

# Buying, Selling, Auctions and Giveaways with your computer

## (a guide to eBay and Freegle)

1. Your cupboards are full and you've got too much stuff. So what do you do? You **sell** it on eBay



or give it away on Freegle (formerly Freecycle).



2. Or you want that elusive CD, so you try to **buy** it (**either** at a fixed price **or** by **bidding**) in an Auction on eBay or post a Wanted notice or do a **search** on Freegle.

3. Look at the websites - [www.ebay.co.uk](http://www.ebay.co.uk) or [www.freegle.org.uk](http://www.freegle.org.uk)

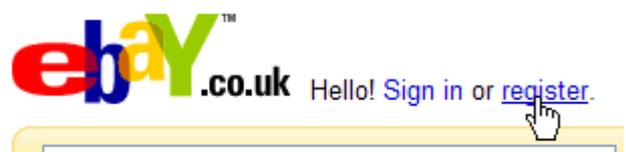
Find out more by left-clicking on "eBay Explained" or on "About Freegle"



With both of these you have to **register** and we will look at each of them in turn.

**eBay**

4. You click on **register** (sometimes it may show **Sign in/register** in which case on the next screen select **register**)



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5. Enter your personal information as requested. Notice that certain fields (actually all fields) denoted by \* must be filled in. Note that the Scottish counties are listed separately after the English and Northern Irish ones. And you still need to put Midlothian if you live in Edinburgh. You need to have a working e-mail address.

6. You will have to choose a **user ID** and **password**. **Either** you can use your name in the **ID**; though there may be lots of people with the same name, so eBay adds a number to it

**Or** you can choose something that describes you. Have a look at some of the items on sale to see what sort of names people choose.

7. To get best **security** in **passwords** it is good practice not to use names of close family members. Also, mix capitals and lower case, and numbers and letters. You will need to have a "Secret question" to remind you if you forget what the **password** is. Unfortunately this limits the sort of **password** you can choose.

8. You have to agree to "Terms of use and your privacy".

Have a read of the User Agreement [Terms of use and your privacy](#) and Privacy Policy by left-clicking on them before ticking the box. You may want to print these for future reference.

- I agree to the following:
- I accept the [User Agreement](#) which
  - I may receive communications from
  - I am at least 18 years old.

9. Press Continue. If you have missed something you will get an error message



Please enter the correct information in the highlighted fields:

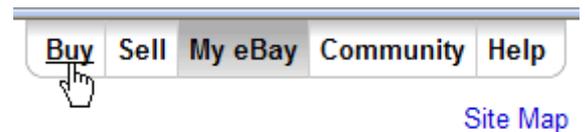
- [First name](#) - Please enter this information.

something like this.

10. Once you have **registered** you will get an e-mail confirming this and then you will be able to **Sign in** using your **user ID** and **password**. You can now **Buy** or **Sell**. (When you have finished looking on the eBay website be sure to **Sign Out** of your account).

## 11. **Buying**

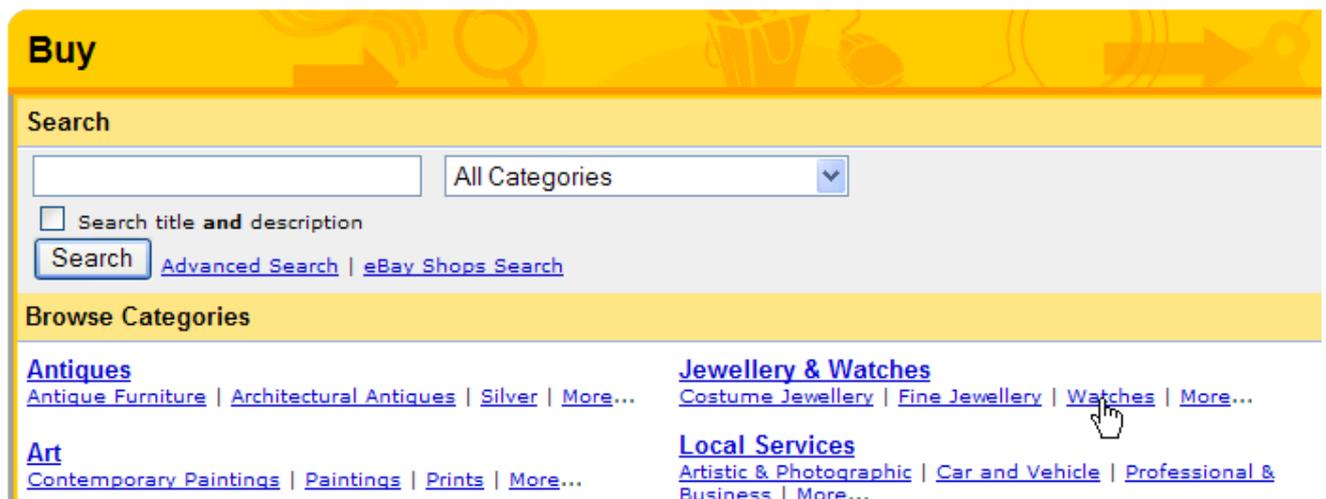
To **buy** an item on eBay left-click on "**Buy**" on the top right hand side of the eBay window.



