

Selling a Society product

We know that sometimes societies want to sell products to their members like society hoodies or other merch. You can now sell products directly to members via your webpage!

Why?

- Avoid the hassle of collecting cash or using Pay Pal to collect orders
- Monies collected will go directly into your society fundraising account
- It makes it easy for orders as the SU can then pay your invoice

If you have any questions about selling products or start the process and experience any issues please contact your Activities Coordinator asap!

Setting up your products

Log into your society webpage and under admin tools select Products



Products

Select Add new product



Product details

Name * Hoodies

Price * 20

On sale from / until 30/06/2021 00:00 → 03/07/2021 13:00

Sales limit 20

Per person limit 1

Description Official society hoody

Save Cancel

Give your product a name

Set the price

When will your product be on sale to & from?

How much of the product do you have to sell? (do you get items cheaper if you sell a certain amount?)

How many can each person buy?

Once you are happy with your product details select Save

You will now be able to see your product & to add in customisation click on the yellow notepad

Product #	Name	Type	Unit price	PPL	Sales limit	On sale	
10018390	Hoodies	Product	20.00	1	20	Yes	

Customisation of your products

These will appear as questions at the check-out & will be information you will need to either order the product or to get in touch with the buyer.

As we are selling hoodies in the product above, we need to know what size the buyer wants (make sure to add in required box so that buyer cannot move on without completing this question)

Edit customisation

Details

Label * Select the size of hoody required

Required

Customisation type Per product

Max length * 100

Predefined values

Per item: customers are prompted for a value for each item when purchasing more than one. Per transaction: customers are prompted once per transaction even if multiple products share the same customisation.

It is important that you set the type based on what you are selling. I.e) if 2 hoodies are allowed to be bought then you will need to know size of both

Max length *

If you are going to set a size list then put the max length to 1.

However, information like email addresses or postal addresses will need to be longer than that so 100 or more characters.

Values

Predefined values

- Extra Small
- Small
- Medium
- Large
- X-large

Limit to this list

If you are setting your own list for the buyer to choose from make sure to enter one value per line

In this case we are setting the hoody sizes & have selected limit to this list so they cannot add in anything else

Click on Save if you are happy with this.

If you want to add in other customisation questions- select Add new customisation.

[+ Add new customisation](#)

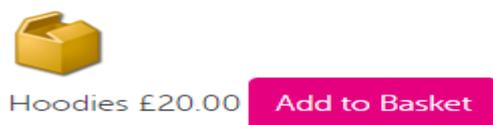
Label	Options			
Select the size of hoody required	Required, limited to list	↑	↓	✖

This will bring you back to edit customisation pop up box as shown above where you can set up new questions.

In the sales report available to you, you will be given student name & B number therefore to ensure you can contact your purchasers we recommend that you request an **email address**

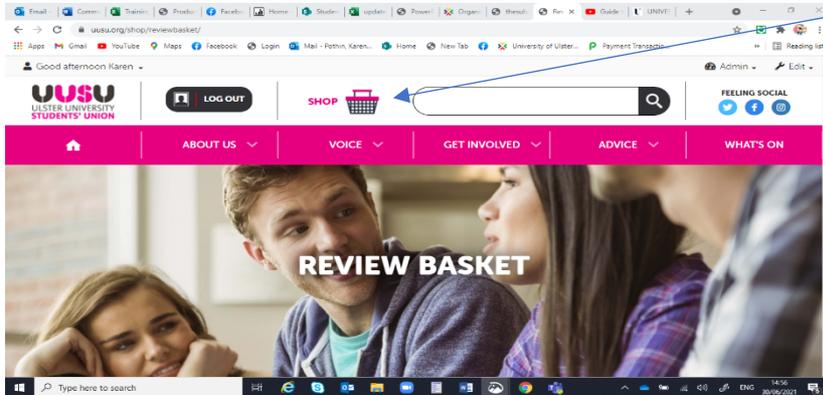
You could also ask for **collection times** & set those as a predefined list that the student must select one option for.

Once your product has been set up you will be able to see this for sale on your society webpage



Check!!

We suggest that if you set up a product that you go through to ensure you have it set up correctly & any customisation questions are there



Click on the shopping basket to review what has been selected

Basket

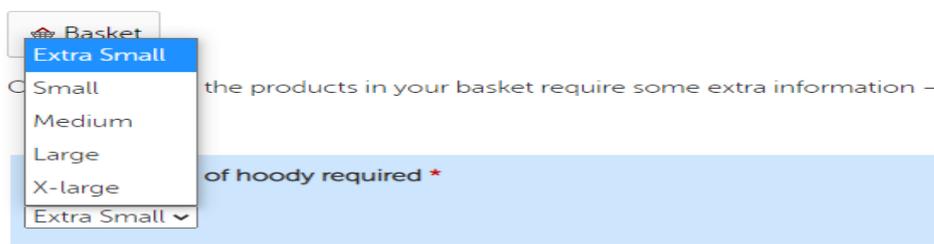
Items	Qty	Price	Total
 Hoodies	1	£20.00	£20.00
		Total	£20.00

The basket should show how many items are being purchased

[Proceed to Checkout](#)

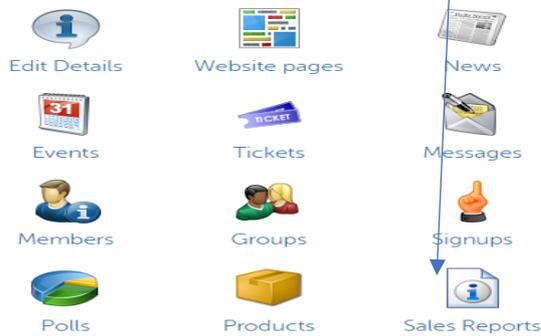
When you click on Proceed to Checkout you should see the questions you set up

Product Customisation



How to check who has bought your product?

From admin tools select Sales Report



Put in date range of when your product was on sale & select customisations

View sales and purchase information for your organisation's memberships and products.

Date range * →

Choose report Sales Report Purchasers Report Customisations

Product Customisations Report

Report generated Wed 30 Jun 2021 15:40

Report details				
Product #	Product	Organisation	From date	To date
ALL	ALL	One World	01 Jun 2021	01 Jul

There are no transactions. Select an organisation or product and check the date range.

Any of the questions you set up like contact email address, pick up times, hoody size etc will show in this report.

You can download it to save and review.