



... about good things

AN INTRODUCTION ON HOW TO BUY AND SELL AT YCARE



Antiques



Baby's World



Books



Cars & Motor



Clothes & Accessories



Coins & Paper Money



Collectibles



Computers



Furniture



Garden



Household & Appliances



Jewelry & Watches



Porcelain & Glass

Sports & Sports Apparel



Stamps



Toys





Preface

This manual is meant to assist you in starting auctions at Ycare. To keep it as short as possible, not all fields and forms are covered here in, especially since many are self-explanatory. This manual also wants to high light Ycare's new approach in combining commerce with charity.

What is Ycare?

Ycare is a new and exciting online marketplace with a multitude of possibilities. Here you can:

- ❖ Buy and sell items - as you please
- ❖ Improve your own community
- ❖ Improve the lives of the less fortunate
- ❖ Meet and interact with people with common interests – on a world wide basis

This might sound complicated but as an early friend of Ycare once put it:

“Its so simple, that its almost stupid” – and that’s putting the thumb on it.

In short, this is what Ycare has to offer:

1. **Auctions:** Ycare offers an easy to use auction interface, where you can buy and sell just about any kind of thinkable goods or services on the internet.
2. **Ads:** You don't like auctions? Well, maybe you would like to sell or rent some real estate. Simply start an ad at Ycare, the first 2 weeks are free of charge, so its absolutely free of risk.
3. **Projects:** Now this is the new part, you won't find it anywhere else on the web. If, for example, you ever thought about improving your child's kindergarten rooms, raising money for the renovation of your church, for the conservation of a theatre, a scientific project, a human rights project or giving aid to a third world project, just to name a few possibilities – this is where you can do it.

Simply start a fundraising page at Ycare (its as easy as starting an auction), describe your project goals and the funding you require and then spread the word among your friends and relatives. Ycare offers you new and fascinating tools you surely have never before heard of , to get your project known.



4 FAQs

How much does it cost to start an auction?

Nothing, there are no insertion fees at Ycare. Ycare only charges a fee, if you sell your item successfully. If you choose to support a Ycare project with your sale, auction fees are lower, depending on how much you chose to donate.

Do I have to support a project?

No, this is up to you. You can use Ycare as a normal online auction site or online site where you can place your ads. We believe however, that there's more fun in selling something and contributing, even with a meagre 5%, than just selling alone.

How do donations reach a project?

Donations are carried out directly between the donor and the named project manager. Ycare takes no part in the transaction of donations. In so far, Ycare will accept no liability if a donor fails to stand up to his or her commitment to support a project and denies payment. Denial to conduct an agreed payment, however, can lead to a loss of Ycare membership.

How can I support a project?

Say you or somebody you know started a project at Ycare, that you would like to support. In order to support this specific project, simply start an auction (or an ad) and specify which project you would like to support. And then you specify, how much of the sales revenue you obtain, you would you like to donate to the project.

You can start at a donation percentage of 5% and go up to 100% - its totally up to you, how much you wish to donate and how much you want to keep for your self. And the best yet is: No insertion fees and the more you donate, the lesser the auction fees, that Ycare will charge you. If you donate every thing, there are no fees at all.

These where the mere basics behind the concept of Ycare. Its up to you to answer the question, Ycare?, to you own manner, and if you do care, we invite you to use this website as you please and you might want to:

"Give a little, keep a little"



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1. Registration

When using Ycare for the first time, you first have to register. Registering is free of cost! Besides filling in the usual information such as, name, address and email address, give yourself a user ID and a password. A user ID must contain at least 6 characters. It's up to you what kind of a password you chose. Note that all data is case sensitive. From the "secret question" list, please select a secret question. You will need to answer this secret question, in case you forget your password.

Please, be thoughtful when selecting a user ID – this user ID is visible to others and cannot be changed after registration is completed. Also, be sure to safe guard your password, so that others cannot use your Ycare account.

