

CBWN Kenya Christmas Online (Virtual) Exhibition

Frequently Asked Questions (FAQs)

What is the Christmas Online Exhibition?

The Christmas Online Exhibition is an initiative of the Commonwealth Businesswomen's Network Kenya (CBWN Kenya) aimed at supporting women and youth entrepreneurs sustain and grow their businesses especially during these challenging times of Covid-19 and beyond.

How often will the exhibition be?

Quarterly

How does it work?

The Exhibition scheduled for **Monday 23rd to Saturday 28th, November 2020**, is an online (virtual) platform for the Women and Youth Entrepreneurs from ALL INDUSTRIES to:

- ✓ Interact directly with buyers
- ✓ Increase their brand and products awareness
- ✓ Introduce new products, services & trends
- ✓ Generate revenue
- ✓ Remain in business and grow their businesses beyond their counties or borders

How can I participate as an entrepreneur?

By showcasing your products and services on the Christmas Online Exhibition platform- <https://exhibition.cbwnkenya.org/>

This is FREE.

What do I need to register for the Exhibition?

Photos and prices of your products or services

Telephone number and email address

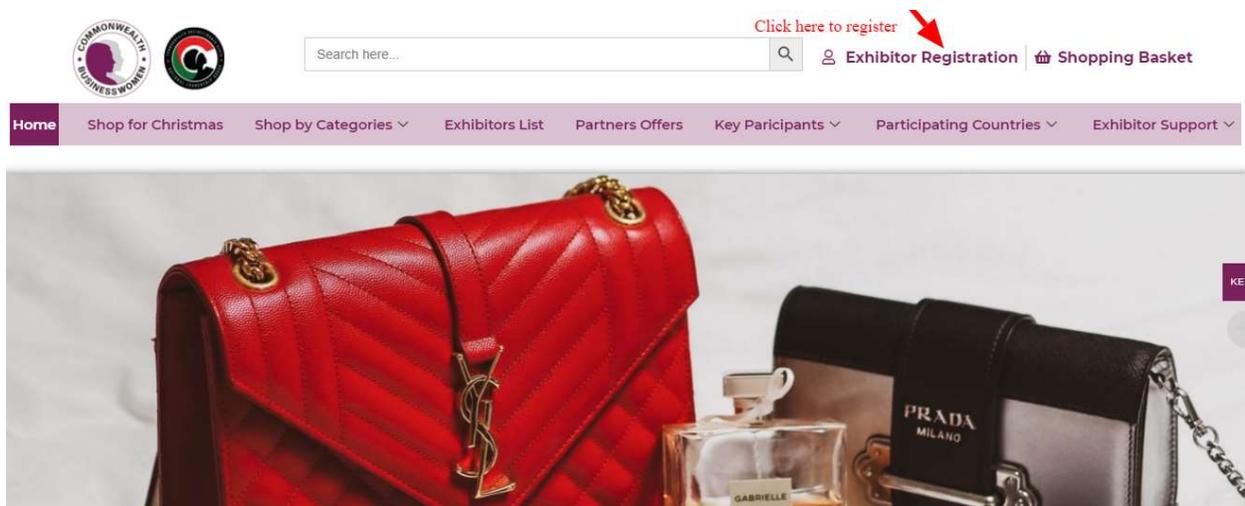
Where do I register from?

Register on <https://exhibition.cbwnkenya.org/exhibitor-registration/>

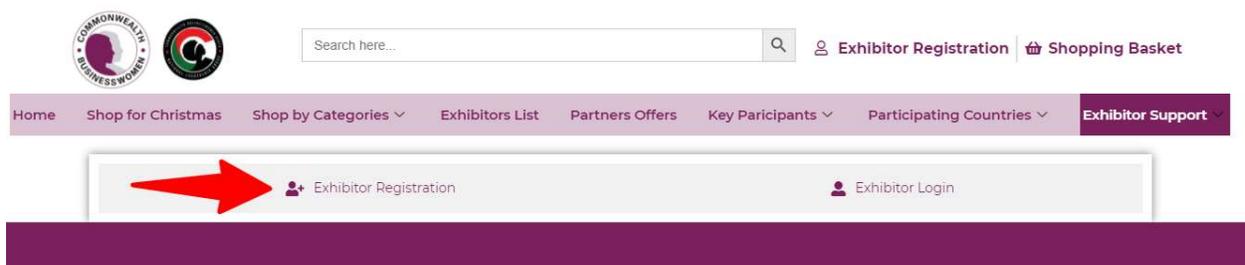
From this link create an account and add products or services.

