

Step 7: Adding Merchandise to the Form

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Quick Steps: Go to Events > Select Event > Entry Types > Add

1. Within the Management Console, select **Events** from the top menu, then click on the name of the event
2. Select **Merchandise** from the expanded left menu
3. Click **Add** at the top of the page
4. Give your Merchandise Item a Title, then complete the rest of the details:

Price: The cost of the Item

Available Units: The units of the Item that are available for purchase. This must be greater than 0 for the item to display on the form

Maximum Units: The maximum units that one entrant is allowed to purchase. This must be greater than 0 for the item to display on the form

Details Tab

Include any information about the item that purchasers may need to know

Files Tab

Upload an image of the Item to show entrants what it will look like

5. Once you've completed all the details for the Merchandise Item, click **Save**

6. Click **Listing** to go back to the Listing, then change the **Status** to Online, by clicking on the red cross under Status

[Step 8: Testing Your Event & Setting It Live](#)

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