GrowthZone: Managing Your Store

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Agenda

- Overview of Store Module
- Initial Setup of Store Module
  - Shipping Options
  - Setting up Fee Items
  - General Settings
- Managing your Store
  - Adding Products
  - Store Order Notifications
  - Reviewing & Fulfilling Orders
- Reporting

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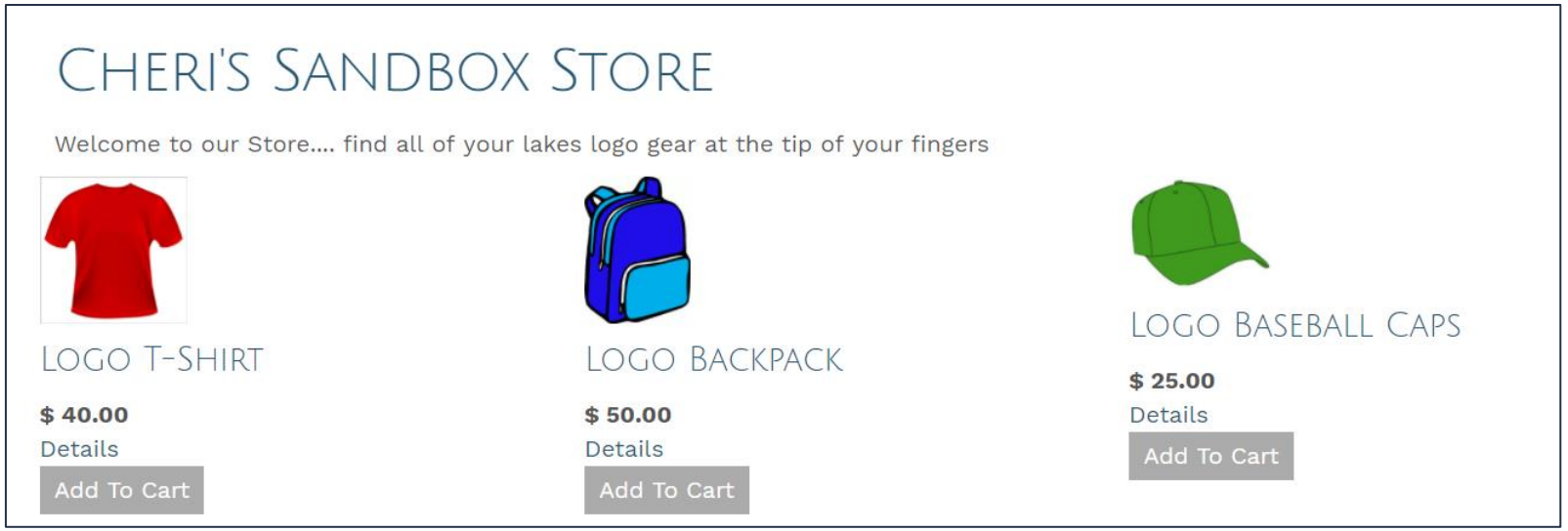
Overview

- The Store Module is a module that allows the association to sell additional resources/products to members
- The integrated Store in your GrowthZone Software, makes selling and processing orders as simple as possible



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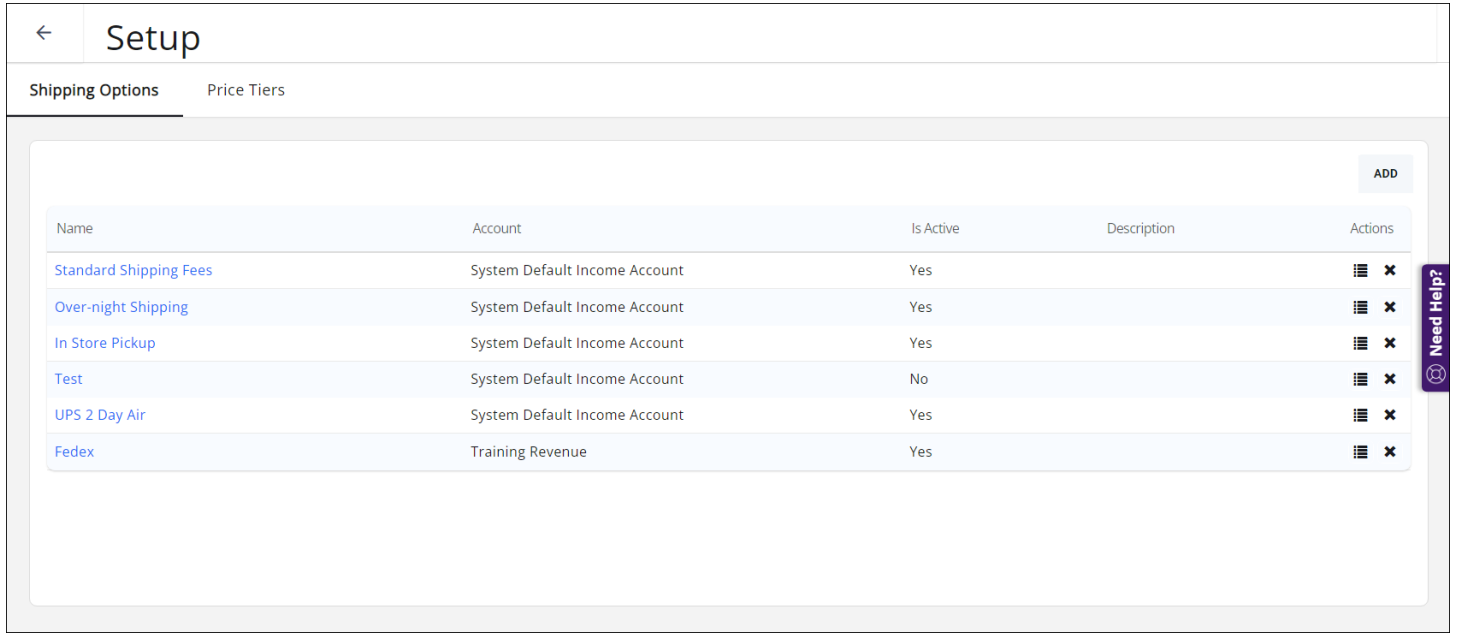
Getting Started

