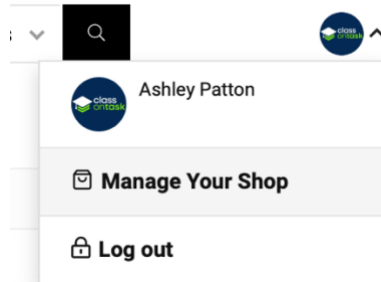


## How to Upload a Resource on BARC

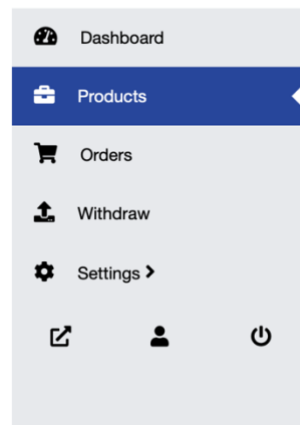
1. Click on your shop profile picture in the top right corner and select **Manage Your Shop** on the dropdown list



- 1.
2. In the left menu, select **Products**



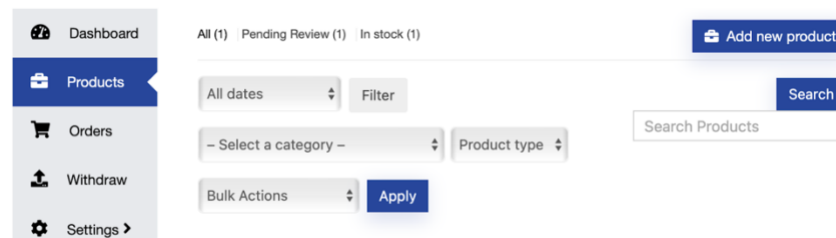
### Dashboard



- 1.
3. Click on **Add new product** on the right

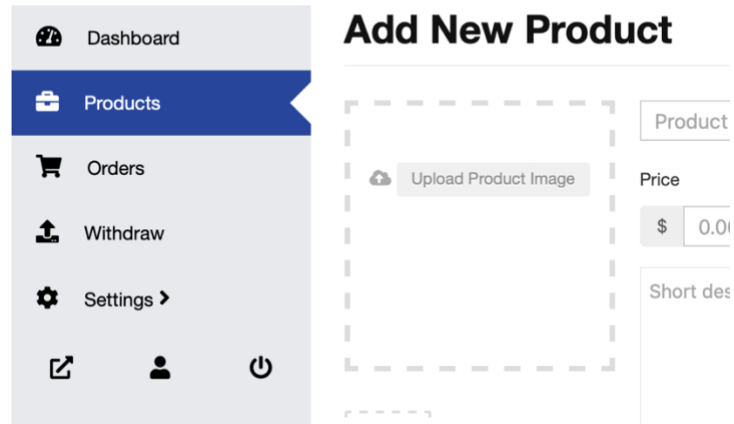


### Dashboard

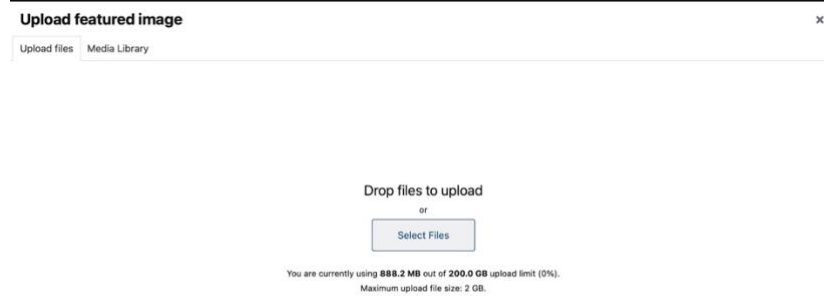


- 1.
4. Upload a thumbnail that will show as your main image to advertise your resource.
  1. Click on **Upload Product Image**

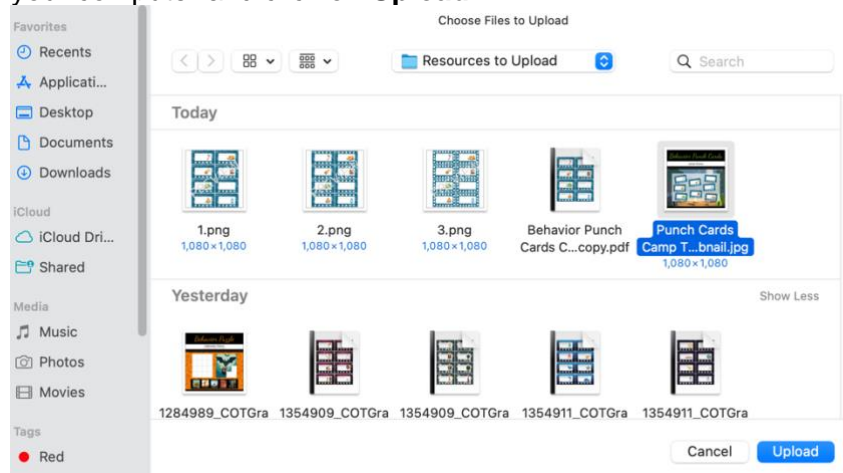
## Dashboard



1.  
b. Click on **Select Files**




1.  
c. Select the file from your computer and click on **Upload**



1.  
d. Click on **Set featured image**



## Add New Product




+

Price

Discounted Price Schedule

Short description of the product...

