

Adding a Merchandise Item

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Quick Steps: Go to Events > Select the Event > Merchandise > Add

1. Within the Management Console, select **Events** from the top menu, then the event
2. Select **Merchandise** from the expanded left menu
3. Click **Add** at the top of the page
4. Complete the details for the Merchandise Item, and click **Save**
5. To add the size and colour options to your product select **Size Or Colour Required: YES**
6. Insert the title of the colour options available into the boxes (Up to 5 colours can be added at one time)
7. Click **Add To List**
8. Insert the size options available into the boxes (Up to 5 sizes can be added at one time)
9. Click **Add To List**
10. Click **Save**. You will then be prompted to add available units for each size and colour combination
11. Click **Add** after inserting each available unit. Once all units have been completed,

click **Save**

12. If you would like to add detail about the merchandise item, go to the **Detail** tab and insert the text, then click **Save**

13. If you would like to add an image to your merchandise item, go to the **Files** tab and upload the image, then click **Save**

14. If you would like to limit which entry types this merchandise is available for, go to **Entry Type Link**

To activate a Merchandise item for a specific entry type, under **Link Merchandise Item** click the red cross to make it a green tick

To deactivate a Merchandise item for a specific entry type, under the **Link Merchandise Item** column click the green tick to make it a red cross

Note: The **Status** column displays whether the entry type is **Active** or **Inactive**

15. Click **Save**

When setting up Merchandise Items, Available Units and Maximum Units both need to be higher than zero for the option to display on the front-end form for entrants to select

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