- ✓ Shipping Options
- ✓ Setting up Goods/Services
- ✓ General Settings



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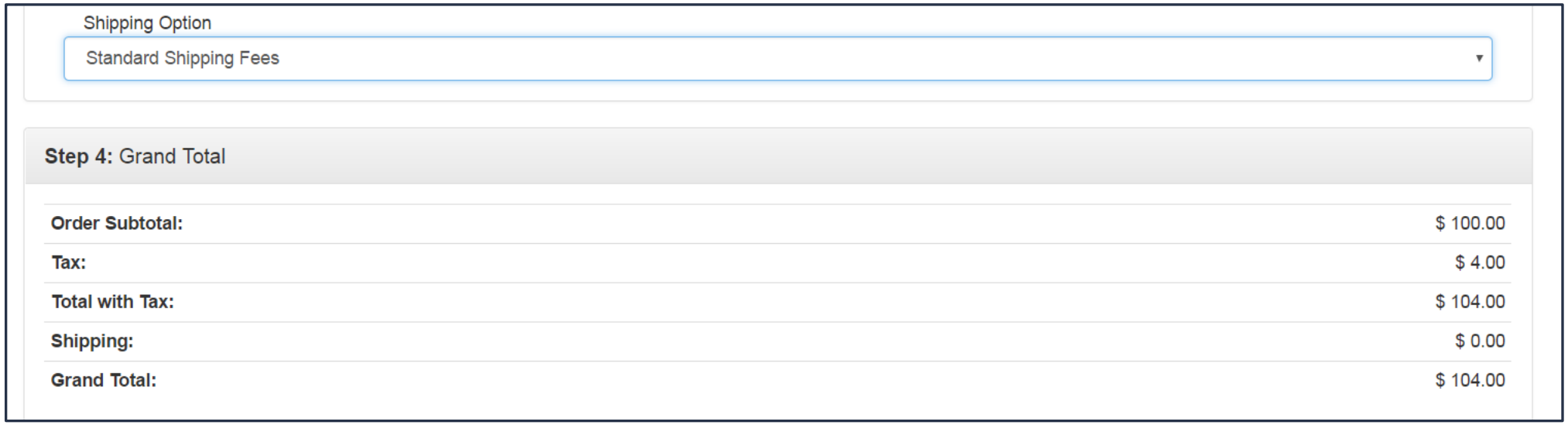
Shipping Options

The shipping price applied to a sale depends on the total amount of the sale

KB: Setting up Shipping Options



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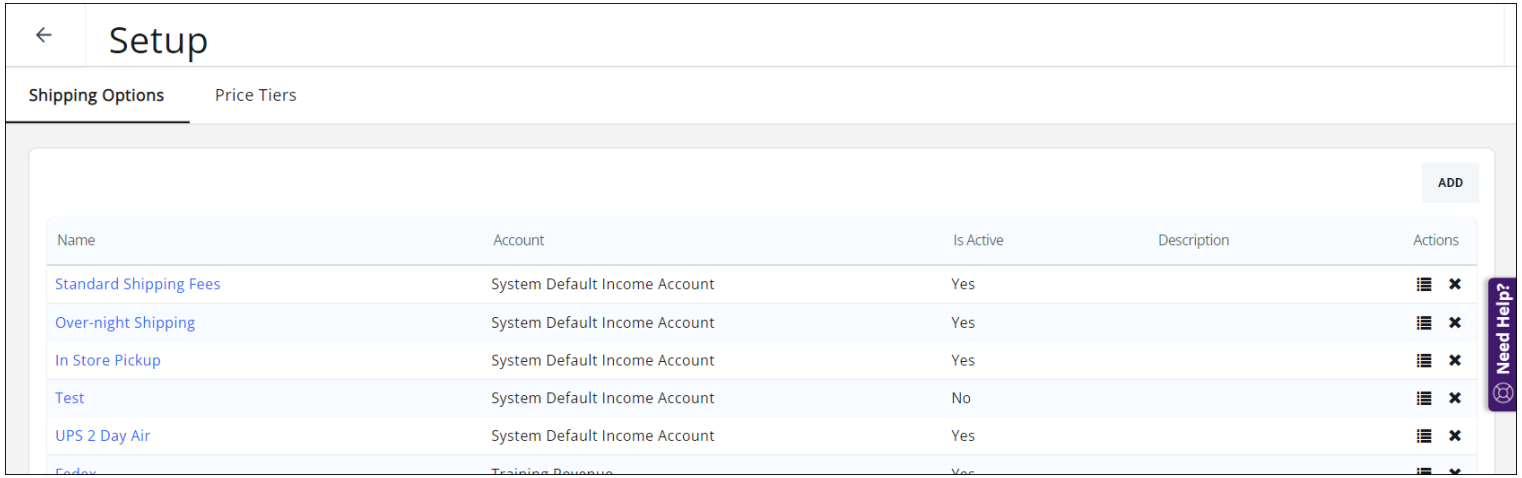
Shipping Options

