



**My Music  
Resource**

CREATE. SHARE. INSPIRE.



# Setting up a product

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This document provides step-by-step guidance on how to a set up a product on My Music Resource

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## Setting up a product

A Brilliant Resource

*Created by*  
A Brilliant Creator

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## Adding your front sheet

Before your resource pdf is ready to sell, you need to attach the My Music Resource front sheet. This is really important because:

- It protects your work by stating your copyright ownership
- It protects your work from being freely distributed
- It reminds customers where they purchased their resource so they may come back to purchase more resources from you.

You can download a copy of the front sheet [here](#).

Open up this file preferably in Microsoft Word (or the free Google Docs will also work if you don't have Word).

Enter the information of the resource, Creator name and Creator copyright.

Save the front sheet as a pdf file.

Next you need to merge the front sheet pdf with your resource pdf. If you don't already have software that will do this, a great free service is <https://smallpdf.com/merge-pdf>.

Click on 'choose files' and select your saved pdf front sheet. Once uploaded, select 'Merge files'.



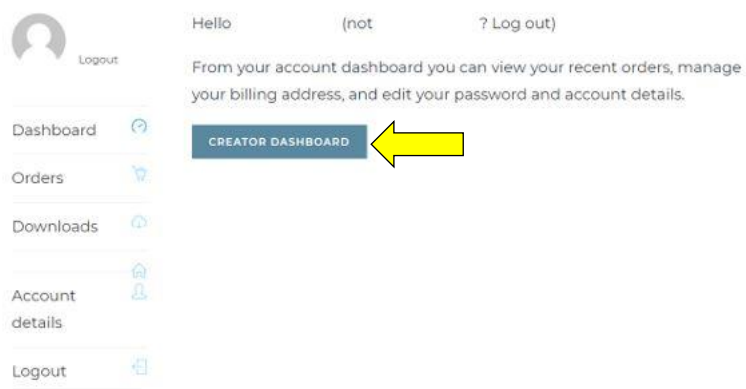
Select 'add more' and then attach your resource pdf.

Once added, select 'Merge pdf. Download the file, and your completed pdf is ready to upload to My Music Resource!

## Accessing your store

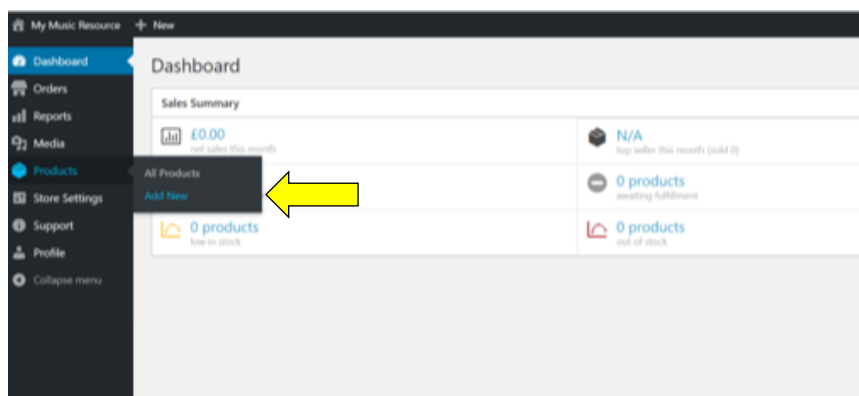
To set up products to share or sell in your store on My Music Resource, you need to be registered as a creator. For further information, please see the *Guide to Setting up as a Creator* in the Help section of our website.

Log into your My Music Resource account and click on your Creator Dashboard



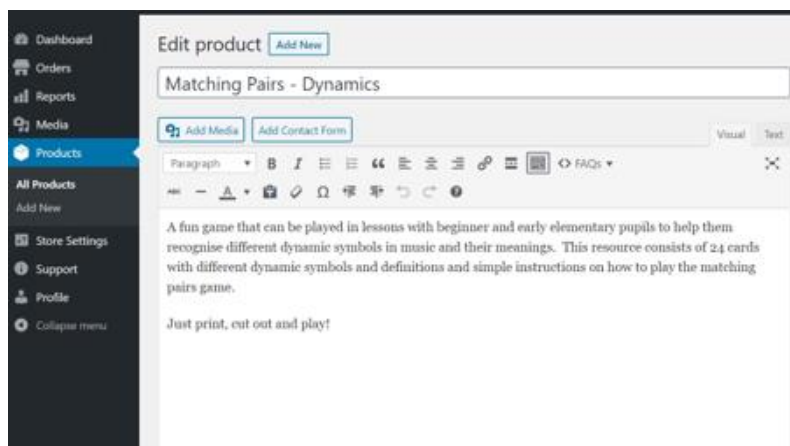
## Setting up a product

In the creator dashboard, you can select **Product** > **Add New** from the menu on the right-hand side.



