

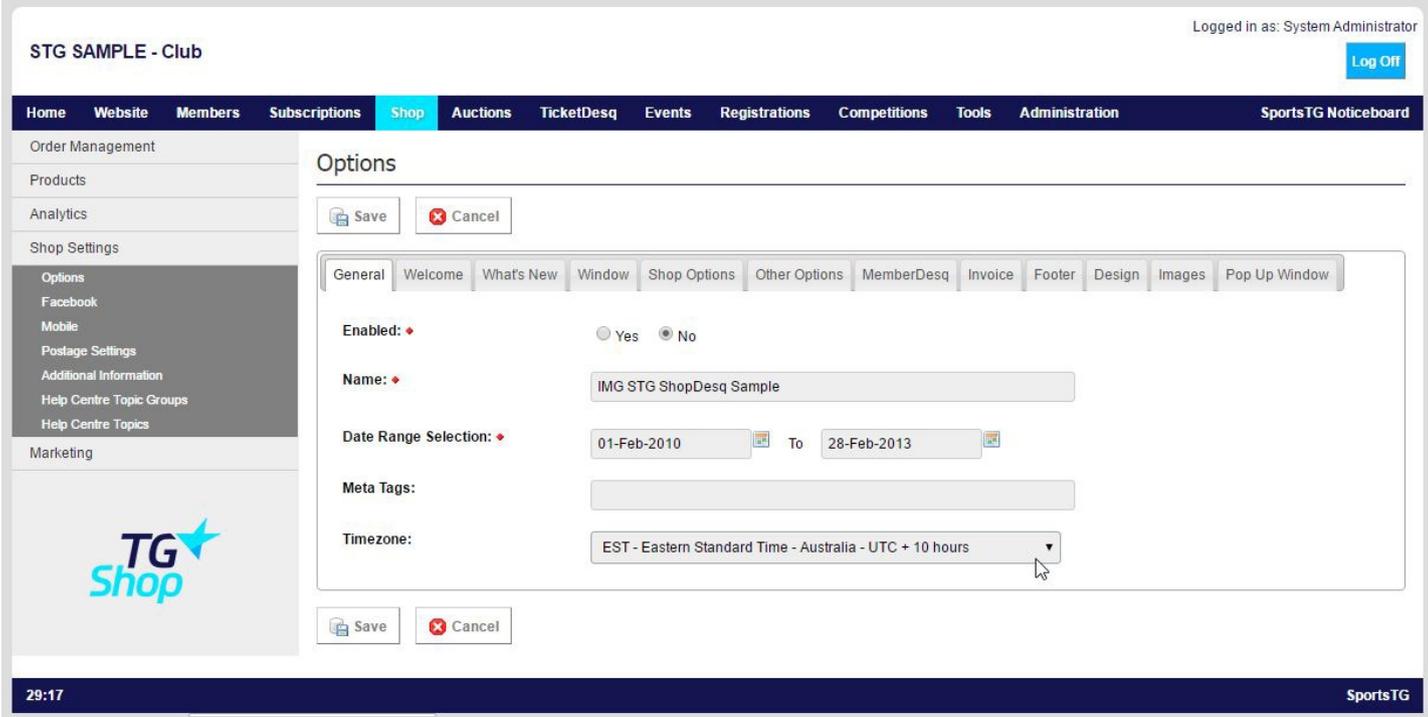
How do I Change the TimeZone that is Set in my Shop?

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Quick Steps: Shop > Options > Edit > Timezone

Shop is set to automatically default to AEST as it's timezone, so you can change the timezone to match where your Organisation is placed within the **Options** area.

1. To make these changes, go into **Shop** in your Console and then select **Options** from the left menu.
2. Click **Edit** and on the first tab at the bottom is the **Timezone**.



The screenshot displays the 'STG SAMPLE - Club' console interface. At the top right, it shows 'Logged in as: System Administrator' and a 'Log Off' button. The main navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop' (highlighted), 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. A left sidebar menu lists various settings categories, with 'Options' selected. The main content area is titled 'Options' and contains several tabs: 'General', 'Welcome', 'What's New', 'Window', 'Shop Options', 'Other Options', 'MemberDesq', 'Invoice', 'Footer', 'Design', 'Images', and 'Pop Up Window'. The 'General' tab is active, showing settings for 'Enabled' (radio buttons for Yes/No), 'Name' (text input: 'IMG STG ShopDesq Sample'), 'Date Range Selection' (date pickers: '01-Feb-2010' to '28-Feb-2013'), 'Meta Tags' (text input), and 'Timezone' (dropdown menu). The 'Timezone' dropdown is open, showing 'EST - Eastern Standard Time - Australia - UTC + 10 hours' as the selected option. 'Save' and 'Cancel' buttons are present at the top and bottom of the form area. The bottom status bar shows '29:17' on the left and 'SportsTG' on the right.

3. Select the correct timezone for your location and then click **Save**.

This time will now be the one that displays on your Store, as well as on your customers' receipts.

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