There are different ways to find the item you want.

**Either** you can **Browse** lots of categories in which case you will probably be faced with a list of hundreds or even thousands of items

**Or** you can do a **Search** for the item you want to narrow these down.



12. Try left-clicking on **Advanced Search** and filling in the options to narrow down your **search**.

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### 13. You will get a list of items like this



To select the item you left-click on its title. You will get more details and possibly a bigger picture.

Notice that there are two sorts of prices. The “**Buy It Now**” price (if stated) means that if you are willing to pay that price then you get the item immediately. If not, you have to **Bid** and the other price shows the current winning **bid** (or the starting price if there are no **bids** yet).

Also shown are the postage costs (which can be considerable, so watch out!) and the time left until the end of the Auction. Each Auction is for a limited time, usually a week. Some are by companies and some by traders or private sellers. Each will have their own terms and conditions to be aware of.

Sometimes there is a reserve price (not usually visible initially) which needs to be exceeded before you can win.

14. You are best to think of the maximum you want to pay before you start **bidding**. Make sure that you bear in mind the postage costs which are usually shown but not if it's for local pickup only. If there's any doubt or if it's an international seller you should confirm the postage costs by email before bidding.

**Either** you can **bid** your maximum first and wait to see what happens

**Or** you can keep upping your **bid** as it gets beaten.

Note that if yours is not the only **bid** and you put in a maximum **bid** which turns out to be the winning **bid** you won't necessarily pay as much as you **bid** but only a small amount above the next highest.



It can get exciting as the count down gets close to the end time and you can literally see the minutes ticking by on the screen if you are logged in to eBay and to that item! You need to allow for the speed of your Internet connection if you want to **bid** at the last minute which can be a good tactic. In any case you may be beaten by a bid from one of the websites which bids at the last minute for you (snipers). If you want to investigate these have a look on a search engine for "ebay bidding software". They may cost you and also you may think this is cheating.

15. There are different ways of paying which are specified when you look at an item description.

One way which is often specified is using a **PayPal account**. Find out about this by left-clicking on the link on the left hand side of the eBay window.



There is information and a further link to sign up.

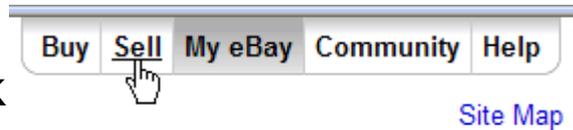


There are **no charges** to use it for a basic account to buy providing your account has credit. But if you are a seller then there are charges.

Essentially you transfer money using a Debit or Credit Card or Bank Account into your **PayPal account** in order to pay the Seller. Find out all about it by following the **PayPal** links.

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## 16. Selling



To **sell** an item on eBay left-click on "**Sell**" on the top right hand side of the eBay window. There are **charges** by eBay for **selling** and you have to create a **Seller's Account**. You can link this to e.g. your **Paypal account** or credit card so that any money due comes from this. Money received from **selling** items can be paid into your **Paypal account** if you specify this Payment method.

**Either** you can fill in the information and follow the links

**Or** a good place to start is to left-click on "1-2-3: Start Selling on eBay".

### eBay Selling Basics



Selling on eBay is a great way to turn unwanted goods into cash, while making new friends and having lots of fun. Read our [1-2-3: Start Selling on eBay](#) guide and you'll be up and running just three easy steps.

- [eBay Selling Basics: everything you need to know to become an eBay seller](#)

This takes you through the procedure. If you haven't **registered** as a Seller you will be asked to. Verification of your identity is required. Various ways are allowed.

The **charges** (seller fees) are found under Step 2 by left-clicking on the link.

Step 2) Select your payment method

When becoming a seller, you'll need to select how you pay your seller fees.

You can pay your seller fees using any of the following payment methods:

There are lots of hints about **selling** to be found on the **Sell** page by following the links. It seems like a lot of trouble but it's worth reading these (especially about Safe Selling) to avoid some of the pitfalls.