The **Shipping** functions allow you to set the shipping fees associated to a sale

This is a two step process:

1. Set up pricing tiers
2. Associate tiers to a Shipping options



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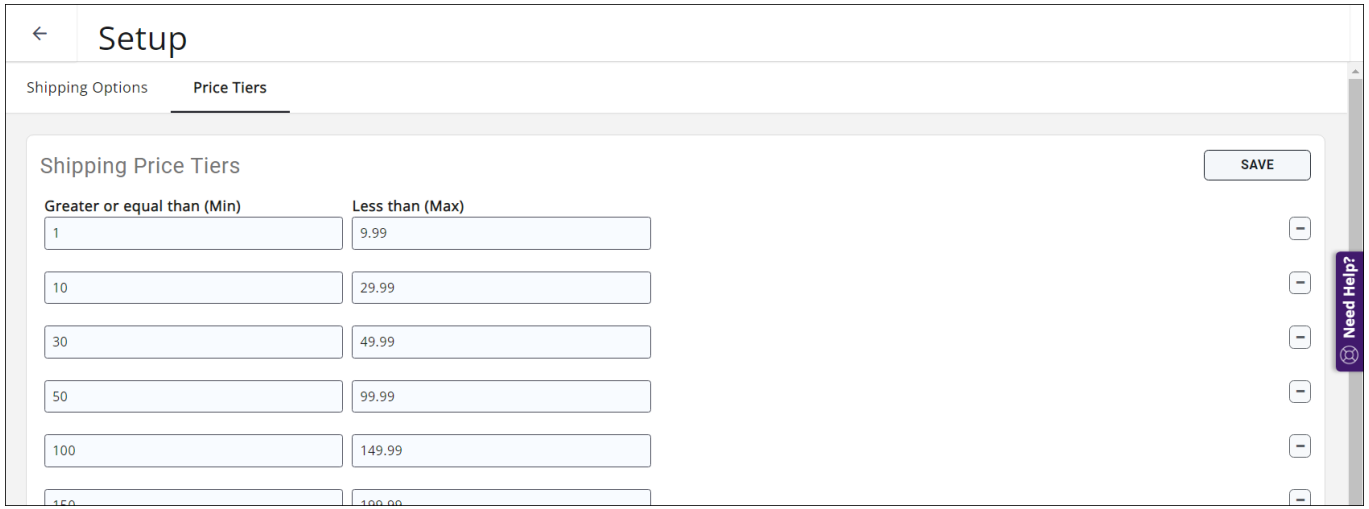
Shipping Options

Setting up Tiers

- The **Price Tiers** screen is where you can set up your shipping price thresholds
- Each item in the Price Tier is a price range with a minimum and a maximum value



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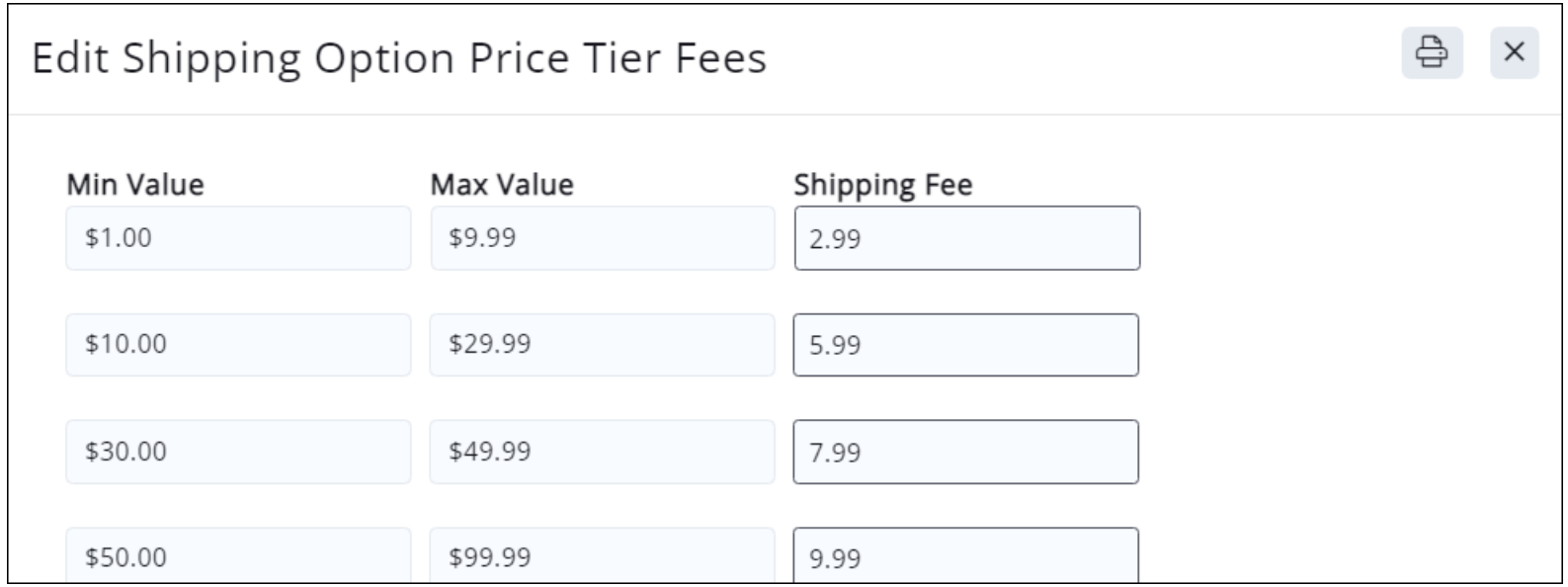
Shipping Options

