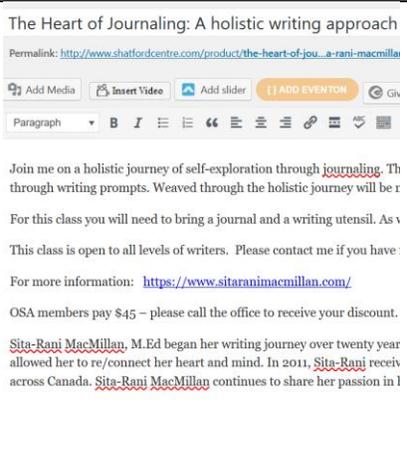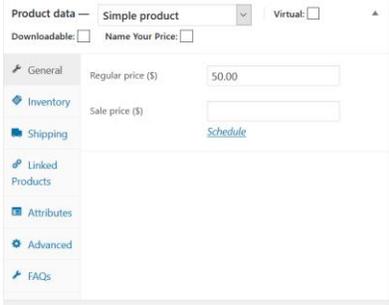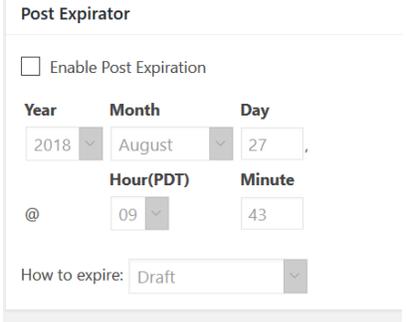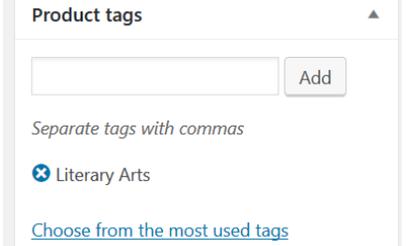# How to create a new product

Introduction

The purpose of this document is to explain how to add a product on the shatford centre website

Instructions

	First you must sign into the dashboard of the site with your own userid and password. To get to the dashboard you click on the following link http://www.shatfordcentre.com/admin
	From the dashboard hover over Products and select "Add New".
	Enter the title and the description. Both of which will appear in the product catalog. /
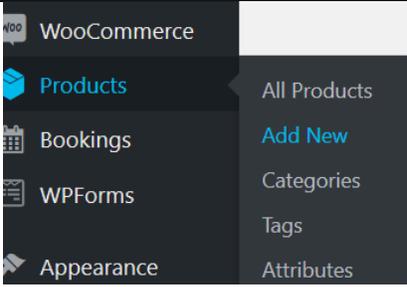
☐ Uncategorized ☑ **Courses** (highlighted) ☐ **Events** (highlighted) ☐ Memberships Products ☐ Sponsorship Products ☐ Ticket	Select the category of the product. Courses or Events. *Note: Sponsorship Products and Membership products have already been created and will not change so you should not pick these.* *In addition, if you leave the product "uncategorized" then it will not appear in the shop.*
Product data — Simple product Virtual: ☐ Downloadable: ☐ Name Your Price: ☐ 🔧 General Regular price ($) 50.00 🏷 Inventory Sale price ($) 🚚 Shipping *Schedule* 🔗 Linked Products 🖼 Attributes ⚙ Advanced 🔧 FAQs	Almost all products will be a "simple" product which means that it is a flat amount Under the general tab enter the amount you wish to change for the product. Note: In the case where you want to enter a variable price (i.e the price changes depending on which date you choose. The please refer to the following document which describes how to enter a variable price for a product. http://www.shatfordcentre.com/wp-content/documents/website_instructions/variable_pricing.pdf
Post Expirator ☐ Enable Post Expiration **Year** **Month** **Day** 2018 August 27 , **Hour(PDT)** **Minute** @ 09 43 How to expire: Draft	If the product will no longer be relevant as of a certain date then you can enter a future date in the "post expirator" and have the product automatically change to a draft so will not longer be in the product catalogue as of that date. This is optional
Product tags ▲ [ ] Add *Separate tags with commas* ❌ Literary Arts Choose from the most used tags	Enter any tags you wish

Product image ▲ *Click the image to edit or update*	Add the product image
Publish	Now publish the event and this will now automatically create an event in the calendar as well as create a new product.