

## Creating a Club Product

Clubs will be able to create products from their Administration page. Initially, products will not be displayed to allow admins to filter which type of product they require.

Products are split into two types:

- Non-Event Only Products (e.g. club merchandise)
- Event Only Products (e.g. transponders, pit garage/site, tickets)

### Manage Club - Toowoomba Motocross Club



#### Products

Category:  Types:  Find:

- Non-Event Only Products
- Event Only Products
- All

After clicking 'Search', the option to 'Add Product' will appear. Follow the below steps to create the Product.

- **Create Product Name**
- **Product Owner (search in the dropdown list for your Club)**
- **Select Product Category**  
Merchandise is an example of a Product Category. Products such as T-Shirts, Hats, Jumpers, Beanies could be filed under this category.
- **Select Sort Order**
- **Create Description**

*Ride. Race. Enjoy.*

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### Product × Close

\*(Indicates required fields)

Product Name \*

Product Owner \*

Category \*

Sort Order \*

Description \*

Add Image

Event Only  Event Only products can only be added to an event

Autofulfil

Ticketed

This product is refundable

**SAVE & NEXT**

Products can also be set to be:

- Auto fulfill: select this where the product does not need to be manually fulfilled
- Ticketed: select this if the product is a ticketed event
- Refundable: select this if the product is refundable



A product image may also be added for the Members to see. Click **'Save and Next'**

Next, you will be able to set the following:

- **Default Price:** the standard price your product will be set to
- **Default Inventory Count:** This will be a default count of the stock available for purchase
- **Re-Order Count:** This is the amount of product that is nominated to be ordered at the nominated re-order level
- **Re-Order Level:** This is the level at which the Inventory of items will be trigger/ notified to be re-ordered.
- **Max Quantity:** This is the maximum number of products that can be purchased in one transaction

## Add Product ✕ Close

\*(Indicates required fields)

Product Name	Test
Default Price *	0
Default Inventory Count *	0
Re-order Quantity *	0
Re-order Level *	0
Max Quantity *	0

Variants Add Variant

Questions Add Question

PREVIOUS SAVE & FINISH

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Next is adding a Variant

**Note:** Variants are **REQUIRED** for the Product to be live in the system. These variants can be the same as the product if there are no variants available for the product.

Adding a Variant will require you to fill the following information:

- **Variant Type:** Size or Colour
- **Variant name:** e.g. Small, Medium, Large – Black, Blue, Red

You can also add Override values for each Variants. These can be created if the variants have different prices or inventory requirements to the default item and will display instead of the default values.

**Add Product > Variant** Close

\* (Indicates required fields)

Product Name

Variant Type \*

Variant Name \*

**OVERRIDE VALUES**

Price \*

Inventory Count \*

Re-order Quantity \*

Re-order Level \*

Max Quantity \*

**SAVE**

There **MUST** be a number in the Inventory Count. If this number is zero the system will assume there is no stock available to sell. The inventory count will indicate how many items of a product is available for purchase.

Click '**Save and Finish**' finalize product

Created products can be available for purchase upon request or for an event depending on their settings.