



Using Integra Planner

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What is the Marketplace?



 Integra marketplace

The Integra Marketplace allows delegates to advertise unwanted registrations and tickets to other chorus members.

When you sell a registration or ticket, the system transfers ownership to the buyer. For example, if you sell your delegate registration, it will transfer into the buyer's name. The buyer will then be registered for the festival and your registration will be cancelled.

Important: Once a sale is completed in the Marketplace, it cannot be reversed.

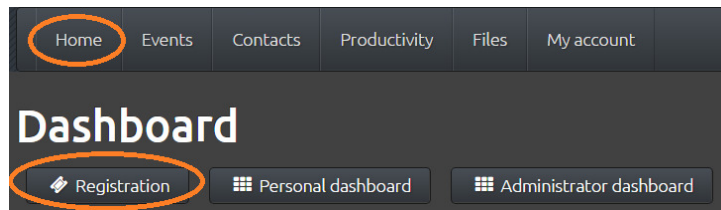
Link to Integra help document:

<https://unison.integraplanner.net/sys/help/article/165>

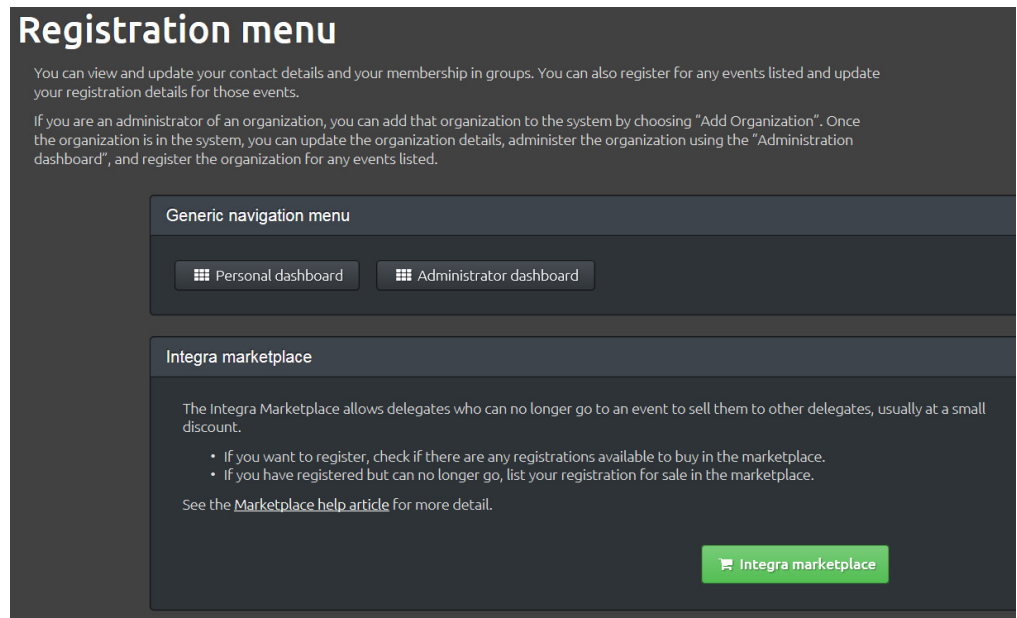
Where is the Marketplace?



1. Starting from your Home page, select “Registration”.



2. Click on the green “Integra marketplace” button.



Selling an Item

Step 1



First, navigate to the Integra Marketplace (see [Where is the Marketplace?](#)).
Once in the Marketplace, go to the “My selling” tab.

Integra marketplace

The Integra Marketplace allows delegates who can no longer go to an event to sell them to other delegates, usually at a small discount.

- If you want to register, check if there are any registrations available to buy in the marketplace.
- If you have registered but can no longer go, list your registration for sale in the marketplace.

See the [Marketplace help article](#) for more detail.

Items for sale

My buying

My selling

Items currently listed for sale

There are no items.

Selling an Item

Step 2



Review the list of items under “Purchases I can list for sale”. Click “List for sale” for each item you would like to sell.

Integra marketplace

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See the [Marketplace help article](#) for more detail.

Items for sale		My buying	My selling
Purchases I can list for sale			
Quantity	Item		
1	Delegate Registration Early-Bird Delegate Registration		List for sale

Selling an Item

Step 3



You will be prompted to enter an asking price for your item.