HOW TO REGISTER AS AN EXHIBITOR STEP BY STEP

1. Click the 'Exhibitor Registration' option



2. Select the 'Exhibitor Registration' to signup/register as a new EXHIBITOR/ SELLER



3. Complete the form (leave the 'Shop URL' blank).

Click the 'REGISTER' option to register.

 Exhibitor Registration

 Exhibitor Login

Register

FILL IN YOUR DETAILS AS BELOW
Leave the SHOP URL blank/empty as below

First Name *

Last Name *

Email address *

Phone Number *

Password *

Shop Name *

Shop URL *

<https://exhibition.cbwnkenya.org/shop/>

I have read and agree to the Terms & Conditions.

REGISTER

4. Congratulations! You are now registered as an 'EXHIBITOR'.

This is a dashboard where you add or make change about your business, contacts, products etc.

Next step is to update your business details under 'SETTINGS'

The screenshot shows the exhibitor dashboard. At the top, there are logos for 'COMMONWEALTH BUSINESS WOMEN' and 'KE'. A search bar is present with the text 'Search here...'. Navigation links include 'Exhibitor Registration' and 'Shopping Ba'. A main navigation bar contains: Home, Shop for Christmas, Shop by Categories, Exhibitors List, Partners Offers, Key Participants, Participating Countries, and Exhibitor. A sidebar menu on the left lists: Dashboard, Products, Orders, Coupons, Reports, Reviews, Withdraw, Return Request, Followers, Support, and Settings. A red arrow points to the 'Products' option. The main content area shows a progress bar for '20% Profile complete' and a notification 'Add Banner to gain 15% progress'. Key statistics are displayed: Sales (KSh0.00), Earning (KSh0.00), Pageview (0), and Order (0). A 'Sales This Month' chart shows data from 01 Nov to 19 Nov. A red text overlay says 'Add or change products from HERE' and another says 'Add or change details about your business from SETTINGS'.

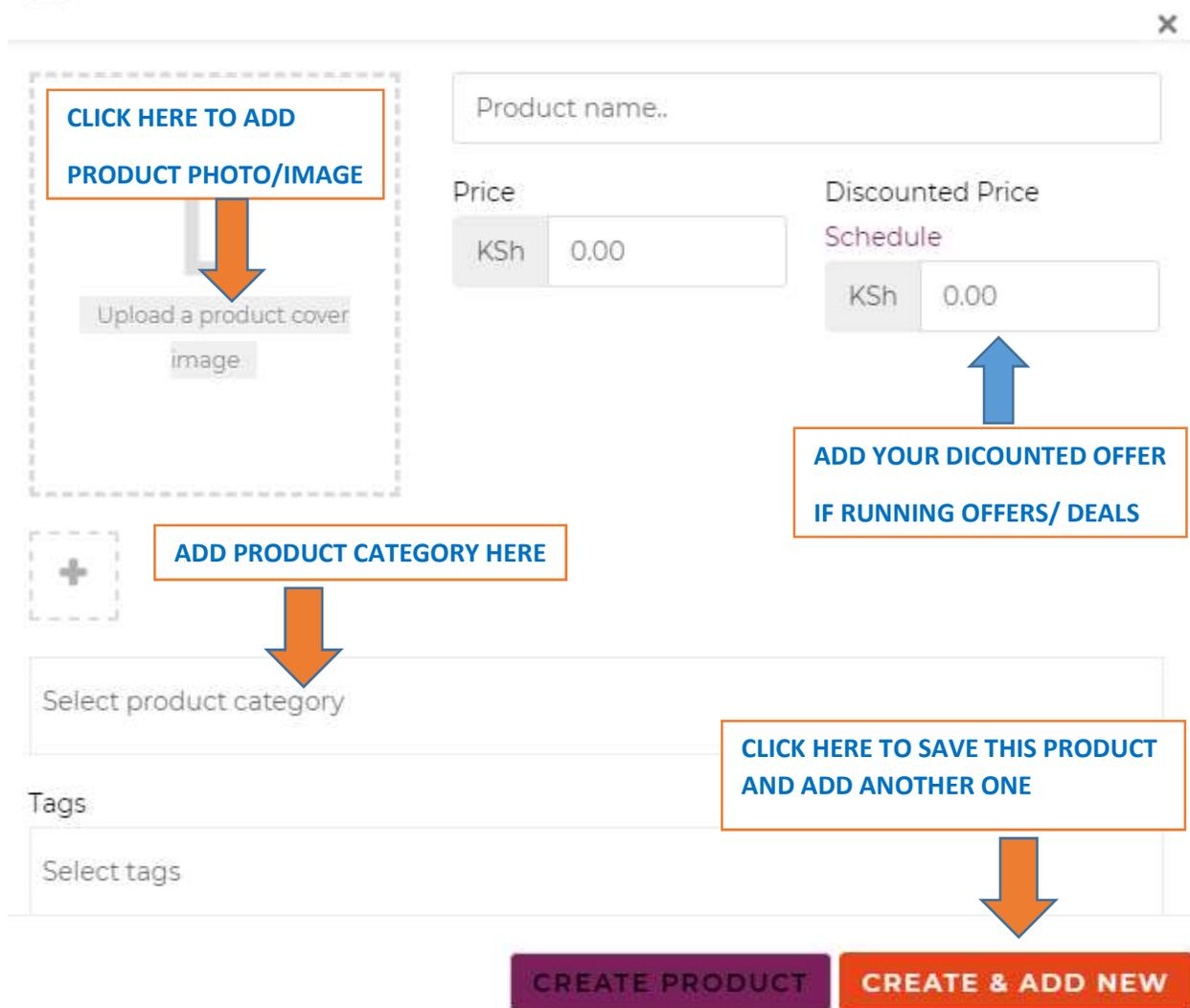
5. Click on 'Products' option to add products.

