



**My Music  
Resource**  
CREATE. SHARE. INSPIRE.



# Setting up as a Creator

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This document provides step-by-step guidance on how to become a Creator for My Music Resource, including how to set up your own store.

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## Creator Guide

### How to Register

Potential creators can register with My Music Resource as follows:

- Log on to [mymusicresource.com](https://mymusicresource.com) and go to the **Become a Creator Tab**.
- Scroll down to the **Become a Creator** form and fill in your details.

**Become a Creator with My Music Resource** \* indicates required

First Name \*

Surname \*

E-Mail \*

Message/Questions (Optional)

Legal Consent  
By clicking below to become a Creator with My Music Resource you confirm that you agree to be contacted by My Music Resource, and have read and agree to our [Terms and Conditions](#).

☐ I agree to be contacted via e-mail. I agree to My Music Resource Terms & Conditions.

When you provide your details to us, we will handle your information with the utmost care and will not share it with any third parties. You can unsubscribe from our marketing e-mails at any time by clicking the link in the footer of our emails.

We use Mailchimp as our marketing platform. By clicking below to subscribe, you acknowledge that your information will be transferred to Mailchimp for processing. [Learn more about Mailchimp's privacy practices here.](#)

**BECOME A CREATOR**

### Creator Registration Form

My Music Resource will now send you a link to the *Creator Registration Form* below which you should complete.

Submit the form by clicking the *Register* button.

You will receive an instant confirmation e-mail with your login name, and a link to set your password.

My Music Resource will review your application. You will receive an e-mail once we have approved your application.

You can now start to set up and manage your store!



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#### Creator Registration

Submit the form below to become a Creator with My Music Resource.

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Login Username *	
<input type="text"/>	
Email *	Confirm Email *
<input type="text"/>	<input type="text"/>
Creator Name *	
<input type="text"/>	

Important: This is the name that customers see when purchasing your products. Please choose carefully.

Enter some information about yourself as a musician, teacher and creator of resources. How long have you been teaching? What instruments do you teach? What kinds of resources do you enjoy creating? (This can all be edited later but take the time now to start your profile!) \*

☐ Display this description in your public Creator profile (Can be edited later)

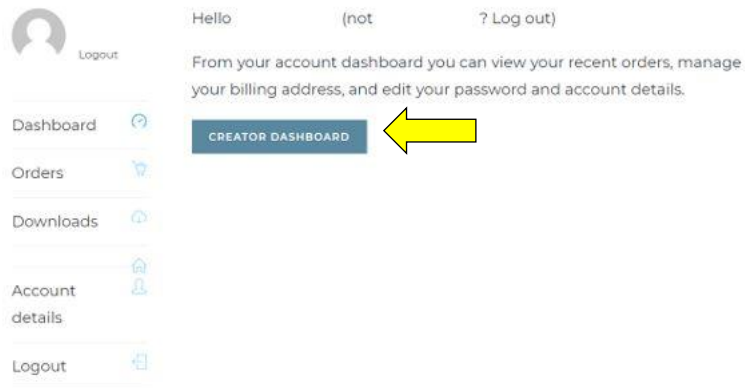
**REGISTER**

## Creator Settings

In order to enter your store, go to **mymusicresource.com** and click on **Account Login** in the top toolbar. Enter your username and password.

As well as your Customer Dashboard, there is now a new *Creator Dashboard* button.

Click the *Creator Dashboard* button and it will take you to your Store.



## Store Settings

Once logged into your store, you can configure settings by clicking on **Store Settings**.

Store Settings

Creator Logo

Creator Profile

Paragraph **B** *I*

P

Enter a public Creator profile that My Music Resource customers will see.

Creator Email(required)

All notifications will be sent to this email address, including new orders and customer inquiries. Add multiple email addresses by separating them with a comma.

PayPal Email

PayPal email account where you will receive your commission.

## Store Setting Fields

### Creator Logo

### Creator Profile

- Enter a description of you and your store.
- Your Creator Profile will be visible to customers so add information that you would like them to see. This could include your name, your business name, a description of the products that you sell and a website link.
- You can also add a smaller logo or profile picture to your Creator Profile by using the Add media option. Upload the picture(s) that you wish to use by selecting Add Media > Upload Files > Select Files. Insert the image (s) into your Creator Profile by clicking the **Insert into post** button in the bottom right hand corner of the screen. The image will now show in the Creator Profile box. You can adjust the size by clicking on it and dragging the small squares in each corner until it is the required size.

### Creator Email

- Enter an email address, or a list of email addresses separated by a comma, where you wish to receive any store related notifications. Notifications will include new orders and any customer enquiries.

### PayPal Email

- All payments to creators will be made via PayPal. Go to PayPal.com to sign up or verify that the email address is correct on your existing account.

**IMPORTANT: Creators will need to have a PayPal account of any type to receive commission.**

### Commission

- This is the default commission rate that you will receive on your sales.
- Commission rates are set by My Music Resource and cannot be changed by creators.

### Timezone

- Set your local timezone.