

SET UP ONLINE MERCHANDISE SALES

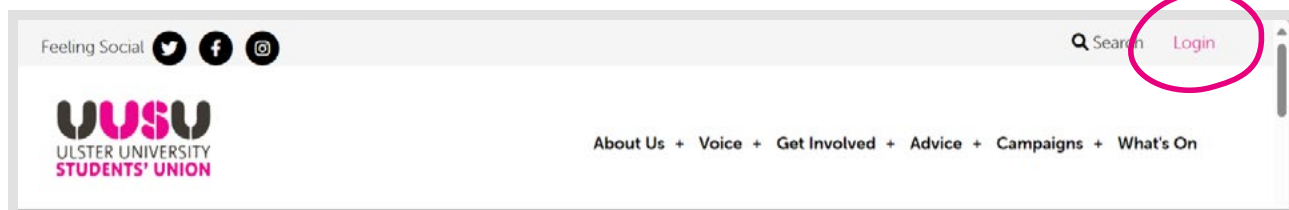
If your society wishes to sell merchandise such as hoodies, your society webpage provides all the necessary tools to do so. All transactions are processed online with proceeds automatically transferred directly into your society's fundraising account.

STEP 1: LOG IN

Visit the UUSU website at www.uusu.org
Click "log in" and enter your B code and password

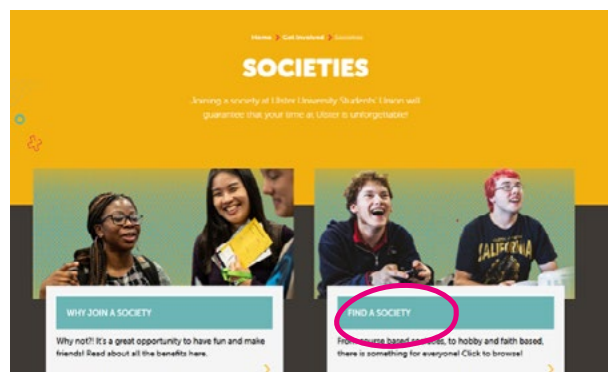
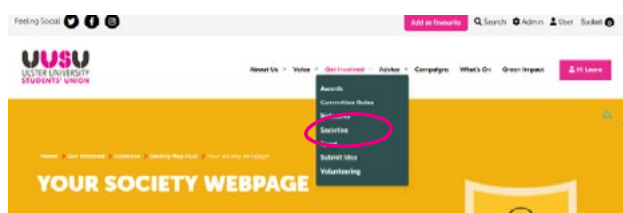


If you have any issues logging in, please contact Karen Pothin
k.pothin@ulster.ac.uk



STEP 2: LOCATE YOUR SOCIETY WEBPAGE

Click on "Get Involved" and "Societies"
Click on the "Find a Society" tile
Select your society from the list



STEP 3: NAVIGATE TO PRODUCTS

Click on the admin cog

Select your society **admin tools** (in this case South Asian Society)



Product details

Name *

Price *

On sale from / until

05/05/2026 00:00 dd/MM/yyyy HH:mm

Sales limit

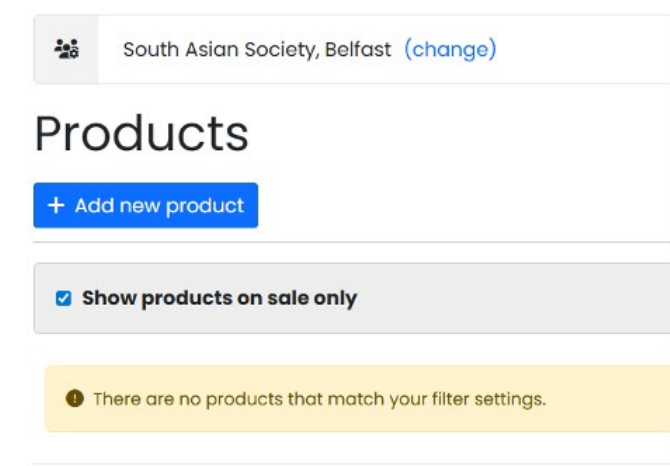
Click on “**products**”

Admin tools

[Go to home page](#)

 Activities Create and submit activities for approval	 Edit Details Edit logo, description and contact details	 Events Create and manage events	 Groups Create and delete roles and mailing lists
 Members View members	 Messages Send emails to members	 News Create and edit news articles	 Polls Create, edit, and view poll results
 Products Create products and put them on sale	 Resources Provide downloadable resources	 Sales Reports View membership, products and ticket sales	 Signups Create and manage signups

STEP 4: ADD PRODUCT



 South Asian Society, Belfast [\(change\)](#)

Products

[+ Add new product](#)

☒ Show products on sale only

There are no products that match your filter settings.