Details about your account

User ID	<input type="text" value="Phaeton"/>	<small>Chose a user ID! The user ID is a "fantasy name," and should not be your real name, as it is visible to others.</small>
Password	<input type="password" value="*****"/>	
Retype password	<input type="password" value="*****"/>	
Secret question	<input type="text" value="Name of your first school?"/>	
Secret answer	<input type="text" value="Hilltop"/>	

After submitting the registration form, Ycare will send you an automatically generated email containing an **activation code**. After filling in this activation code together with your password and user ID, your registration is completed.

User ID	<input type="text" value="Phaeto"/>
Password	<input type="password" value="*****"/>
Activation code	<input type="text" value="TedaToMiMI"/>

2. Login

In order to use Ycare, to start a project or sell an item, you always have to login to the website. Always fill in you user ID and your password and click on **login**. After submitting this data, the system knows who you are, and you can use all the features Ycare has to offer. All data important to you is kept in your **myCare** zone. Here you keep track of your personal data, auctions or projects you started. This zone is safe guarded by your password and for your eyes only.

3. Forgot your password ?

In case you forget your password, the system will ask you your secret question. If you answer the secret question correctly, you will receive a new password. Please, login to the website using this new password. After logging in, go to your myCare zone into the section "Personal data" and change this password into any other password you like. All passwords are stored as encrypted characters in our data bases; this is a safety precaution which ensures that nobody can highjack your password.



4. Sell an item

4.1. General

Starting an auction at Ycare is free of charge, i.e. there are no insertion fees. Ycare only charges a fee, if your item is successfully sold. If your item does not sell, there are no fees.

4.2. Starting an auction

In order to start an auction at Ycare, you do not need any specific internet or computer knowledge. Selling at Ycare is easy!

You have 2 possible ways of starting an auction:

1. Go to your **myCare** and click on “Sell an item“.
2. If you are presently looking at items in a specific list, click on “Sell an item in this category“.

No matter which option you chose, a new screen with 4 tabs will open. These 4 tabs represent the 4 steps required to start an auction.



1. Open an auction: Here, you fill in the basic information about your item.

2. Images & Details: Here, you give a more detailed description of your item and add images.

3. Pricing & Shipping: Here, you determine the minimum selling price and duration of your auction.

4. Activate auction: Here, you activate your auction and invite bidders to your auction.

On the following pages, we will demonstrate an imaginary auction called “6 MK Inflation sheet of 100“ It will show you every necessary step, and that – **step by step** – how to start an auction. At the end, you will see the completed auction and what it would look like on the internet.

We wish you lots of fun !

4.3 Step 1: Open an auction

Title: Give your item a good and descriptive title.

1. Open an auction	2. Images & Details	3. Pricing & Shipping	4. Activate auction
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Title and product category of item

Title Give your auction a significant title

Category

<ul style="list-style-type: none"> Antiques Books & Magazines Cars & Motor Vehicles Clothing & Accessories Sports & Sportswear Stamps 	<ul style="list-style-type: none"> Germany pre 1945 Germany since 1945 Motives United Kingdom United States Worldwide Stamps Worldwide - Blocks/Multiples Worldwide - Covers Worldwide - Varieties & Errors Worldwide FDC's
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Condition Describe the condition of your item

Where is the item located?

Country Select a country from the list.

State Select a state from the list

County Select a county from the list

Zip code The zip code informs bidders, if the item is located in the near vicinity.

Town/City Tell others where your item is located.

Images & Additional documents

Upload image Upload an image of your item so that bidders can evaluate the condition of your item.

Preview  **Subtitle for this image**

Additional documentation You can upload additional documentation (only in PDF-format) concerning your item.

[continue with '2. Images & Details'](#)

Category: Select a **category** where your item best fits into.



Where is the item located: Most probably, you are selling from home. So as a default, the information you submitted upon registering, is filled in here. If this data is incorrect, please change.

Image of item: This is the main and most important aspect, namely – the image of your item. Try to select an image, that best reflects the true condition of your item.

1. Click on “Browse“ and high light an image on your computer.
2. Click on “Upload image now“ – a new text box will open.
3. Give a short description of your image in the designated text box.

4.4 Step 2: Images & Details

On this page you can give a detailed description of your item and upload additional images.