Associate the price tiers to shipping costs by clicking the button on the Shipping Options screen

All the shipping option sets that you create will automatically be available in your store at checkout



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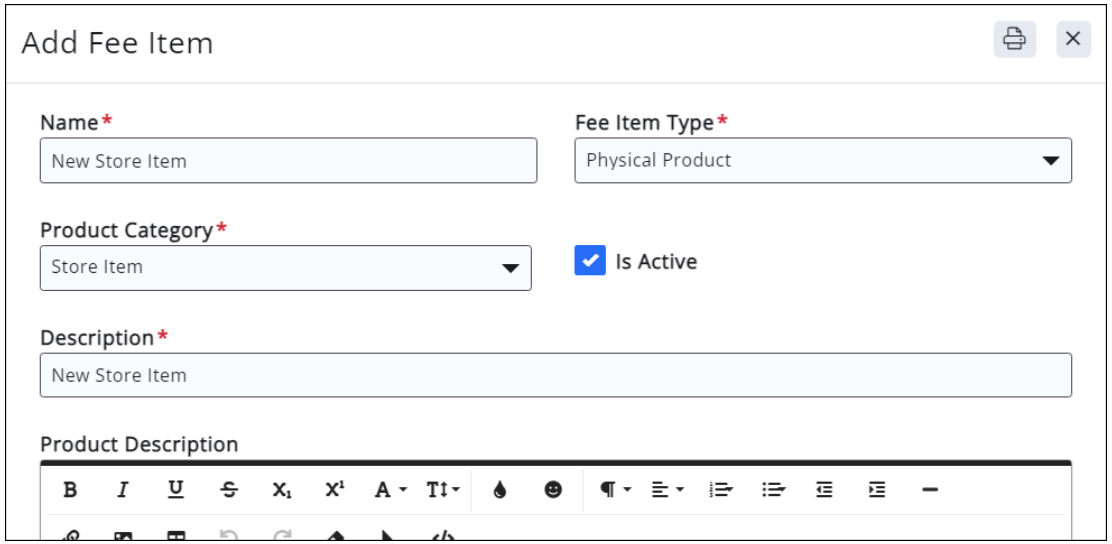
Setup Fee Items for Store Products

Define the fee items associated to the products you will sell in your store. Fee Item Type of "Physical Product" or "Digital Product“

KB: Setting Up Fee Items



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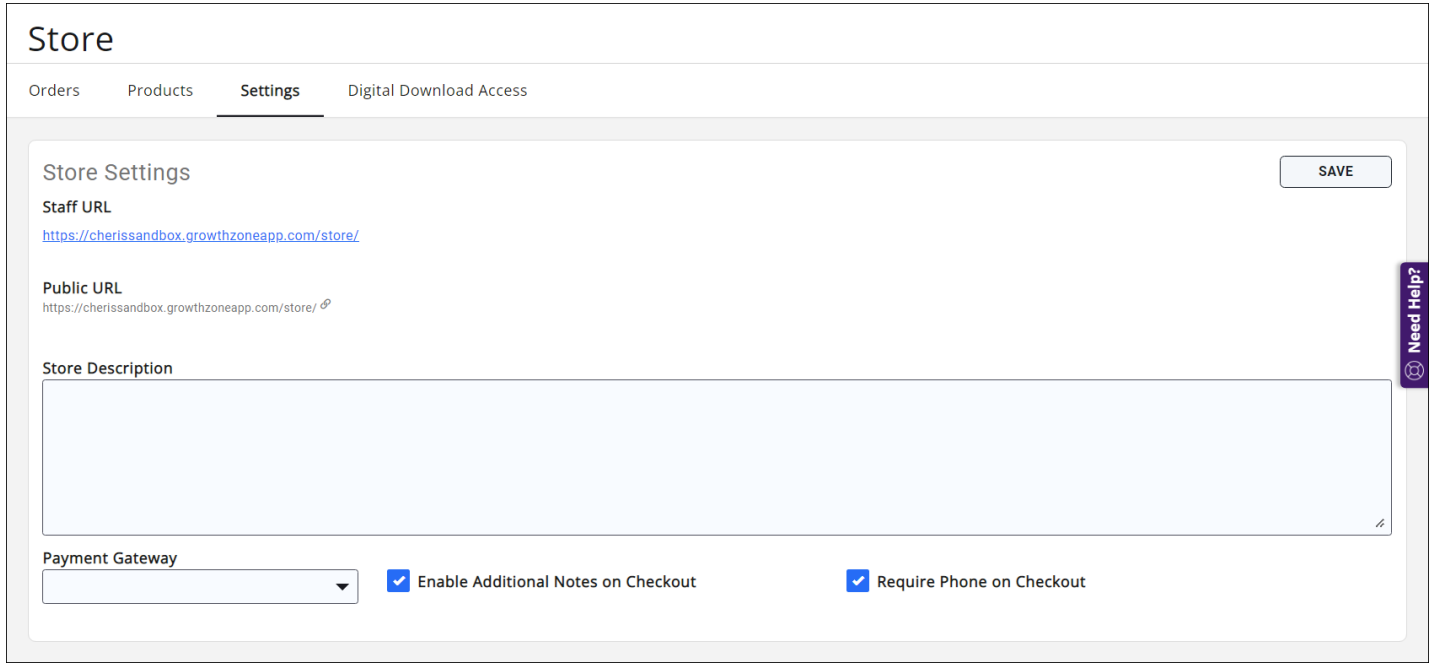
Store General Settings