Product details

Name *

Price *

On sale from / until

05/05/2026

00:00

dd/MM/yyyy

HH:mm

Sales limit

Per person limit

Description

Save

- Name: This field is for the name of the product you want to sell
- Price: Set the price of the time you are selling
- On sale from: Set the date and time that the item is on sale from. Closing sales on a particular date will enable you to place a single order with your supplier.
- Sales limit: Is there a limit to the number of items you can sell? If so, set the figure here
- Per person limit – If you want to limit each student to a certain number of items you can set the figure here
- Description - Give the students a clear description of the item for sale

STEP 4: CUSTOMISE THE PRODUCT

Customising your product gives you the opportunity to gather any additional information you need from purchases

Click on the blue **“edit customisations”** symbol


South Asian Society, Belfast
 [\(change\)](#)

Products

+ Add new product

☐ Show products on sale only

Product #	Name	Type	Unit price	PPL	Sales limit	On sale
10032300	SOCIETY T-SHIRT	PRODUCT	10.00	2	50	

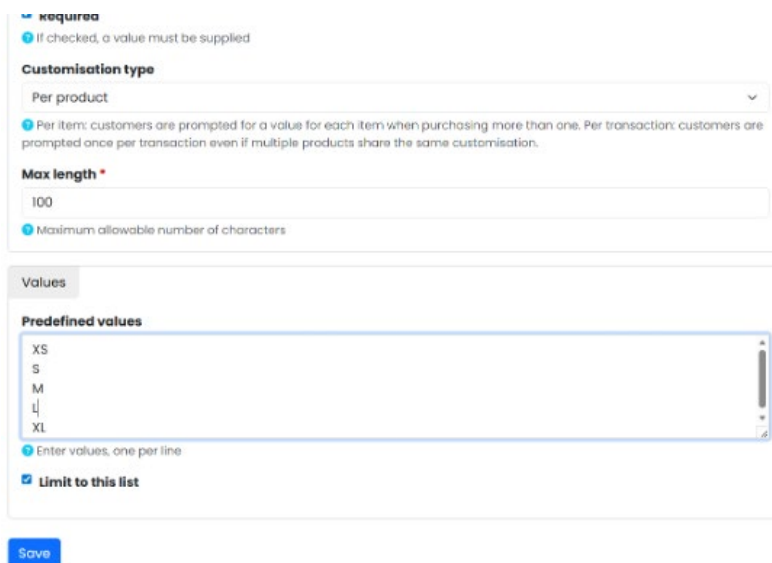
Page size

20



Customisations will be displayed as questions to the student.
In this example, students are asked what size of hoodie they want.

- Label: This is the info that needed from the student
- Help text: This gives some further information
- Required: Tick this box to ensure that the student supplies the information
- Customisation Type: In this example “per product” is selected as the information is needed for each item purchased (other options include per transaction and per item)
- Predefined values: These are the options available to choose from.
Each option should be listed on a separate line
- Limit to this list: This box is selected to ensure that students choose from only the options made available



The screenshot shows a form for customising a product. It includes a 'required' checkbox, a 'Customisation type' dropdown set to 'Per product', a 'Max length' input set to 100, and a 'Values' section with a list of predefined values: XS, S, M, L, XL. The 'Limit to this list' checkbox is checked. A 'save' button is at the bottom.

Click **“save”**

You can add further customisations to gather any additional info you need such as hoodie colour for example

STEP 5: MONITOR YOUR ONLINE SALES

Review your sales at any time and download the information needed by your supplier by generating a **“Sales Report”**.

Follow our set by step guide [here](#).