## Titles and Descriptions

Add a meaningful **Title** and **Description** for your resource. The description should include the learning objective, musical concepts covered by your resource, the level that it is aimed at and details of how the resource works.



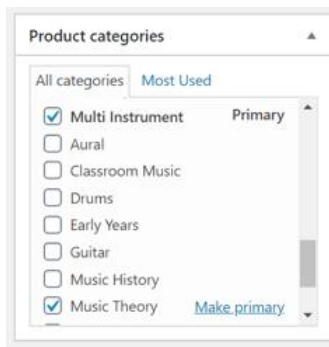
## Product Categories

On the right-hand side of the page you can choose specific **product categories** and **product tags**.

Product categories have been pre-defined by My Music Resource and are the primary way of grouping music resources on the website.

Tick the most relevant category / categories for your resource from the Product categories box. This could be the instrument (s) your resource is

aimed at, or more general categories such as music history or music theory.

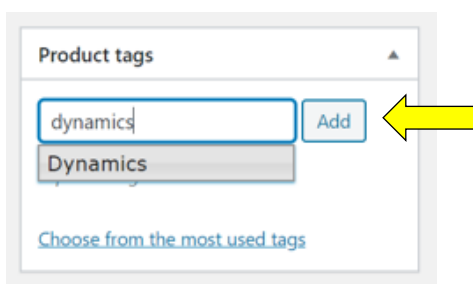


## Product Tags

Product tags are another way of relating products to each other and have been pre-defined by My Music Resource. Our product tags reflect specific musical concepts (e.g. dynamics, note reading, rhythm) and are designed to help customers refine their search for music resources.

To add product tags for your resource, go to the Product tags box on the right-hand side of the page.

Pre-defined tags will appear in a drop-down box when you type the musical concept. Just select and click Add. You can also add your own tag by typing it in the box and selecting Add.



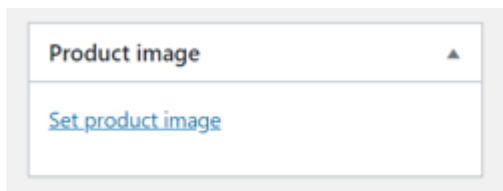
## Product Image

The product image is the main image for your product that appears in the My Music Resource shop.

It is recommended that you organise your images in a folder offline and keep a backup in case you need them in the future or mistakenly alter one and wish to revert to the original.

To add a product image to your resource, select Set Product Image.

Select an existing image from your Media Library or Upload a new one.



## Product Gallery

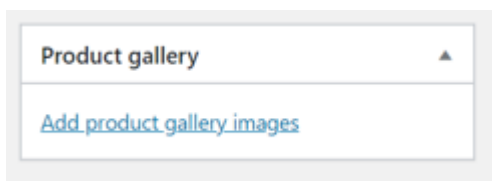
The product gallery displays all images linked to your resource.

To add a images to the product gallery, select Add Product Gallery Images.

Select an existing image from your Media Library or Upload a new one.

You can easily re-order the images by drag and drop.

To remove an image from the product gallery, simply hover over the image and click on the red “x”

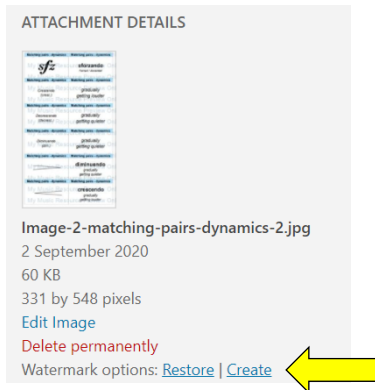


## Watermarks

We highly recommend that you apply a watermark to any images in the product gallery. This will reduce the chances of your images being used or copied without your permission.

When adding images to your Media Library, you are given the option to apply the *My Music Resource Preview Only* watermark to all or selected

images. On the right-hand side of the Media Library screen, select “Create” under watermark options.