The screenshot shows a web interface for an auction. At the top, there are four tabs: '1. Open an auction', '2. Images & Details' (which is active), '3. Pricing & Shipping', and '4. Activate auction'. Below the tabs, the main content area has a yellow background. It contains the following elements:

- Text: "Give a precise description of your item."
- Text: "You can upload as many images of your item as you please."
- A large text box containing the description: "Complete sheet of 100's 6MK. inflation sheet." and "Sheet is in very fine condition, no faults."
- An "Upload image" section with a text input field, a "Browse" button, and an "Upload image now" button.
- A note: "Upload an image of your item so that bidders can evaluate the condition of your item."
- A "Preview" section showing a small image of a document.
- A "Subtitle for this image" section with a text input field containing "Sheet is in excellent condition." and a "delete" button.
- A "continue with '3. Pricing & Shipping'" button at the bottom right.

Always try to describe your item to the best of your knowledge. If your item is faulty, please say so and don't try to make your item appear better or worse than it actually is. Don't spare with images, because "a picture says more than 1000 words" !

If you are comfortable with HTML, you can use HTML-code. As a security precaution, however, scripts are not executable.



4.5 Step 3: Pricing & Shipping

Here you determine your minimum sales price, duration of your auction and shipping conditions.

1. Open an auction	2. Images & Details	3. Pricing & Shipping	4. Activate auction
Start of auction		Day: 18, Month: March, Year: 2005, Hour: 17, Minute: 00	At what time should your auction start?
End of auction		Day: 28, Month: March, Year: 2005, Hour: 17, Minute: 00	How long is your item up for sale? (max. period: 10 days)
<input checked="" type="checkbox"/> renew automatically			Mark the check box, if you want your auction to be automatically renewed up to 3 times, in case no bids come in.
Minimum price : 4, US \$			Enter the minimum price at which you are willing to sell your item.
Shipping		<input type="checkbox"/> Delivery free of cost. <input type="checkbox"/> Pickup at location <input type="checkbox"/> Buyer is in charge of shipping <input type="checkbox"/> Shipping within Germany <input type="checkbox"/> Shipping within Europe <input checked="" type="checkbox"/> Shipping worldwide	Select the shipping conditions for this item.
Shipping costs: <input type="text"/>			If you know the shipping costs you enter them here.
Do you intend to support a YCare project?			
YCare Project ID : ID-21073-CHD-10161 Projekt-24			Do you intend to support a YCare project with this auction?
Donation portion : 10%			If your item sells successfully, which portion of the selling price would you like to contribute.
<input type="checkbox"/> I want to be listed on the donors list by name.			If this check box is not marked, only town/city and the amount donated will appear on the donors list.
<input type="button" value="continue with '4. Activate auction'"/>			

Start of auction: Here you determine the date and the time you would like your auction to start. Default settings are today's date and the current time + 15 minutes. This is giving you 15 minutes to complete the final step number 4.

End of auction: Here you determine the date and the time at which you would like your auction to end. Maximum duration of an auction is 10 days.

Renew automatically: If your item does not sell within the given time frame, you can have your auction renewed automatically up to 3 times. This is also the default setting.

Minimum price: Here you specify the minimum price which you agree to sell your item for. The minimum price is also the first possible bid that bidders can submit. Bids lower than the minimum will not be accepted.

Supporting a Ycare project? If you chose to support a Ycare project with the sale of your item, please specify which project you want to support. In order to support a project, it must prior be marked as a "Favorite"

Donation portion: If you intend to support a Ycare project with the sale of your item, specify here (in %) which portion of your final selling price you want to donate.

4.6 Step 4: Activate auction

1. Open an auction
2. Images & Details
3. Pricing & Shipping
4. Activate auction

Dear **Mr. John Smith**.

At this point you are ready to activate your auction. Now is also the time to tell friends and other people about your auction, so simply send them an email.

This is Ycare's easy to use email merge tool. Here you can send personalized emails to any person in your **myCare address book**. You can use the text below just as it is, or you can edit the text - as you please.

