

Additional Information

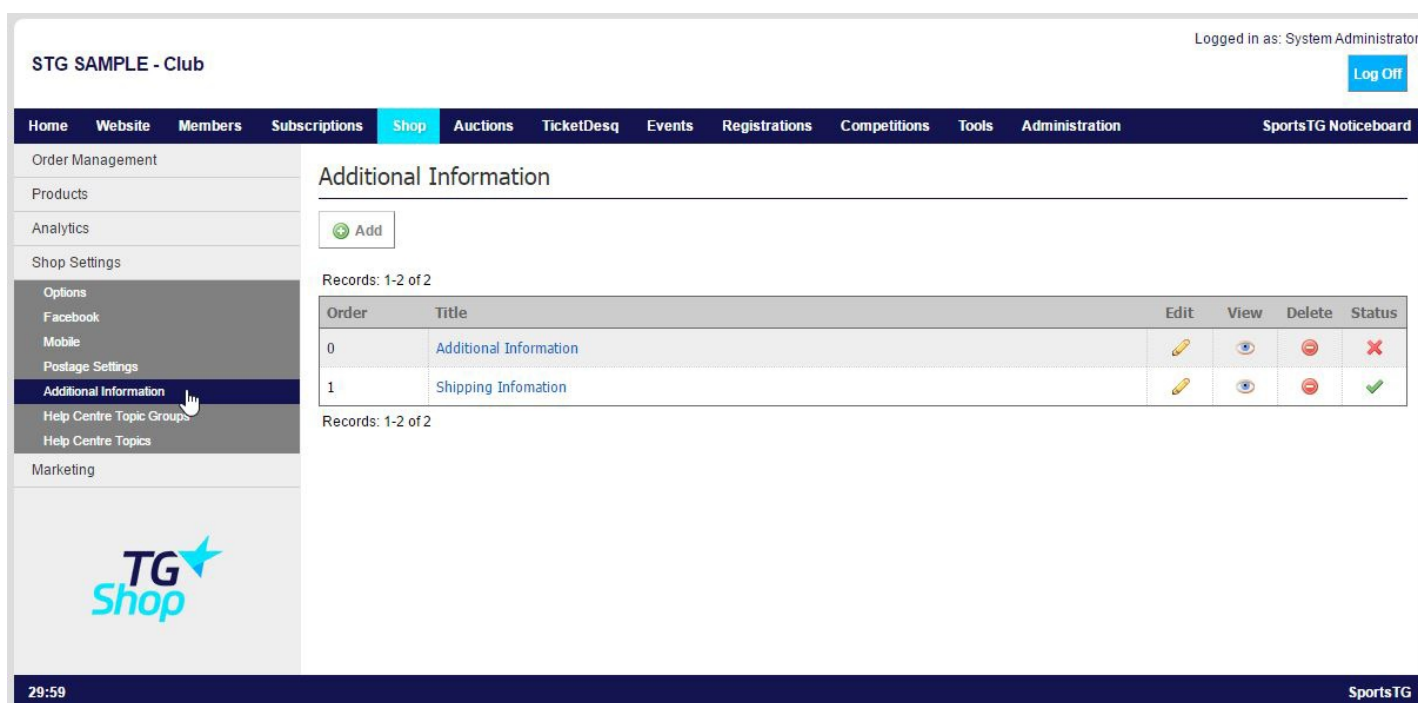
Last Modified on 29/09/2016 4:05 pm AEST

Quick Steps: Shop > Shop Settings > Additional Information

Additional Information gives you the ability to add additional pages to your Shop portal, including linking through to other STG hosted portals, or setting up a Terms & Conditions or Further Information page.

1. Within the Management Console, select **Shop** from the top menu, then **Shop Settings** from the left menu.

2. Select **Additional Information** from the expanded left menu.



The screenshot displays 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 shows a tree view of 'Shop Settings' with 'Additional Information' selected. The main content area is titled 'Additional Information' and features an 'Add' button. Below the button, there are two tables of records. The first table shows two records: 'Additional Information' (Order 0) and 'Shipping Information' (Order 1). The second table also shows two records, likely representing the same data from a different perspective. The bottom of the page shows the time '29:59' and the 'SportsTG' logo.

Order	Title	Edit	View	Delete	Status
0	Additional Information				
1	Shipping Information				

3. Click **ADD** to add a new Additional Information page.

4. Give the page a **Title**, then complete the other details for the page.

The screenshot shows the 'Additional Information' form in the SportsTG admin interface. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar contains 'Order Management', 'Products', 'Analytics', 'Shop Settings', 'Options', 'Facebook', 'Mobile', 'Postage Settings', 'Additional Information' (highlighted), 'Help Centre Topic Groups', 'Help Centre Topics', and 'Marketing'. The 'Additional Information' form has tabs for 'General', 'Detail', and 'Files'. The 'General' tab is active, showing fields for 'Title', 'Summary', 'Slider Link Option' (set to 'Single URL'), 'External URL (if applicable)', 'External URL 2 (if applicable)', 'Menu Location' (set to 'Top'), and 'Order' (set to '0'). 'Save' and 'Cancel' buttons are present at the top and bottom of the form.

5. Go to the **Details** tab to add any information that should be contained on the page.
6. Click **Save** to add the new page.
7. Make sure the item's status is changed to **Online** (green tick) in the Listing.

Related Articles

[template("related")]