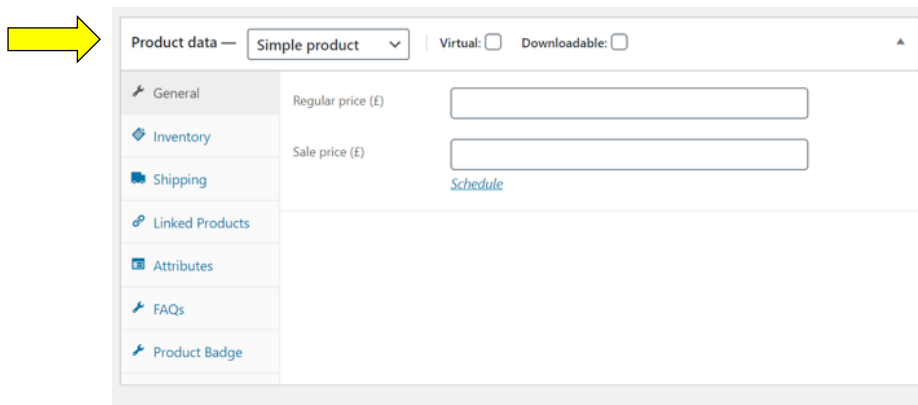


When you have finished setting up your product, the watermark will display on your image (s) in the My Music Resource shop.

## Product Data

Most of the important information is added to your product within the product data meta box which can be found below the Product Name and Description.

You will now be taken through the different sections within Product Data which are shown on the left-hand menu.



## Product Data – General

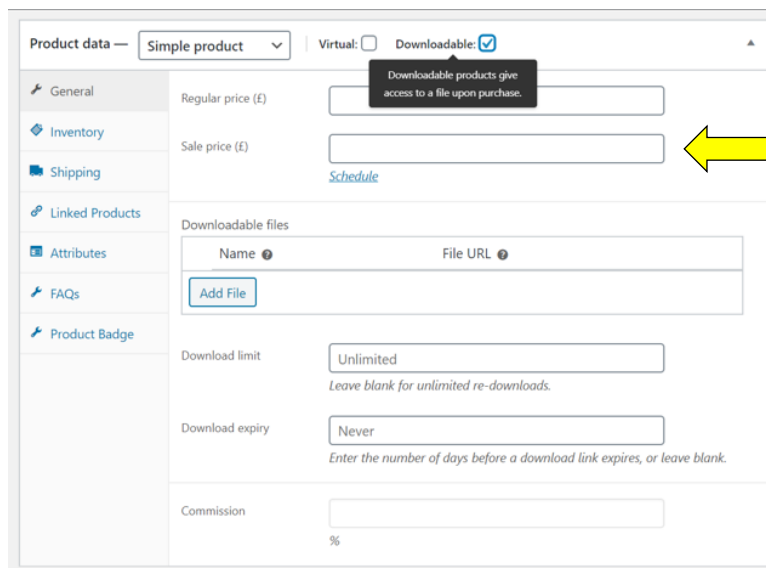
Ensure that **Simple Product** is showing in the drop-down box, then tick the **Downloadable** box. This option must be selected for all resources

sold on My Music Resource to reflect the fact they are digital and not physical or virtual products like services.

Selecting the Downloadable tick box adds two new important fields:

*File path — Path or URL to your downloadable file.*

*Download limit — Limit on number of times the customer can download file.*



Product data — Simple product | Virtual: ☐ Downloadable: ☒

General

Regular price (£)

Sale price (£)  [Schedule](#)

Downloadable files

Name	File URL
<a href="#">Add File</a>	

Download limit   
Leave blank for unlimited re-downloads.

Download expiry   
Enter the number of days before a download link expires, or leave blank.

Commission   
%

**Regular Price (£):** Input the normal price at which you wish to sell your product. If you want to post your resource for free, enter a Regular Price of £0. Please refer to the Help document “*Setting Selling Prices*” for further guidance on what to charge for your resources.

**The minimum price for products sold on My Music Resource is £3.**

**Sale Price (£):** If you wish to discount your product for a period of time, you can enter a sale price and scheduled sale date here. The sale expires at 11.59pm of the specified end date.

**Downloadable Files:** This is where you upload your digital resources to the My Music Resource website.

Select Add file > Choose File. You will be taken to a screen where you can upload your resource or select it from your Media Library if it has already been uploaded onto My Music Resource.





To upload your resource, on the Upload file tab, click on the select files box and choose the file you wish to upload. Once loaded, click on the Insert file URL button in the bottom left hand corner. The file will be added to your Media Library.