7. There is an option to add a discounted price and schedule. Leave this blank for now. This allows you to run sales during set periods of times for your customers.
  8. You can upload additional images of your resource like previews or you can leave this blank.
- Click on the small image box to add images.



+

Price

Short description of the product...

Description ?

B I U “ ABC

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↶ ↷ ↻

- a. Click on **Upload Files**


## Add Images to Product Gallery

Upload files


Media Library

Filter media

All dates

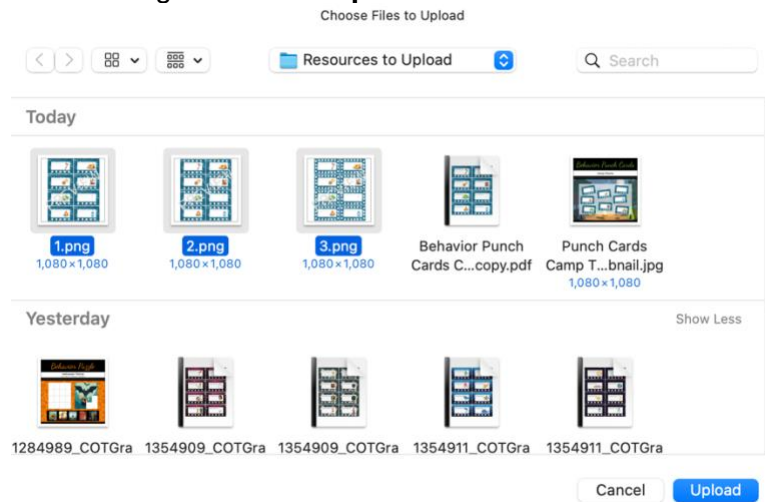


1354909\_COTGraphicsDisneyColor\_042622-nv5gux.pdf

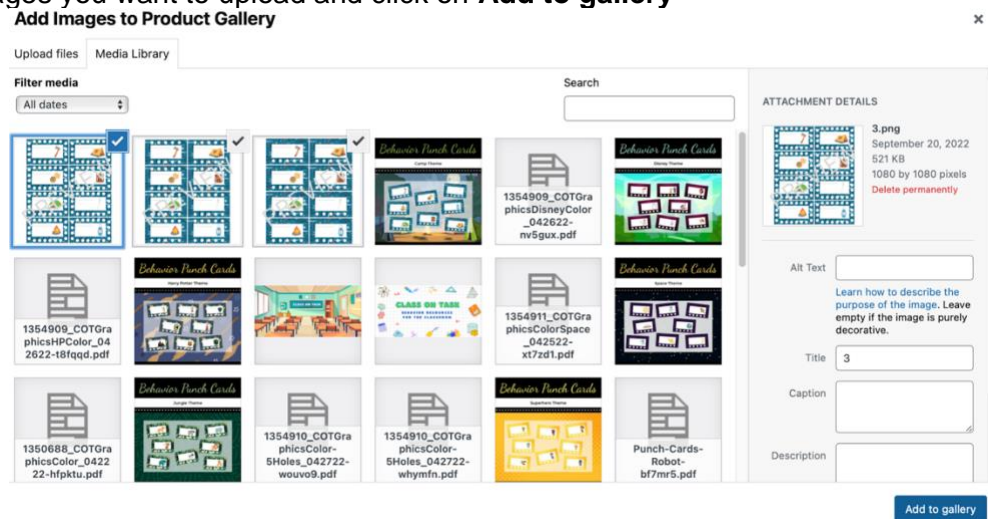


1354909\_COTGraphicsHPColor\_042622-t8fqqd.pdf

- b. On your computer, select the images and click **upload**




- c. 1. Check the images you want to upload and click on **Add to gallery**







9. 1. Write a short description for your resource. We recommend using the short description box because it will show next to your product.

## Add New Product



Camp Theme



Behavior Punch Cards - Camp Theme

Price










\$ 4.00

Discounted Price [Schedule](#)

\$ 0.00


Short description of the product...

Description ?





**B** *I* U “ ” ABE         

10. If you would like to include additional information you can in the large description box or you can leave it blank.

11. Click on **Create Product** and it will save and take you to the next steps



Camp Theme



Behavior Punch Cards - Camp Theme

Price

\$ 4.00










Discounted Price [Schedule](#)

\$ 0.00

Do you need an extra classroom behavior management strategy? Try behavior punch cards!

When students engage in appropriate behaviors, they earn punches. The secret to making this effective is selecting a valuable reward. When their punch card is full, they

Description ?

**B** *I* U “ ” ABE         

Create & Add New>Create Product

12. You can edit your permalink if you would like or leave it as is.

## Edit Product

Pending Review

Title

Behavior Punch Cards - Camp Theme

Permalink: <https://behavioranalystresourcecenter.com/shop/behavior-punch-cards-camp-theme/> [Edit](#)

☐ Downloadable ?

