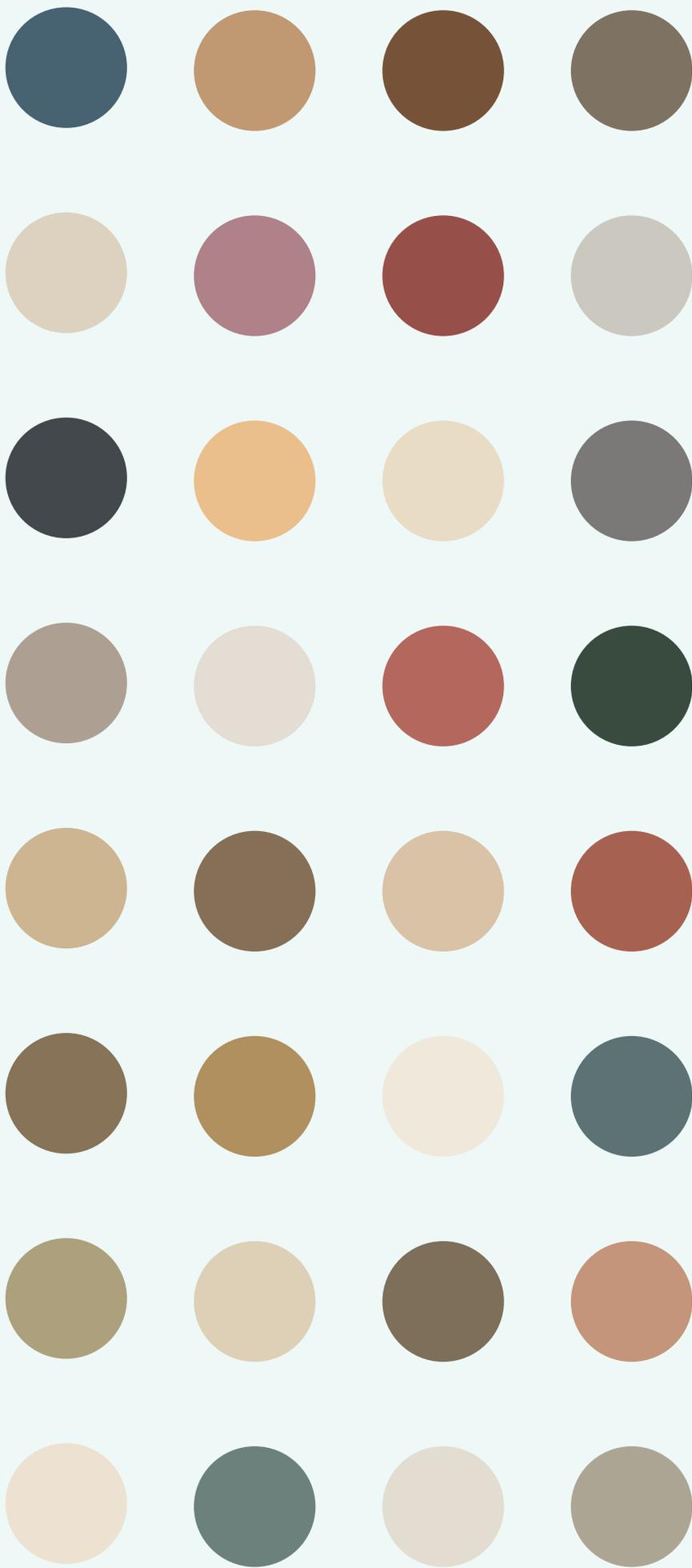


Conversations via interactions



UKCraftFairs



Before you start a conversation, make sure your listing is set-up

A vital part of interactions

Without a listing, your contacts will not be able to reconnect with you. Your listing, is a **vital** part of your interactions on the site.

Why 360 characters?

When you send a message via interactions, an event page or listing page, a link is included in the message, so that people can read about you before they reply. The link is sent both in the email and included within interactions.

This means your messages can be shorter and to the point. As your listing does the hard work of explaining what you do.

When you update your listing, everyone sees your latest most update version.

Adding your additional elements

It's worth adding more elements, like blog posts and shop items. You can add an additional image with each item, this lifts your listing design and help visitors to quickly understand your work. It also means people will not need to ask you to send photographic examples of your work.

Each element you add has its own page, each of these pages links back to your listing. A good listing increases your chance of making a good first impression.

Social links

Although not a requirement, your social links can give visitors to your pages, a way to learn more.



Above: An example from Sue Pearson of a high quality listing, which includes both a shop and blog posts

How and when will you get notifications of interactions?

There are three places that you can send a direct message to another member of the community. **Event pages, listings** and the **interactions section**. Each of the forms look almost the same but your message you send will be both **contextual** and **tailored**.

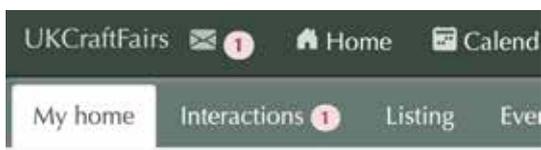
Contextual

If for example, your sending a message from an event page, the message within interactions will include a link back to the specific event.

Tailored

You have to be logged in to send a message via the site and so information you have included in your listing will be linked back within interactions.

When you login you will be sent directly to interactions, if you have any unread messages.



If you are in another part of the site, you will see the number of unread

messages at the top of the page by the messaging icon.

If you are in the members area, you will also see the number of unread messages by the Interactions link.