Friends & Relatives
Official acquaintances

Hallo First name,

I opened the auction Auction will appear here at Ycare and if you like what I put up for sale you might consider placing a bid.

I sent you this email, because I thought you might be interested in this item.

Thanks for having a look

Kind regards

first name

The link to the auction is: The link to your auction will appear here

Or look for the auction ID: Auction ID will be filled in

The first names and all additional data will automatically be filled in.

You cannot edit anything here!

This is the default text that will be sent in your email. If you wish, you can edit this text to better fit your needs.

Your first name and all other data will automatically be filled in.

You cannot edit anything here!

Who would you like to invite?

Mr. Hein David

Mrs. Sabine Plenz

Mr. Friedhelm Berger

Mrs. Tobe Levin

Mr. Christoph Haxel

Mr. Joachim Klein

Invite >>

Delete <<

Invitation list

Already invited

Mr. Harald Ford

Click [here](#), to see the new entries to your address book.

Salutation	First name	Last name	Email Address	Add to my address book
Mrs. ▾	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 150px;" type="text"/>	Add to my address book

Activate auction and invite

Invite bidders: At Ycare you have the possibility to invite friends, colleagues or any one else to bid for your item. With the help of your Ycare address book you can send personalized emails to these bidders.

Simply click and highlight bidders in the left box and click on **“invite“**. All bidders in the right box will receive a personal email in your name. In the case that there are no entries in your address book at this point, you can also add addresses onto this page. Addresses you add on this page are also stored in your address book.

Activate auction: By clicking “Activate auction and invite“ your auction will be visible at Ycare, at the starting time you specified in step 3. If you activate your auction at 10.50am, but in step 3 had specified the starting time at 11.00am, your auction will not be visible for others until 11.00am.



5. myCare

myCare is your central point at Ycare. Here you will find your personal address book, here you update your personal data and keep track of any auctions or projects you started. **myCare** is safe guarded by your password and for your eyes only.

myCare

Welcome **Ms. Daniel Vinovitsch**

 Buy & Sell	 Projects	 Personal data
<ul style="list-style-type: none">▪ Buy<ul style="list-style-type: none">Buy an itemItems I am watching(1) Ended auctions▪ Sell<ul style="list-style-type: none">Sell an itemEdit active auctions(1) Auctions with no bid(s)Auctions with bid(s)Ended auctions(1) Relist an item(7) All ended auctions▪ Real estate ads<ul style="list-style-type: none">Post a new ad(1) All my ads	<ul style="list-style-type: none">▪ New projects<ul style="list-style-type: none">Create a fundraising page(2) Edit fundraising page▪ Active projects<ul style="list-style-type: none">Questions to be answered(1) Update fundraising pageWrite a final report	<ul style="list-style-type: none">▪ Rating<ul style="list-style-type: none">Auctions - not yet ratedAuctions - already rated▪ Billing<ul style="list-style-type: none">Invoices unpaidInvoices paid▪ My personal data<ul style="list-style-type: none">Edit personal dataChange your password▪ My address book<ul style="list-style-type: none">... for friends or relatives...for an official acquaintance



6. Edit item data

Depending on whether your auction is activated or not, you have the following options:

6.1 Auctions that have not been activated

Edit item data: Here you will find all auctions which have not been activated yet. At this point, you can alter all item data.

6.2 Active auctions

Edit data of items with no bids: All data of your active auctions can be altered up to the moment the first bid comes in. If a user has already bid for your item, data, such as "Minimum price" and "Donation portion" can no longer be changed

Listed here are all items that you put up for sale and which at present have no bids.
As long as there is no bid on an item you can edit most entries.