The default price is the price you paid for the item. You may ask any price you like.

You will not be able to change the price, once you set it.

List an item for sale

Delegate Registration Early-Bird
Delegate Registration

Enter your asking price. This should be less than list price to encourage users to buy from you.

Asking price

TIP

You may want to see what prices others are asking, so you can set a competitive price.
(Click “Cancel” and then go to the “Items for sale” tab to view other items for sale.)

Selling an Item

Step 4



Review your listing to make sure it is accurate.

If you decide to change the price for your item, you will need to withdraw the first listing and list your item again at the new price.

Items for sale

My buying

My selling

Purchases I can list for sale

You have no purchases eligible for listing on the marketplace.

My active listings

Date	Item	Asking price	
Nov 4, 2017	Delegate Registration Early-Bird Delegate Registration	CAD 175.00	<div>Withdraw listing</div>

Interested buyers

There are no buyers yet for this listing.

My completed listings

There are no items.

Selling an Item

Step 5



When a buyer makes an offer to buy your item, you will be notified by email. Interested buyers will also be listed in the Marketplace, on your “My selling” tab, with the amount they have offered to pay.

Contact the buyer of your choice by email to arrange payment.

Once your arrangements with the buyer are complete, click “Accept” to finalize the purchase. The system will then transfer the item from your name to the buyer’s name.

My active listings

Date	Item	Asking price	
Nov 4, 2017	Delegate Registration Early-Bird Delegate Registration	CAD 175.00	Withdraw listing

Interested buyers

Buyer		Amount offered	Date
Buyer Name buyeremail@domain.com	Accept	CAD 175.00	Nov 4, 2017

Selling an Item

Step 6



Congratulations! Your sale is complete.

Completed sales are listed under “My completed listings” on the “My selling” tab.

Items for sale

My buying

My selling

Purchases I can list for sale

You have no purchases eligible for listing on the marketplace.

My active listings

There are no items.

My completed listings ←

Date listed	Item	Buyer	Date sold
Nov 4, 2017	Delegate Registration Early-Bird Delegate Registration	Buyer Name	Nov 4, 2017



Buying an Item

Step 1

First, navigate to the Integra Marketplace (see [Where is the Marketplace?](#)). Choose the “Items for sale” tab to see what’s available for purchase.

Click on “Make offer” for the item that interests you.

Integra marketplace

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See the [Marketplace help article](#) for more detail.

Items for sale

My buying

My selling

Items currently listed for sale

Item Category	Date listed Interested buyers	Seller Asking price	
Delegate Registration Early-Bird Delegate Registration	Nov 4, 2017 0	Seller Name CAD 175.00	<div>Make offer</div>

Buying an Item

Step 2



You will be prompted to confirm your offer.


The seller will be notified of your offer. If they decide to sell to you, they will contact you by email to arrange payment.

If the seller decides to sell to another buyer, you will be notified by email that the item has been sold.

Make offer

Delegate Registration Early-Bird
CAD 175.00

If you make an offer, we will notify the seller, Buyer Name, and pass on your email address. They can then make contact with you to arrange payment. Or, if they sell to another buyer, you should be notified automatically.



Buying an Item

Step 3



To review your bid, go to the “My buying” tab.

If the seller selects your bid, they will contact you by email to arrange payment

Note: You have the option of withdrawing your bid at any time.

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- If you have registered but can no longer go, list your registration for sale in the marketplace.

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Items for sale

My buying

My selling

My active bids

Item	Seller	Amount offered	Date	
Delegate Registration Early-Bird Delegate Registration	Seller Name	CAD 175.00	Nov 4, 2017	Withdraw bid

My completed bids

i There are no items.

Buying an Item

Step 4



Once the seller is satisfied with the payment arrangements, they will accept your bid in the Marketplace. You will receive an email notifying you that the sale is complete. The item is automatically transferred into your name in Integra.

Completed bids are listed under “My completed bids” on the “My buying” tab.

Items for sale

My buying

My selling

My active bids

There are no items.

My completed bids

Item	Seller	Amount offered	Date	Status
Delegate Registration Early-Bird Delegate Registration	Seller Name	CAD 175.00	Nov 4, 2017	Accepted

Congratulations! Your purchase is complete.