Notifications emails are sent immediately

A notification email is sent to the intended receiver immediately.

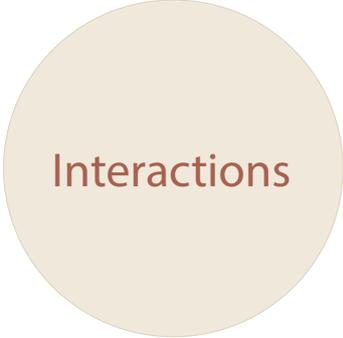
The subject of the message will start with "**Conversation with**" followed by the name of the sender.

In the message, it will include the type of member and their county plus a link back to the login page.

You can't reply back to the notification email using your email program, as the message will not go to the sender.

If you have an **unread message** in your interactions that is older than **seven days**, the system will send you a reminder, once every seven days.

What do we mean by Interactions, Conversations and Messages?



Interactions

The Interactions section, is where all your conversations are grouped together.

When all your conversations have been actioned and marked as read, you will see a list of previously contacted people and organisations.



Conversations

A conversation is a group of messages sent to you or from you, relating to an individual contact.

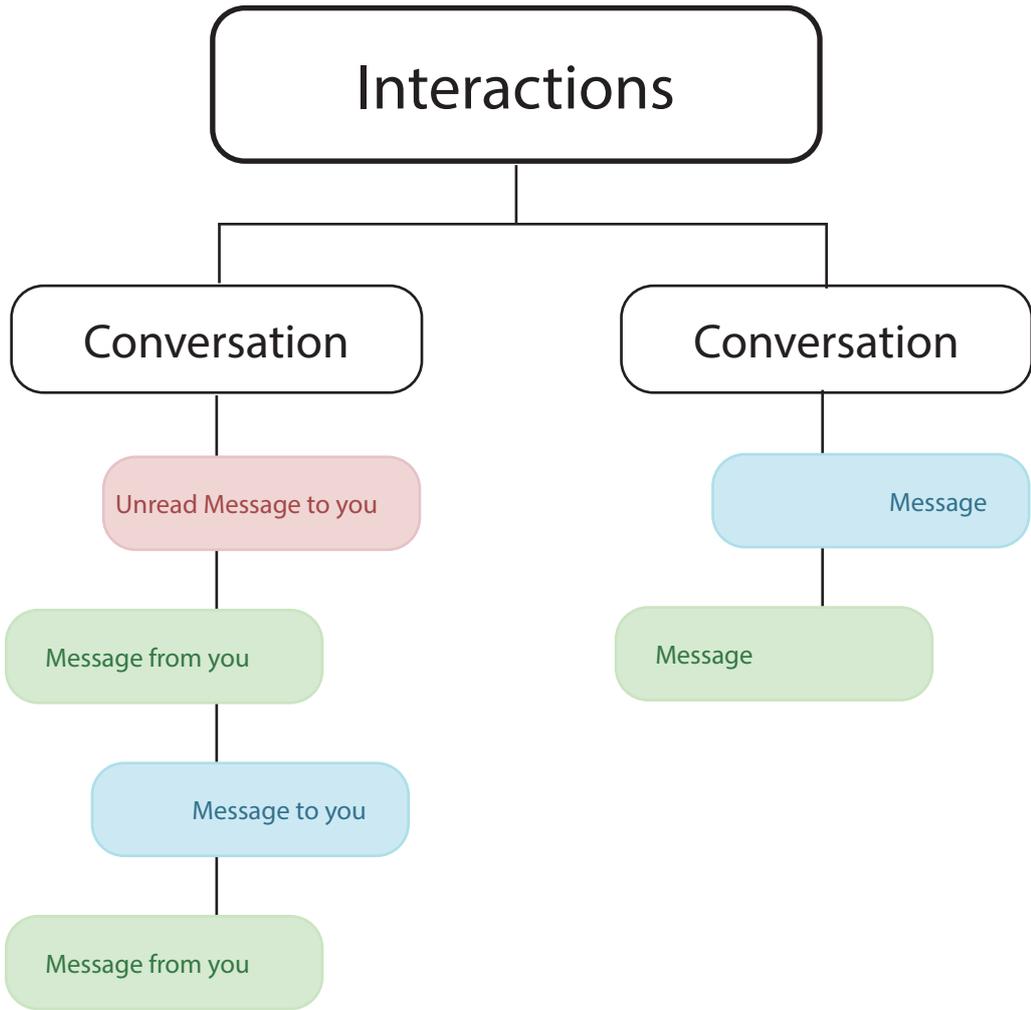
When viewing a conversation, you can see all the messages made between you in date and time order. If available you will also see links to their listing and or events.



Messages

An individual message can be either read or unread. Denoting whether action is required or not.

When you reply to a message, all the messages to that contact are automatically marked as read.



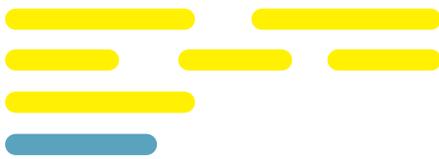
Recent contact



Click on a recent contact, to be taken to the conversation

If you're not already a member, it's easy to get started

You're just three easy steps away



1. Fill in the application form at UKCraftFairs.com/join



3. Make your first payment via PayPal



2. Choose your subscription schedule

Monthly Subscription

Subscribe

Quarterly Subscription

Subscribe

Annual Subscription

Subscribe

You will be creating a subscription that renews automatically. You can cancel at any time before your next subscription payment is due.