**Download Limit:** You need to enter the number of times that a customer can download your file. To note, if this field is left blank the customer will be able to have downloads to your resource. We suggest giving customers a download limit of 3.

**Download Expiry:** You can set a download expiry date which reflects the number of days before a download link expires. We suggest leaving this blank and setting a download limit of 3 instead of a download expiry.

**Commission:** This reflects the royalty rate you will receive on your sales from My Music Resource and cannot be input by creators.

## Product Data – Inventory

All products sold through My Music Resource are digital files and there is no physical stock to be managed. As a result, no input is required in the Inventory section.

All resources will automatically be assigned a SKU, or Stock Keeping Unit by the system. The importance of having a SKU for your stock is detailed in this [artifincle](#) by Woo Commerce.

## Product Data – Shipping

There is no shipping of physical stock through My Music Resource as all products are digital files. As a result, no input is required in the Shipping section.

## Product Data – Linked Products

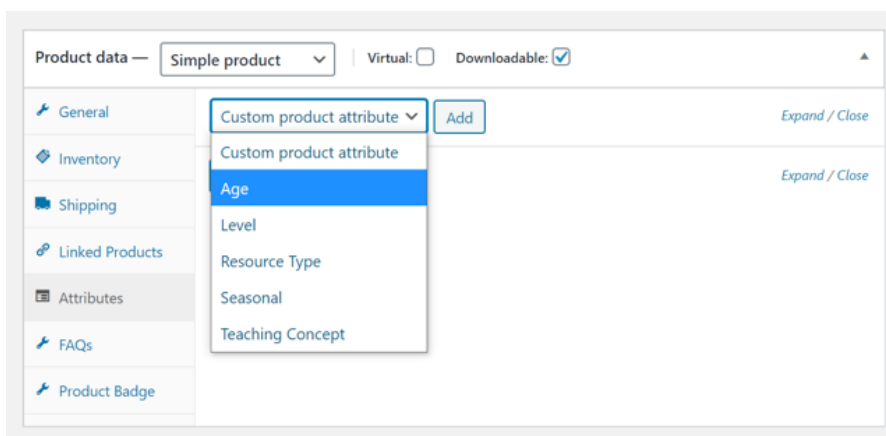
No input is currently required in the Linked Products section.

## Product Data – Attributes

Attributes are an important means of assisting searches and helping customers to find the resources that they need.

Attributes have been pre-defined by My Music Resource to include Age, Level, Resource Type, Seasonal and Teaching Concept. These attributes appear in the sidebar of the website and can be used by customers to filter products.

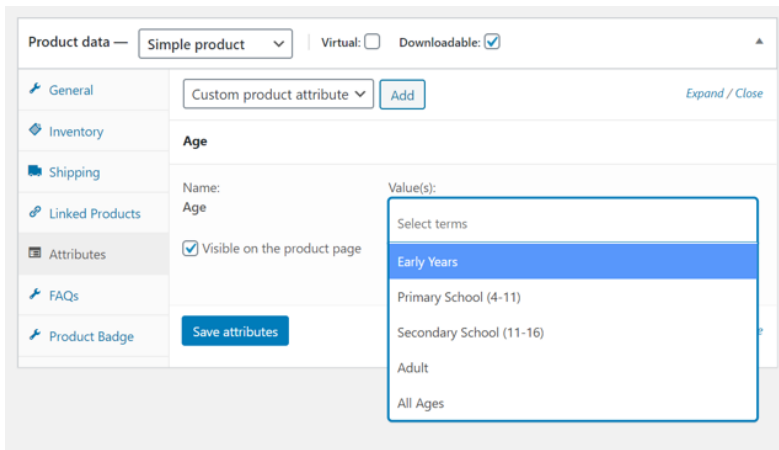
We suggest that you choose attributes when setting up products as it helps customers to search for relevant resources. To select attribute for your resource, choose from the drop down box and click Add.