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## Freegle

17. Enter the Freegle website [www.freegle.org.uk](http://www.freegle.org.uk) and the first thing to do is to find the nearest group to you. Left-click on Find a Group.



Left-click on eg Scotland in Find a Region



Left-click on eg Edinburgh Freegle



There is a Description of what the Group is all about. There may be other groups more local to you if you live outwith the city.

18. You then need to

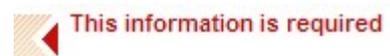
**Sign Up** by left-clicking as shown and filling out the information



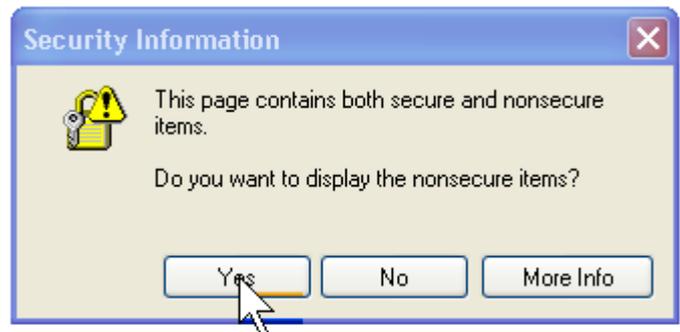
required. You don't need to have a Yahoo e-mail address. You do have to type in a code supplied for **security**. You need to "Left-Click on Create My Account" which implies that you have read and agreed to the terms and conditions.



19. If you have missed something you will be shown the form highlighting missing information.



20. Whilst going through this process you may get messages saying that the page contains both secure and non-secure items. Left-click on "Yes".



21. You will get an e-mail welcoming you with instructions.

22. Once you have joined you can enter by left-clicking on **Sign In**  and filling in your Yahoo! **ID** and your **password**. You will be presented with a Description of the Group including the Freegle Message Maker and, if you scroll down, a small list (Most Recent Messages) of items being given away (OFFERED), TAKEN, WANTED or RECEIVED starting from the latest and working back. To get the full list left-click on [View All](#) . There are also details of message numbers history.

23. You can Search the list for what you want by typing in a description but bear in mind that things can go very quickly! So, if it was from some time ago, look to see if there is a later TAKEN message corresponding to the OFFERED one.



You left-click on the item heading to get the full description. Once you have done this the colour

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changes to show that you have already looked at it.

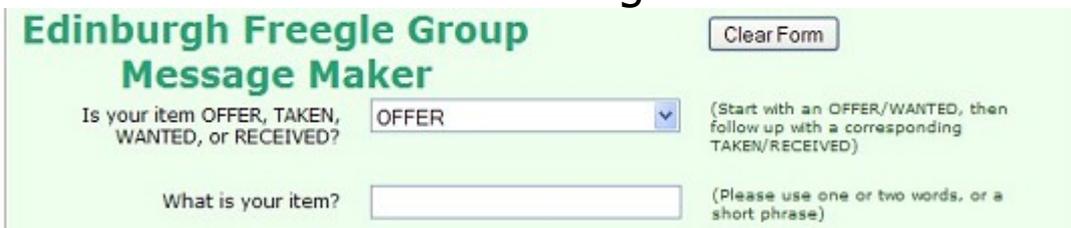
There is then an option to **Reply**  or  if you are interested. You fill out what you want to say and left-click on **Send** .

24. There is an easy way of composing messages available if



you want to advertise an item or let people know that you are looking for something.

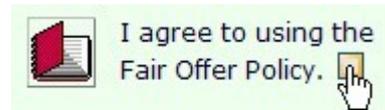
Follow the instructions on the right hand side of the form.



Give enough detail to make it clear what the item is. The form takes you through so that it gets put in the correct format.

Don't include your contact details as this will be available automatically when someone replies. You don't want the whole community knowing your e-mail address or telephone number.

The Fair Offer Policy (for OFFERED items) means you "agree to take a period of time to see what responses I get before deciding who to give item(s) to." This allows people who are not at a computer all day a chance to see it.



Left-click on "Waiting" to send it by e-mail.



25. You can get a "Daily Digest" sent to you with new items

if you sign up for it.

Left-click on "Edit Membership" to choose this and other options.

Group Member - [Edit Membership](#)



26. It is not necessary to give the first person who replies the first go. Give it time to see who you are happy to deal with. It is good policy to establish contact by e-mail before giving telephone number or address. Also exercise caution re safety and **security**, or have someone with you, when you finally arrange to meet to exchange the item.

27. Have a look at the Files which give a flavour of the good practice which the Freegle community likes.



28. When you have finished looking on the Freegle website be sure to **Sign Out** of your account [SignOut](#).



29. Happy trading!