The screenshot shows the 'Products' management page. At the top, there are logos for 'COMMONWEALTH BUSINESS WOMEN' and 'KE'. A search bar is present with the text 'Search here...'. Navigation links include 'Exhibitor Registration' and 'Shopping Basket'. A main navigation bar contains: Home, Shop for Christmas, Shop by Categories, Exhibitors List, Partners Offers, Key Participants, Participating Countries, and Exhibitor Support. A sidebar menu on the left lists: Dashboard, Products, Orders, Coupons, Reports, Reviews, Withdraw, and Return Request. The 'Products' option is highlighted. The main content area shows 'All (0)' products. A blue text overlay says 'CLICK HERE TO ADD PRODUCTS' with a red arrow pointing to the 'Add new product' button. Below this, there is a category dropdown menu, a 'FILTER' button, a search bar with 'Search Products' and a 'SEARCH' button, and a 'Bulk Actions' dropdown with an 'APPLY' button. A table header is visible with columns: IMAGE, NAME, STATUS, SKU, STOCK, PRICE, EARNING, TYPE, VIEWS, and DATE. The table content shows 'No product found'.

6. Click **'ADD NEW PRODUCT'** and Add

- ✓ Your product photo (you may use a flier for services). Use your phone or camera to take the photos. *Format – JPEG/PNG/JPG. Size – 336px*280px*
- ✓ Price
- ✓ Product category - means industry e.g. Women Fashion, Farming, HR services etc
- ✓ Then click on **'CREATE AND ADD NEW'** to add this product and allow you to add more products.

Add New Product



The screenshot shows the 'Add New Product' form with several fields and buttons. Instructional callouts are overlaid on the form:

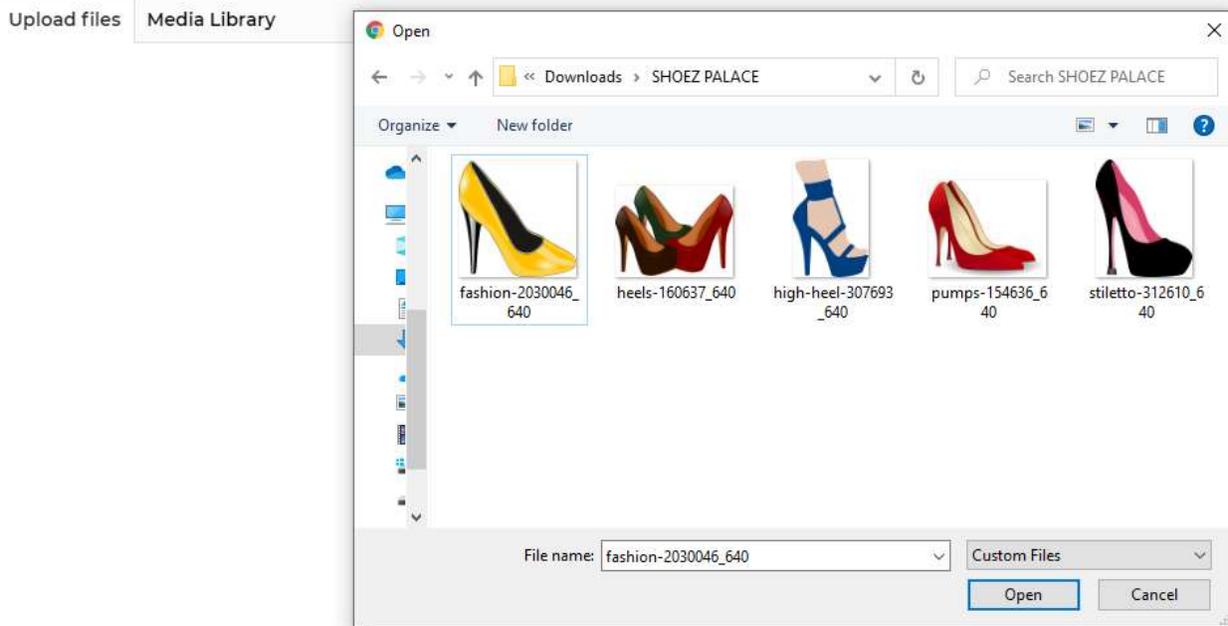
- CLICK HERE TO ADD PRODUCT PHOTO/IMAGE**: Points to the 'Upload a product cover image' button.
- ADD YOUR DICONTED OFFER IF RUNNING OFFERS/ DEALS**: Points to the 'Discounted Price' field.
- ADD PRODUCT CATEGORY HERE**: Points to the 'Select product category' dropdown.
- CLICK HERE TO SAVE THIS PRODUCT AND ADD ANOTHER ONE**: Points to the 'CREATE & ADD NEW' button.

The form fields include:

- Product name..
- Price: KSh 0.00
- Discounted Price: KSh 0.00
- Schedule
- Select product category
- Tags: Select tags
- Buttons: CREATE PRODUCT, CREATE & ADD NEW

To add product image, click on upload product cover image  upload files
 Select files  click the photo/image/flier from your phone/ laptop/
 computer  click open  **FEATURED PRODUCT IMAGE.**

Upload featured image



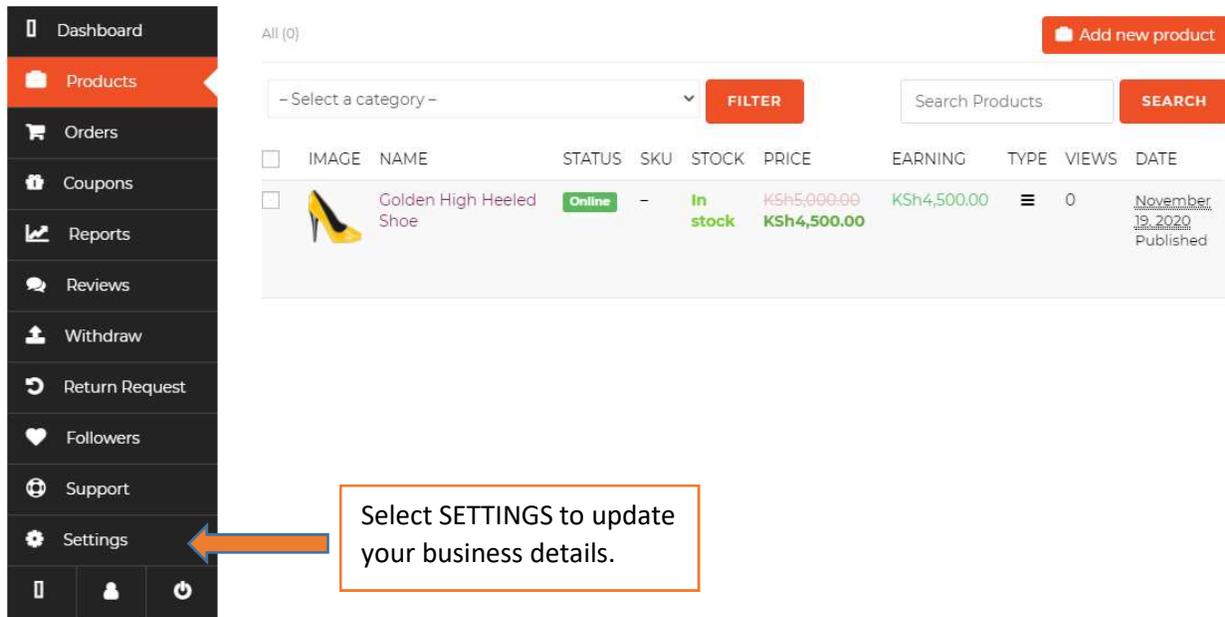
7. Add the price, product category, brief description about your product or service and click on 'CREATE AND ADD NEW' to add this product and allow you to add more products.