Store Description

KB: Set up Store General Settings



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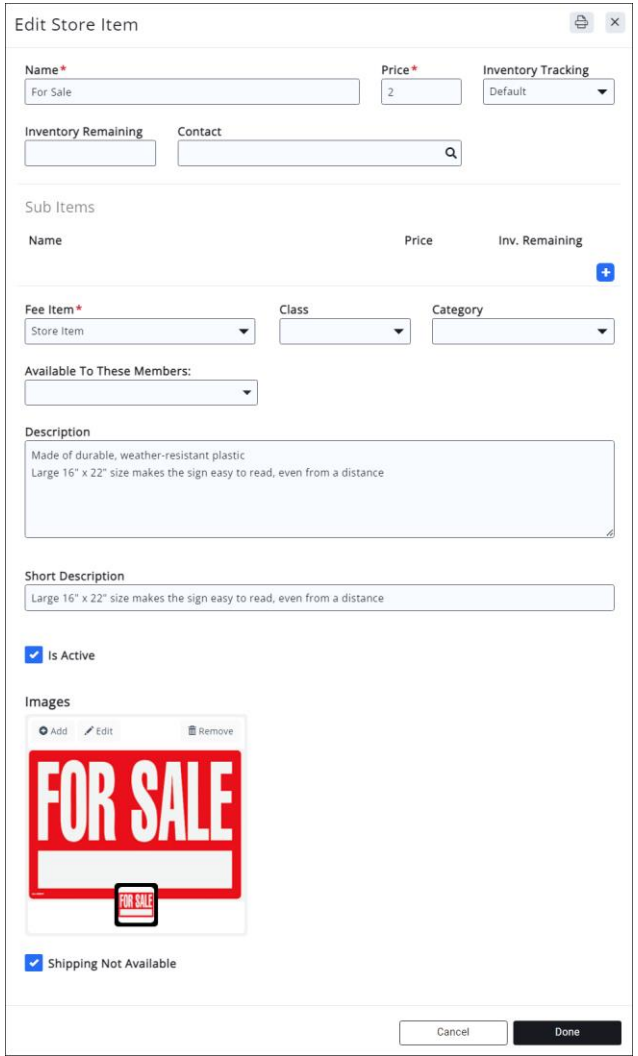
Add Physical Products to Your Store



Your Store Module can assist you in managing “attributes” for physical product, such as size or color

In addition, you will be able track available inventory

KB: Add Physical Products to Your Store

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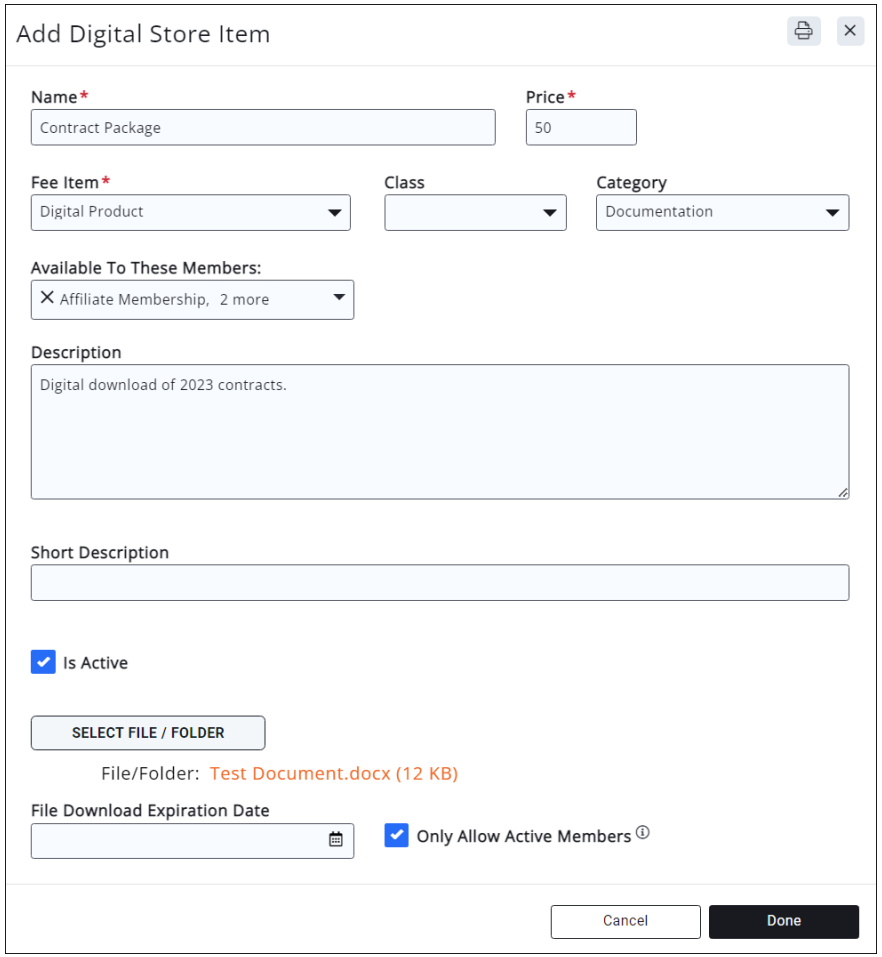
Add Digital Products to Your Store



Digital Products provide a way to sell documentation to your members and the public