☐ Virtual ?

Price ( You Earn : \$ 2.2 )

\$ 4.00

Discounted Price

\$ 0.00

[Schedule](#)

Category



13. Click on the **Downloadable** box AND the **Virtual** box. This is REQUIRED for your resources to post. Make sure you see blue checks in both boxes.

## Edit Product

Pending Review

Title

Behavior Punch Cards - Camp Theme

Permalink: <https://behavioranalystresourcecenter.com/shop/behavior-punch-cards-camp-theme/> [Edit](#)

☒ Downloadable ?

☒ Virtual ?

14. Select a **Category**  
Click on the category box and it will show options

## Edit Product

Pending Review

Title

Behavior Punch Cards - Camp Theme

Permalink: <https://behavioranalystresourcecenter.com/shop/behavior-punch-cards-camp-theme/> [Edit](#)

☒ Downloadable ?

☒ Virtual ?

Price ( You Earn : \$ 2.2 )

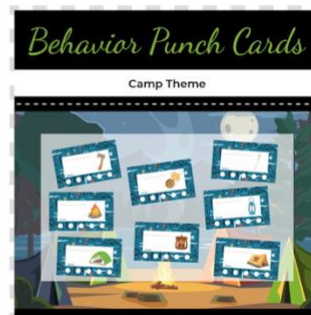
\$ 4.00

Discounted Price

\$ 0.00

[Schedule](#)

Category



1.

- a. Select the category that best fits your resource. If you don't see a category for your resource, choose **General Resources**

Add new category ✕

Please choose the right category for this product

| 0/100

visual schedules

Graphing Templates

Business Resources

Skill Acquisition

Behaviors Targeted for Decrease

Caregiver Training

**General Resources**

Selected:

Done

- 1.
15. Scroll down to **Downloadable Options**. If you do not see this on your screen, make sure you checked downloadable in step 13.
- . Click on **Add File** to add your resource

**Downloadable Options** *Configure your downloadable product settings*

Name [?]	File URL [?]	Action
		<b>Add File</b>

**Download Limit**

**Download Expiry**

- 1.
- a. Name your file and click on choose file to upload the file from your computer

**Downloadable Options** *Configure your downloadable product settings*

Name [?]	File URL [?]	Action
<input type="text" value="File Name"/>	<input type="text" value="https://"/> <input type="button" value="Choose file"/>	<input type="button" value="Delete"/>

**Add File**

- 1.
- b. Choose a download limit. This is how many times you allow users who purchase your resource to click on the link they receive. You can leave this blank if you do not wish to add this.
- c. Choose a download expiry. This is how long the resource link is active when users purchase it. You can leave this blank if you do not wish to add this.



**Downloadable Options**
*Configure your downloadable product settings*

Name [?]	File URL [?]	Action
Behavior Punch Cards - Camp Theme	https://behavioranalystresourc	<input type="button" value="Choose file"/> <input type="button" value="Delete"/>

**Download Limit**

**Download Expiry**

- 1.
16. Other Options
- a. Product status will show as pending review until BARC approves your resource. Please leave **visible** selected on the visibility options.

**Downloadable Options**
*Configure your downloadable product settings*

Name [?]	File URL [?]	Action
Behavior Punch Cards - Camp Theme	https://behavioranalystresourc	<input type="button" value="Choose file"/> <input type="button" value="Delete"/>

**Download Limit**

**Download Expiry**

**Other Options**
*Set your extra product options*

**Product Status**

**Visibility**

**Purchase Note**

- 1.
- b. You can add a purchase note that buyers will see when they purchase your resource.

**Other Options**
*Set your extra product options*

**Product Status**

**Visibility**

**Purchase Note**

☒ Enable product reviews

- 1.

## 17. Save your product!

**Other Options** Set your extra product options

**Product Status**  
Pending Review

**Visibility**  
Visible

**Purchase Note**  

Thank you for purchasing this item! If you are interested in other resources in this same theme or this resource in different themes, please reach out to us! We are happy to customize products for you! If you're interested in learning more ways to improve classroom behavior, find us on Instagram!

☒ Enable product reviews

Save Product

18. If you would like to see all of your products and check the status, click on **products**. It may take up to one week for products to be reviewed and approved.

Dashboard

Products

Orders

Withdraw

Settings >

All (9) Online (5) Pending Review (4) In stock (9)

Add new product

All dates - Select a category - Filter

Search Products Search

Product type

Bulk Actions Apply

<input type="checkbox"/>	Image	Name	Status	SKU	Stock	Price	Earning	Type	Views	Date
<input type="checkbox"/>		Behavior Punch Cards - Camp Theme	Pending Review	-	In stock	\$4.00	\$2.20		0	September 20, 2022 Last Modified
<input type="checkbox"/>		Behavior Punch Cards - Disney Theme	Pending Review	-	In stock	\$4.00	\$2.20		0	September 19, 2022 Last Modified
<input type="checkbox"/>		Behavior Punch Cards - Harry Potter Theme	Pending Review	-	In stock	\$4.00	\$2.20		1	September 19, 2022 Last Modified