The screenshot shows a web application dashboard. At the top, there are logos for 'COMMONWEALTH BUSINESS WOMEN' and a search bar. Below the search bar are navigation links: 'Exhibitor Registration' and 'Shopping Basket'. A secondary navigation bar includes 'Shop for Christmas', 'Shop by Categories', 'Exhibitors List', 'Partners Offers', 'Key Participants', 'Participating Countries', and 'Exhibitor Support'. The main dashboard area has a sidebar with 'Dashboard', 'Products', 'Orders', 'Coupons', 'Reports', and 'Reviews'. The 'Products' section is active, showing a table with one product listed. A red 'Add new product' button is visible in the top right of the product list area.

IMAGE	NAME	STATUS	SKU	STOCK	PRICE	EARNING	TYPE	VIEWS	DATE
	Golden High Heeled Shoe	Online	-	In stock	KSh5,000.00 KSh4,500.00	KSh4,500.00		0	November 19, 2020 Published

CONGRATULATIONS YOUR PRODUCT HAS BEEN ADDED! Continue adding more products. We advise to have at least 3 products or services.

8. Complete the process by updating your business details in the 'SETTINGS'



The screenshot shows a dashboard with a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like Dashboard, Products, Orders, Coupons, Reports, Reviews, Withdraw, Return Request, Followers, Support, and Settings. The 'Settings' item is highlighted with an orange arrow pointing to it. A callout box with an orange border contains the text: "Select SETTINGS to update your business details." The main content area shows a table of products with columns for IMAGE, NAME, STATUS, SKU, STOCK, PRICE, EARNING, TYPE, VIEWS, and DATE. A single product is listed: "Golden High Heeled Shoe" with a status of "Online", a price of "KSh4,500.00", and a date of "November 19, 2020".

9. Update:

- ✓ Banner photo – this is the photo that displays when one visits your product page.
*Format – JPEG/PNG/JPG. Size – 625px*300px*
- ✓ Add a profile photo – this can be a logo or a product photo or service flier. Similar to what you use on WhatsApp/ Facebook etc. *Format – JPEG/PNG/JPG.*
- ✓ Country
- ✓ County for those from Kenya
- ✓ Biography – this is information about your products plus any terms and conditions. It is optional but good to have.

Then click on 'UPDATE SETTINGS' to save details

See below how to fill your business details

- Back to Dashboard
- Store**
- Payment
- Shipping
- Social Profile
- RMA
- Store SEO

Settings -- Visit Store

20% Profile complete

Add Banner to gain 15% progress



Store Name

Store Product Per Page

Address Street

Street 2

City Post/ZIP Code

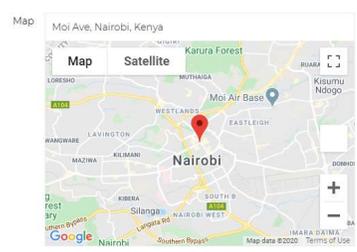
Country *

State

Phone No

Email Show email address in store

More products Enable tab on product single page view



Discount Enable storewide discount

Biography

[ADD MEDIA](#)

We sell quality affordable shoes.

