a. Once you have pushed the Accept or decline button it will take you to a page where you can type your message and add any images you wish to add to your message, but they have to be jpg, jpeg, or png, if you pushed the decline button it will ask for a reason why you can't do it, and for other more available days for the customer to book
  - b. Once you have typed your message to the customer push the "Send" button and it will send it to the customer

A screenshot of the 17 WAYS user interface. At the top left is the 17 WAYS logo. The navigation bar includes links for 'POST A NEED', 'SEARCH SELLERS', and 'FIND BUYER REQUESTS', followed by a menu icon and a profile icon for 'pupleowl128@gmail..'. Below the navigation bar, the user's profile 'Bob's Potato Farm, Queenstown, New Zealand' is shown. The main content area is titled 'My Products and Services' and features an 'Add' button. A sidebar on the left contains 'Settings', 'Wants Posted', 'Wants Matched' (with a '6' badge), and 'Inbox' (with a '6' badge). The main area displays two product listings: 'Bob's Fabulous Potato Tees' and 'Potatoes', each with an 'Edit' and 'Delete' button. At the bottom, there are links for 'ABOUT' and 'TERMS &amp; CONDITIONS' along with a Twitter icon.