KB: Add Digital Downloads

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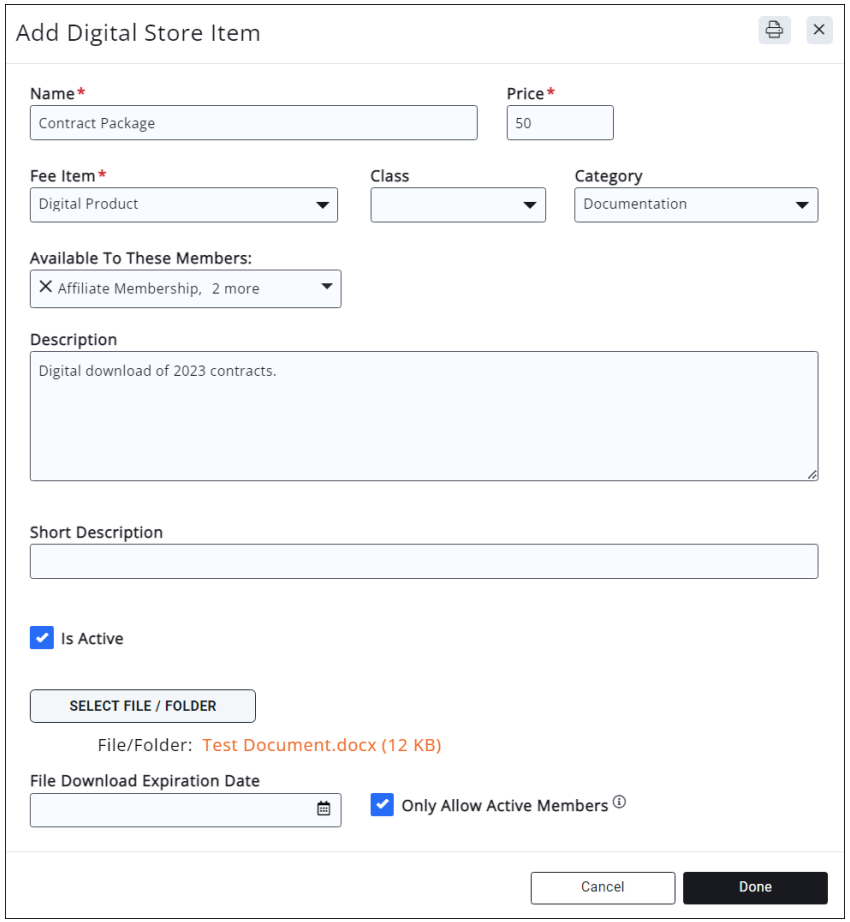
Add Digital Products to Your Store

Pre-requisites:

- Fee Item must be of Type = Digital Product
- Document uploaded to the Cloud

KB: Add Digital Downloads



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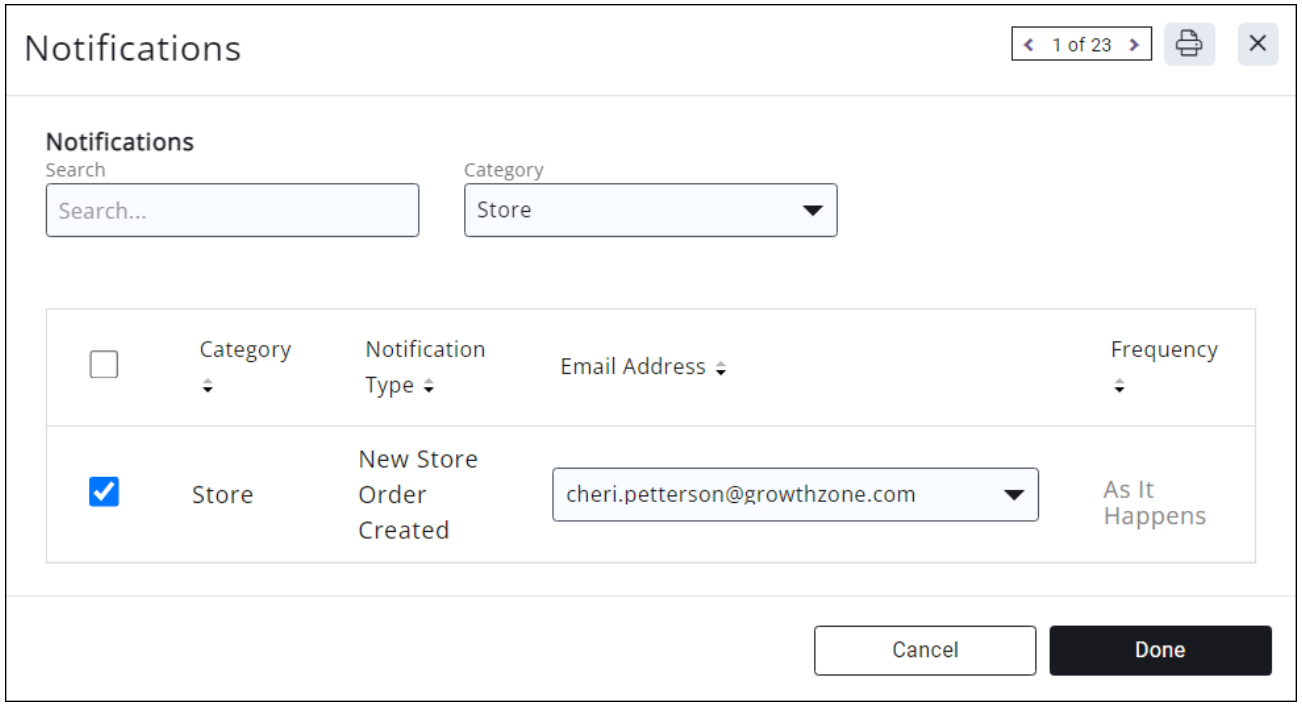
Managing Your Store Orders



When an order is placed, an automated message will be sent to those staff members who have subscribed to the **New Store Order Created** notification

