**How to utilize College of the Siskiyous online Bookstore Marketplace**

**College of the Siskiyous Bookstore is not involved in the process of buying or selling any products within the Marketplace. The Marketplace is simply a bulletin board for customer-to-customer interactions. College of the Siskiyous will not be responsible for any issues or transactions with the Marketplace.**

**Step 1:**

Once you are in the Marketplace you will either need to LOG IN or CREATE AN ACCOUNT. If you need to create and account you will click the blue link that says “log in”. You will need to create an account for both BUYING and SELLING within the Marketplace.

If you simply just want to view what textbooks or products are available, the products will be listed below this window shown above.

**Step 2:**

You will need to set up an account to utilize the Marketplace. Do this step by clicking “Register Here”. If you are a returning user or have already set up an account from purchasing textbooks then you will simply Log In using your email and password combination. If you already have an account, skip to Step 5.
Step 3:

This step is important! You will need to click “Create profile for Browsing and Shopping”

Step 4:

Fill in necessary information. The contact EMAIL you provide will be the primary means of interaction between buyers and sellers so be sure this email is one you check OFTEN and HAVE ACCESS to.
Step 5:

From this screen you can either browse items for purchase OR if you would like to post your own item(s) for sale, click “Add Post”. If you just want to purchase items skip to **Step 9**

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Step 6:

Locate the ISBN of your textbook: under the barcode or inside the first couple of pages of the textbook. This number starts with **978** and is 13 digits in length (some ISBN’s start with **0** and are 10 digits in length). Type this number into the text box, and then click “Search”. If you are posting a NON-TEXTBOOK ITEM or CANNOT LOCATE THE ISBN click “Add a post without an ISBN”.

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*Images and diagrams of website screens are included.*
**Step 7:**

If the correct textbook appears, click “Post this title”. If the incorrect book appears, ensure that you are using the correct digits. Or choose to “Add a post without an ISBN” to bypass the selection.

![Image of Campus Marketplace Create a New Post](image-url)

**Step 8:**

Here you will add the price you would like to sell the item for in the “Your price:” window. Next, you can choose to add any other descriptions of the item in the “Enter extra information:” window. Then click “Save Post” to post the item into the Marketplace. Your item will now be for sale in the Marketplace.

![Image of Campus Marketplace Create a New Post with Post Details](image-url)
**Step 9: Purchasing an Item**

To inquire about purchasing an item from another customer click on the mail icon shown below.

From here you will message the Seller and make arrangements for the sale. **College of the Siskiyous will not participate in interactions with Sellers or Buyers.**