Enable Support Show support button in store

Support Button text

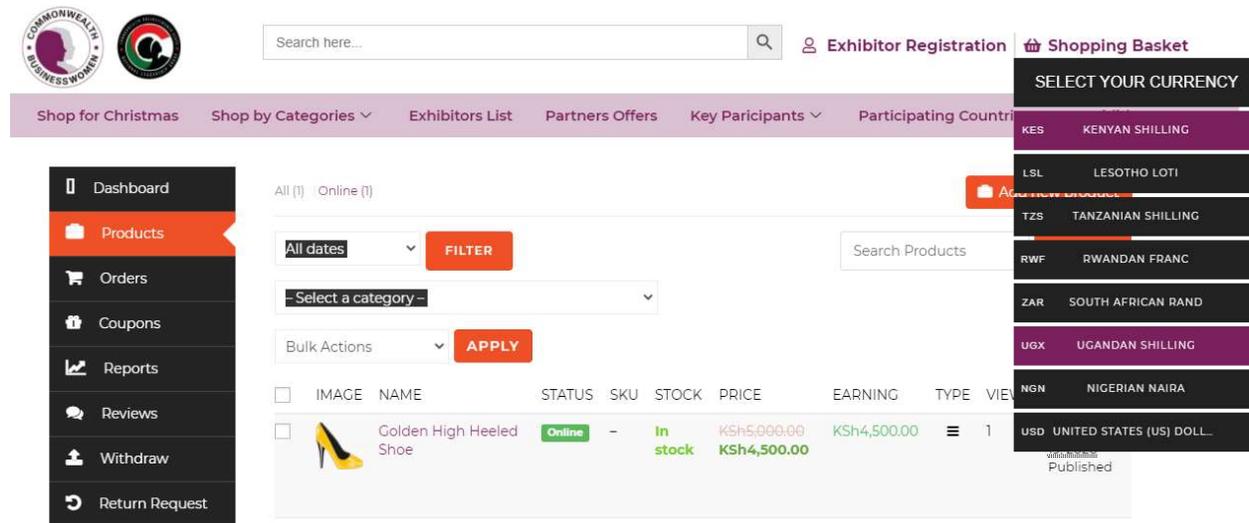
UPDATE SETTINGS



10. How to change currency when adding products

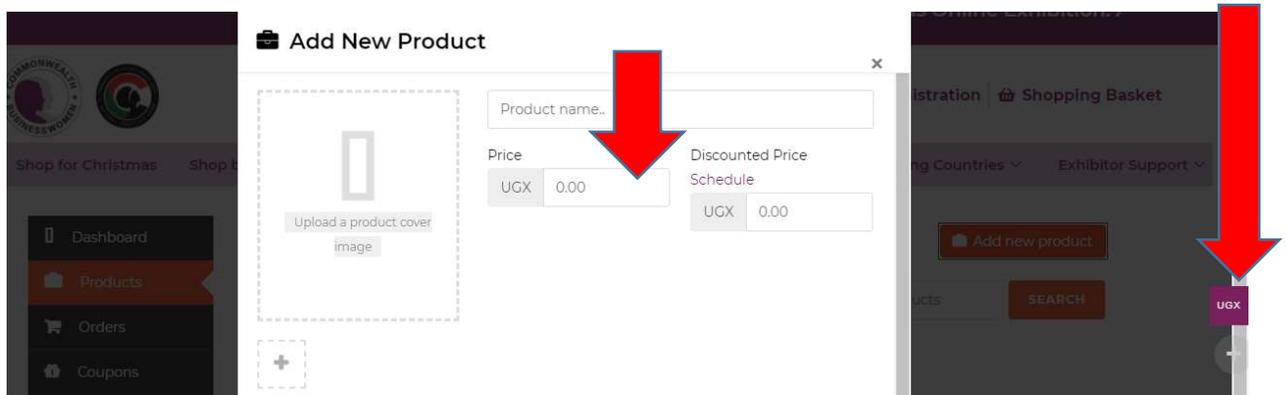
Click on the plus sign (+) on the right and select your currency of choice and wait for it to update/load.