	Auction			Category	Title	Town/City & created
1	 Edit	 delete	 Send invitations	Stamps >> Germany pre 1945 >> German Reich 1900-1923	8 Reich's MK inflation sheet	04736 Caribou March 20.2005
2	 Edit	 delete	 Send invitations	Stamps >> Germany pre 1945 >> German Reich 1900-1923	Zeppelin 1922	04736 Caribou March 20.2005
3	 Edit	 delete	 Send invitations	Stamps >> Germany pre 1945 >> German Reich 1900-1923	German Reich's train	04736 Caribou March 20.2005
4	 Edit	 delete	 Send invitations	Stamps >> Germany pre 1945 >> German Reich 1900-1923	Berlin	04736 Caribou March 20.2005
5	 Edit	 delete	 Send invitations	Stamps >> Germany pre 1945 >> German Reich 1900-1923	Heidelberg Castle	04736 Caribou March 20.2005
6	 Edit	 delete	 Send invitations	Stamps >> Germany pre 1945 >> German Reich 1900-1923	Castle New Schwanstein	04736 Caribou March 20.2005
7	 Edit	 delete	 Send invitations	Stamps >> Germany pre 1945 >> German Reich 1900-1923	6 Reich's MK inflation sheet	04736 Caribou March 20.2005
8	 Edit	 delete	 Send invitations	Stamps >> Germany pre 1945 >> German Reich 1900-1923	4 Reich's MK inflation sheet	04736 Caribou March 20.2005
9	 Edit	 delete	 Send invitations	Stamps >> Germany pre 1945 >> German Reich 1900-1923	10 Reich's MK inflation sheet	04736 Caribou March 20.2005

Send out invitations: You can **send out invitations** for your auction at any time, no matter if there are bids for your item or not.

7. Buying

7.1 Bidding in general

If not otherwise specified, all items at Ycare are sold by means of an online auction. You can bid for an item more than once. Keep in mind that all bids are legally binding!

At Ycare you bid in **2 steps**:

1. In the 1st step you submit your bid.
2. In the 2nd step you must verify your bid. Only after verification, your bid will be submitted.

7.2 Next possible bid

When bidding for an item you will always see a “Next possible bid“. Your bid must be at least as high as this value.

6 Mk. Inflation sheet
Item ID US-04736-STP 10100

You are logged in as: [hd2004](#)



6 Mk. Inflation sheet
[Add to my favorites](#)

Seller [hd2004](#)
Member of YCare since 21.10.2004
[Ask the seller a question](#)

Location of item **04736**
US Caribou

Shipping Shipping worldwide

Project DE-PRV-10421 
10% of the sales revenue of this item will be donated to the above project.

This auction ends in: **9 days 6 hrs. 46 min.** [refresh page](#)
Begin of this auction: March 18 2005

Minimum price	\$ 4
Current price	\$
Next possible bid	\$ 4
My bid	\$ <input type="text" value="6"/> <input type="button" value="Verify bid"/>

Bidder	Bid	Date	Time
Phaeto	\$ 6	March 20 2005	10.15
Jonny be good	\$ 5	March 20 2005	10.14
Phaeto	\$ 4	March 18 2005	11.00

7.3 Agent bid

If you enter a bid which is higher than the “Next possible bid“ and you are the only bidder at this moment, your visible bid will be no higher than the next possible bid.

What's the reason for that? By entering a higher bid, you activated an “agent“ to bid for you. This “agent“ is actually computer software that will bid for you in your absence, up to the amount you entered. The agent will only do so, if necessary, i.e. only if another bidder submits a bid higher than yours.

In the example above, on March 18th, the bidder “Phaeto“ bid 6\$ for the stamps. However, the “agent“ only bid 4\$. On March 20th a new bidder, “Jonny be good“, bid 5\$. A split second later, Phaeto’s agent bid 6\$, and he is leading in the auction again. If “Jonny be good“ decides to submit an even higher bid, then Phaeto’s agent will no longer bid, because by bidding the 6\$ he reached his limit.

8. Appendix

8.1 CERT-Symbol



If you see the this CERT-Symbol on the bottom of the project main page, you can be assured, that the identity of the project manager has been verified for this project. This CERT-Symbol is pasted by Ycare manually - users cannot paste this symbol at this position on the project main page.

Important: The CERT-Symbol expresses that the identity of the project manager has been verified. We wish to emphasize, that the CERT-Symbol is no confirmation of any kind, that funding is, or will be spent in the described fashion and for the named project.

If you wish to donate for a project, it is always up to you to clarify the usage of donations by yourself. Ycare cannot supply any such information.