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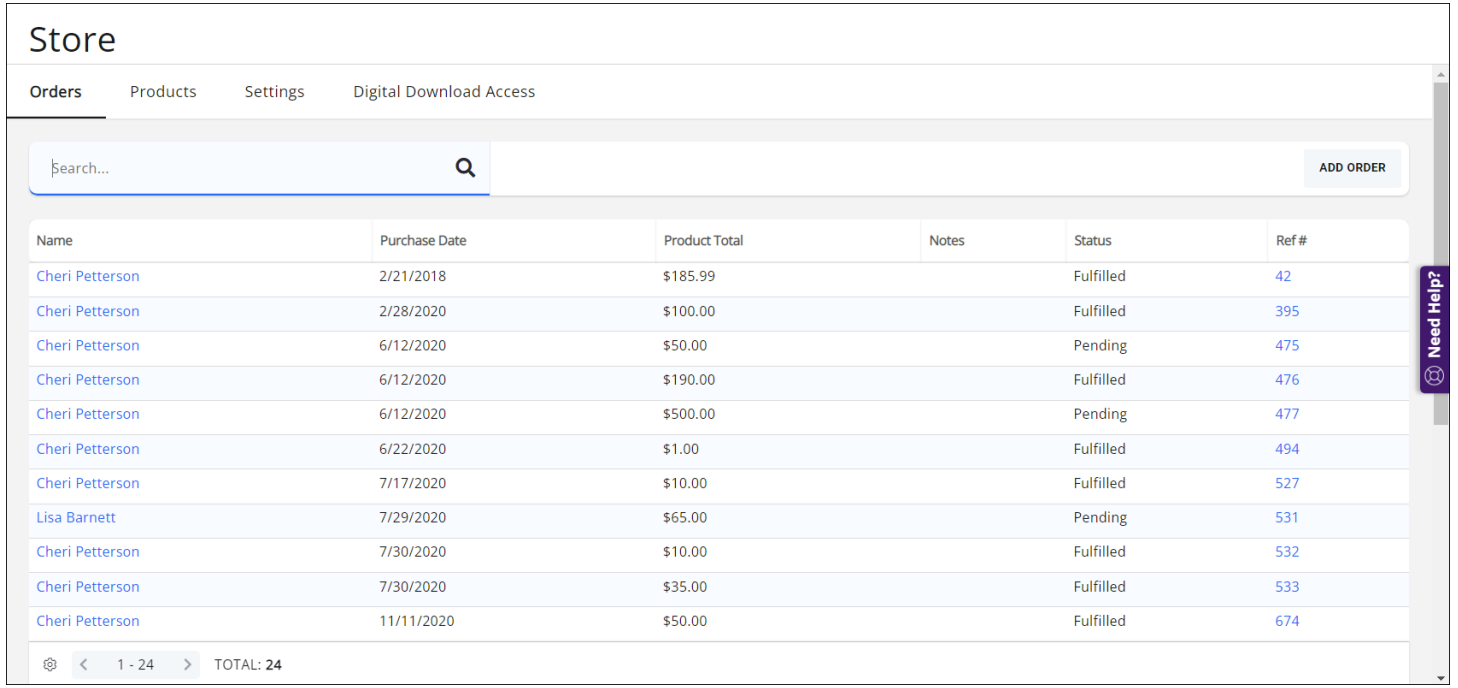
Managing Your Store Orders

All orders placed through your store will be displayed on the **Orders** tab of the Store module



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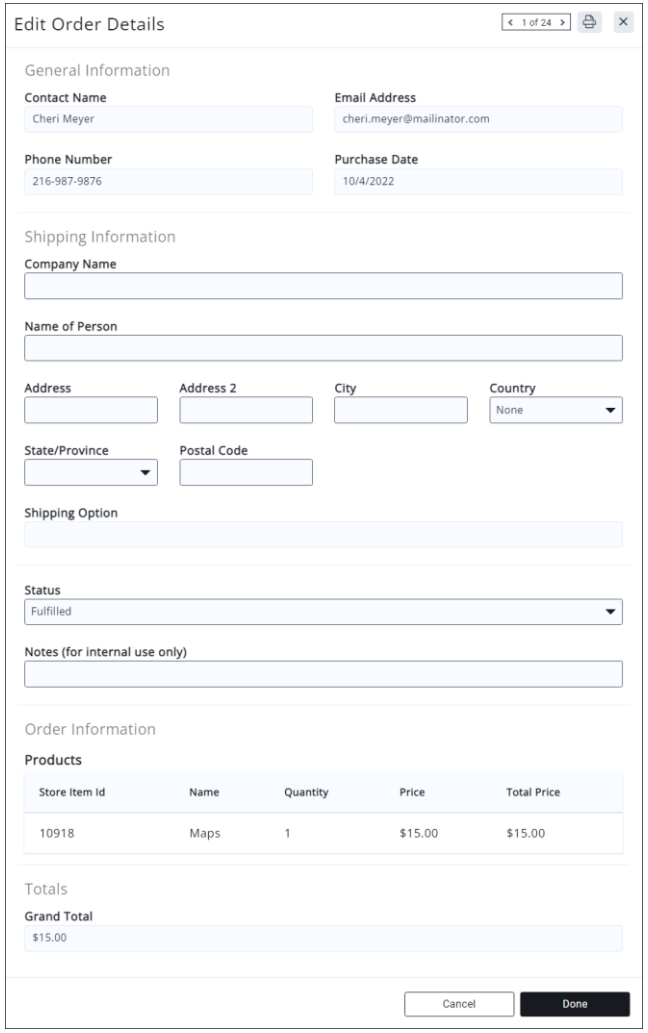
Managing Your Store Orders