Then add your products



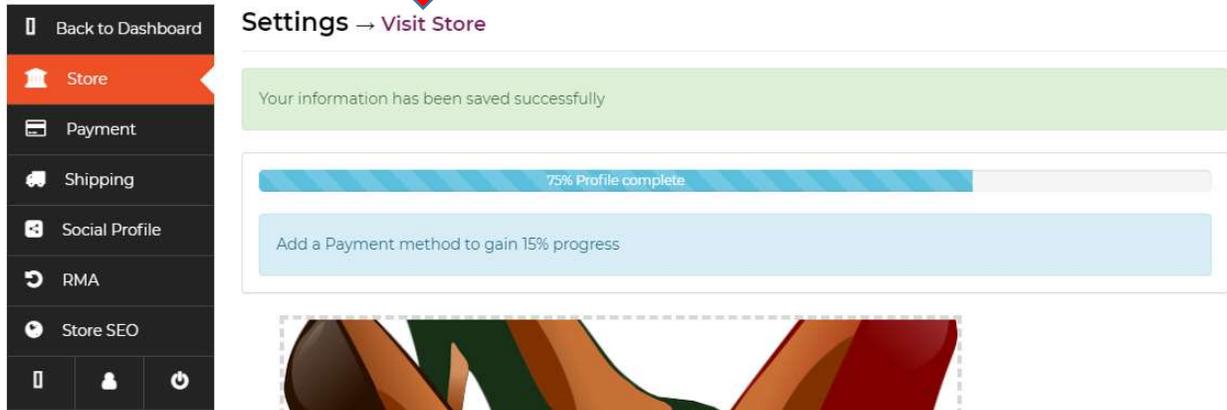
The screenshot shows the dashboard interface. On the right side, a dropdown menu titled "SELECT YOUR CURRENCY" is open, listing various currencies: KES (KENYAN SHILLING), LSL (LESOTHO LOTI), TZS (TANZANIAN SHILLING), RWF (RWANDAN FRANC), ZAR (SOUTH AFRICAN RAND), UGX (UGANDAN SHILLING), NGN (NIGERIAN NAIRA), and USD (UNITED STATES (US) DOLLAR). A large red arrow points down from the text above to the plus sign on the right side of the dashboard, which triggers this menu.

THE CURRENCY HAS CHANGED. YOU CAN NOW ADD YOUR PRODUCTS.

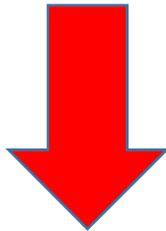


The screenshot shows the "Add New Product" form. The "Price" field is set to "UGX 0.00". A large red arrow points down to the "Price" field. On the right side of the form, there is a plus sign (+) and a dropdown menu showing "UGX". A second large red arrow points down to this plus sign, indicating that clicking it will allow the user to select a different currency.

11. To view your PRODUCT PAGE/ store click 'VISIT STORE'

A screenshot of a user settings page. On the left is a dark sidebar menu with options: 'Back to Dashboard', 'Store' (highlighted in orange), 'Payment', 'Shipping', 'Social Profile', 'RMA', and 'Store SEO'. At the bottom of the sidebar are three icons: a list, a person, and a power button. The main content area is titled 'Settings → Visit Store'. It features a green success message: 'Your information has been saved successfully'. Below this is a progress bar showing '75% Profile complete'. Underneath the progress bar is a light blue box with the text 'Add a Payment method to gain 15% progress'. At the bottom of the main content area is a placeholder image for a profile picture, showing a pair of hands holding a red object.

12. This is how our products page or online shop/store looks like





Viatu Zetu



📍 Moi Avenue, City Centre Mall Nairobi County, Kenya
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 ★ 5.00 rating from 1 review

- Products
- Reviews
- Vendor Biography
- Follow
- Get Support
- Share



Others
 Red Pump High Heel

~~KSh6,900.00~~
KSh5,850.00
 ★★★★★

Add to cart



Women Fashion
 Black Stiletto

KSh6,900.00
 ★★★★★

Add to cart



Women Fashion
 Golden High Heeled Shoe

~~KSh3,500.00~~
KSh2,900.00
 ★★★★★

Add to cart

TO LOGIN AS AN EXISTING EXHIBITOR

- ✓ Select Exhibitor Registration
- ✓ Then select Exhibitor Login
- ✓ Enter your username or email address and password then click Login

The screenshot shows the website's navigation bar with the following items: Home, Shop for Christmas, Shop by Categories, Exhibitors List, Partners Offers, Key Participants, Participating Countries, and Exhibitor Support. Below the navigation bar is a search bar and links for Exhibitor Registration and Shopping Basket. The main content area has two tabs: Exhibitor Registration and Exhibitor Login. The Exhibitor Login tab is active, showing a 'Login' form with fields for 'Username or email address' and 'Password', a 'Remember me' checkbox, a 'LOG IN' button, and a 'Lost your password?' link. Red arrows point to the 'Exhibitor Login' tab, the 'Lost your password?' link, and the 'Exhibitor Registration' link in the top navigation bar.

You can change PASSWORD form here

For more support, talk to us on:

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Email: exhibition@cbwnkenya.org | info@cbwnkenya.org