

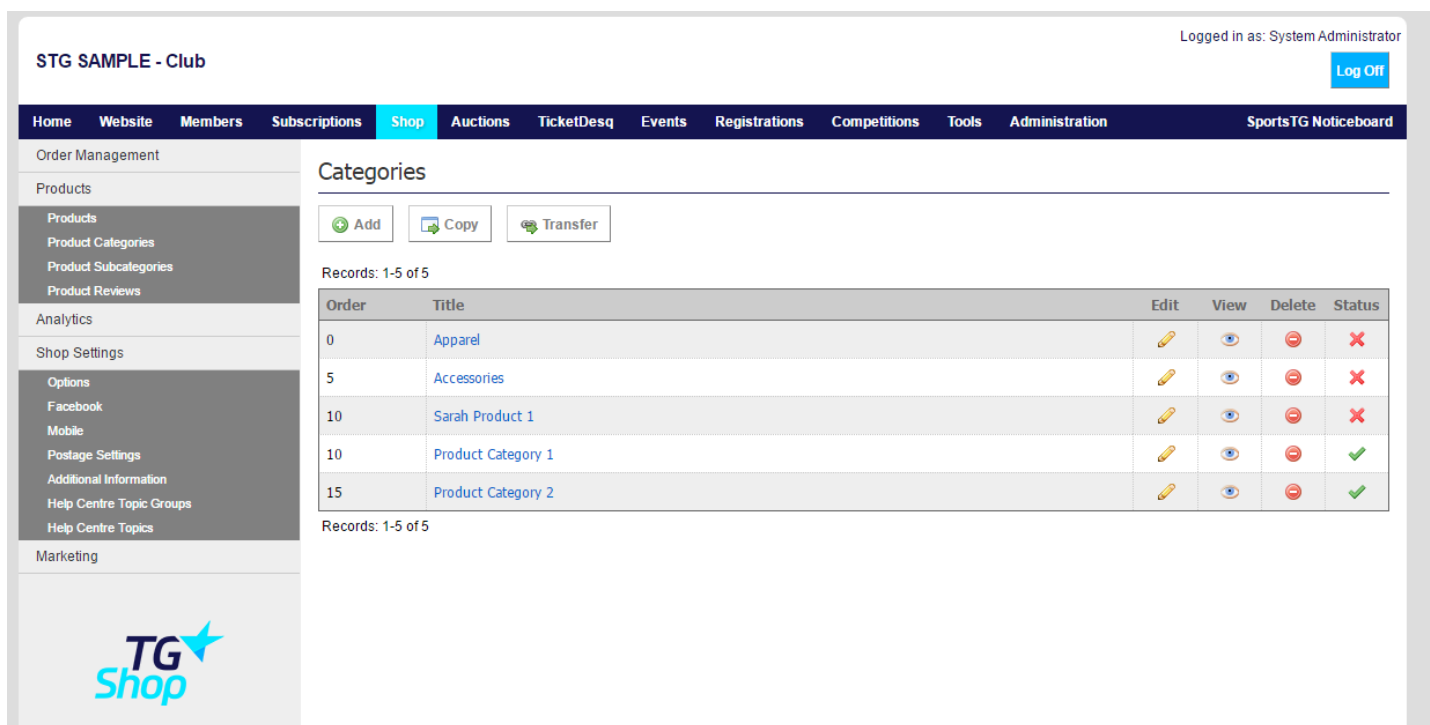
Adding a Product Category

Last Modified on 03/02/2017 11:07 am AEDT

Quick Steps: Shop > Products > Product Categories > Add

Product Categories allow you to set up categories that different products belong to, and then when setting up the products select the category that is applicable to that product. Product Categories also become the menu items on your front end store allowing customers to find products easily.

1. Within the Management Console, select **Shop** from the top menu, then **Products** from the left menu.
2. Select **Product Categories** from the expanded left menu.
3. Click **Add** to add a new Category.



The screenshot shows the management console for 'STG SAMPLE - Club'. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar menu is expanded to 'Products', with 'Product Categories' selected. The main content area is titled 'Categories' and features 'Add', 'Copy', and 'Transfer' buttons. Below the buttons, it shows 'Records: 1-5 of 5' and a table with the following data:

Order	Title	Edit	View	Delete	Status
0	Apparel				
5	Accessories				
10	Sarah Product 1				
10	Product Category 1				
15	Product Category 2				

Below the table, it shows 'Records: 1-5 of 5'. The bottom left corner of the console features the 'TG Shop' logo.

4. Give the category a Title and Order, then add any relevant Detail or Images.

STG SAMPLE - Club Logged in as: System Administrator [Log Off](#)

[Home](#) [Website](#) [Members](#) [Subscriptions](#) [Shop](#) [Auctions](#) [TicketDesq](#) [Events](#) [Registrations](#) [Competitions](#) [Tools](#) [Administration](#) [SportsTG Noticeboard](#)

Order Management

Products


Products
Product Categories
Product Subcategories
Product Reviews

Analytics

Shop Settings

Options
Facebook
Mobile
Postage Settings
Additional Information
Help Centre Topic Groups
Help Centre Topics

Marketing



Categories

General Detail Images Other Information

Title:

Order:

5. Once you have completed all relevant information for the category, click **Save**.

Note: Product Categories become the menu items on your Shop store, so it's important to ensure that these categories are organised efficiently so that customers can find products easily on your store.

Related Articles

[template("related")]