To view order and update the status of an order, click into the Purchaser's **Name** on the Orders tab

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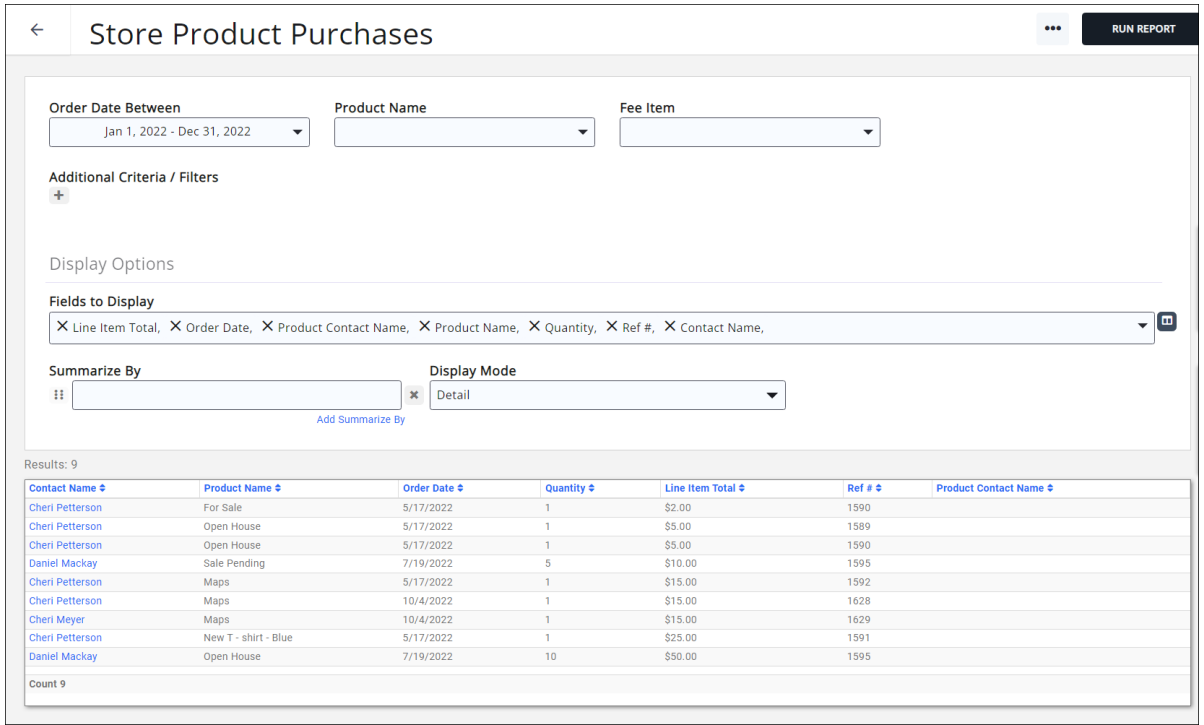
Store Reports

The **Store Product Purchases** report will generate a list of all product sold through your store

KB: Store Product Purchases Report



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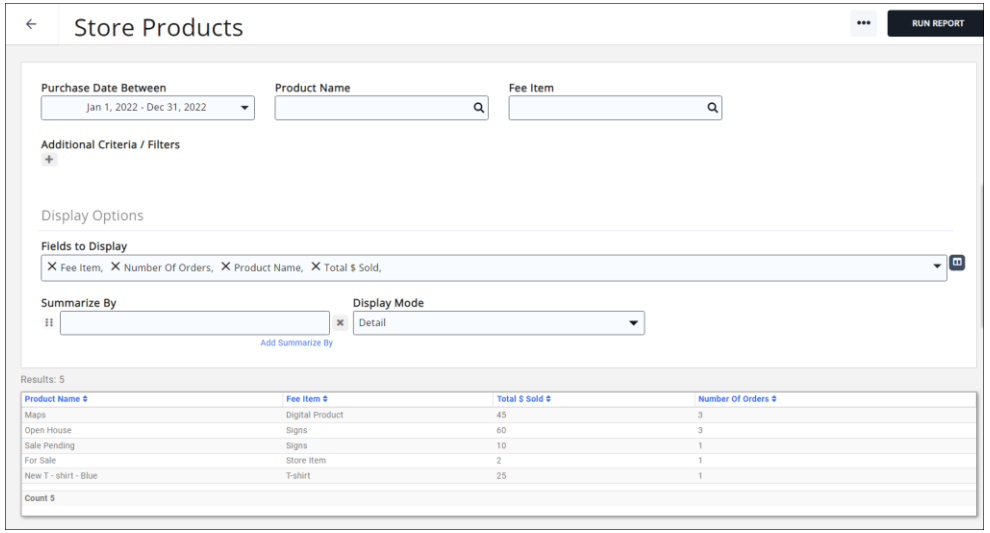
Store Reports

The **Store Products** report will generate a list of all your store products, along with the number sold of each item, and the number of orders for each item

KB: Store Products Report



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Questions?

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Training and Support

Customer Service Hours:

Phone: 7 a.m. – 5 p.m. CT (Monday, Tuesday, Thursday, and Friday)
800.825.9171, Option 4, then Option 2

Chat: 7 a.m. – 6:45 p.m. CT (Monday, Tuesday, and Thursday)
7 a.m. – 4:45 p.m. CT (Friday)

Online Support Documentation: GrowthZone Knowledge Base »

Online Training Calendar: Training Event Calendar »

Live Chat: GrowthZone Support Portal (chat on far right) »

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