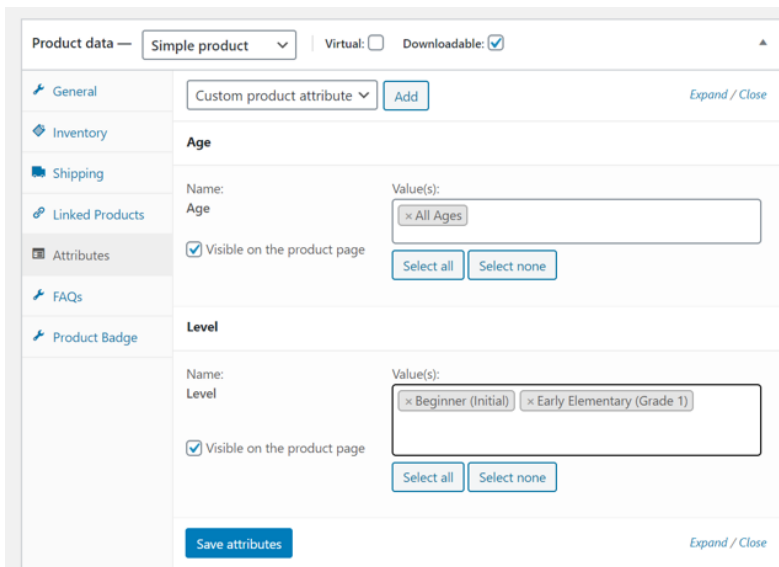
The screenshot shows the 'Product data' section with a sidebar on the left containing links for General, Inventory, Shipping, Linked Products, Attributes (highlighted), FAQs, and Product Badge. The main area has a 'Simple product' dropdown, 'Virtual' checkbox, and 'Downloadable' checkbox (checked). Below these, there is a table with two rows. The first row has a dropdown menu open showing 'Custom product attribute', 'Age' (highlighted), 'Level', 'Resource Type', 'Seasonal', and 'Teaching Concept'. To the right of the dropdown is an 'Add' button. Further right are 'Expand / Close' links for each row.

Once you have selected and added the top tier attribute (e.g. Age) you will be able to drill down further from the pre-defined options in the Value(s) box.

It is advisable to select from each of the attributes (Age, Level, Resource Type, Seasonal and Teaching Concept) for your resource.



The screenshot shows the 'Product data' form with the 'Simple product' dropdown selected. The 'Attributes' section is active, and the 'Age' attribute is being configured. The 'Name' field is set to 'Age', and the 'Value(s)' dropdown is open, showing options: 'Select terms', 'Early Years', 'Primary School (4-11)', 'Secondary School (11-16)', 'Adult', and 'All Ages'. The 'Visible on the product page' checkbox is checked. The 'Save attributes' button is visible at the bottom of the section.



The screenshot shows the 'Product data' form with the 'Simple product' dropdown selected. The 'Attributes' section is active, and the 'Level' attribute is being configured. The 'Name' field is set to 'Level', and the 'Value(s)' dropdown is open, showing options: 'x Beginner (Initial)' and 'x Early Elementary (Grade 1)'. The 'Visible on the product page' checkbox is checked. The 'Save attributes' button is visible at the bottom of the section.

## Product Data – FAQ's

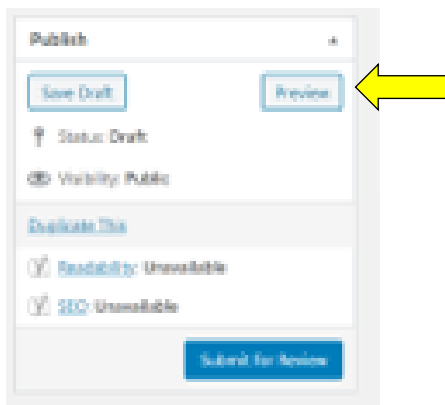
No input is currently required in the FAQ's section.

## Product Data – Product Badge

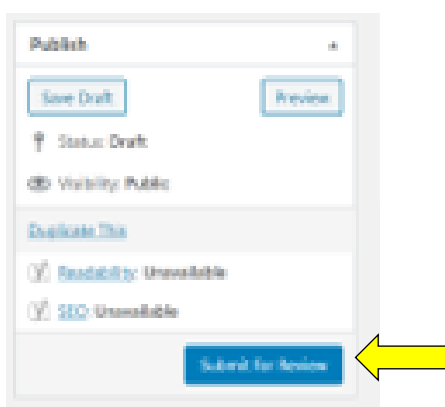
No input is currently required in the Product Badge section.

## Previewing and Submitting for Review

You can preview your product at any time during the set-up process by clicking the Preview button in the top right hand corner of the page.



Once you have finished setting up your product, you can submit it for review.





Checks will be made by My Music Resource to ensure that all relevant fields have been completed. If anything is missing, we will notify you.

Once reviewed and approved, your resource will appear on the My Music Resource website.