

Store Setup Instructions

1. Sign In To Your Account: Once logged in, refer to the “_____ Account” feature at the top right and the drop down menu shown when your cursor passes over.
2. Select Items To Sell: Refer to the “_____ Account” feature at the top right and the drop down menu shown when your cursor passes over. Click on Manage Products to view your available logo files.
3. Starting The Selection Process: Simply click on a logo to choose which logo you would like to manage first. A logo with items for sale has a blue frame, and a logo with no items yet assigned will have a green frame.
4. Adding Styles To Be Sold: To add a style to your store with this logo, click the Add Styles button. Click a Category and then notice the available items will appear in a list to the right. Click the "plus" sign at the right to add any item. Once you have added your styles, you can view them using the Style List button. Repeat the process for additional product categories.

For each style you offer, you have the ability to choose if you want to offer all colors that the product comes in or if you want to customize your selection. The default setting is to offer all possible colors for each style. To select specific colors for each style, click on the style from your Style List and select each color that you would like to offer. If you do not select any colors in this section, all colors will be available to your customers. Please remember when choosing the colors to offer, you will want to confirm that your logo thread colors are set up correctly for the appropriate product color. Customers ordering from your storefront will not have the ability to change thread colors. Such changes may take 15-30 minutes to refresh in your store.

5. Managing Your Prices: To manage prices for items sold with a particular logo, use the Set Group Upcharge button. Here you will be able to custom set your prices. You have the ability to increase all of your prices by a fixed dollar amount or by a percentage. You are also able to do this individually for each style by clicking on the style from your Style List. Repeat for each logo in use on the Manage/Products page. Note, if you add additional styles for sale at a later date you will need to assign the price increase to those new styles as well. Such changes may take 30 minutes or more to refresh.
6. Confirm Logo Colors: Refer to the “_____ Account” feature at the top right and the drop down menu shown when your cursor passes over. Click on Manage Logo Colors to view your logos in use in your store. Click on each logo to review and edit saved thread colors. Further instructions are on the page as you make the edits to the thread colors.
7. Change the Logo Position on a Product: While within a specific logo on the Manage Products page, click the Edit Group button to view and edit saved logo positions. After modifying your positions, click the Save Changes button. If you see "default" as a logo position following these steps, please repeat the process until your desired logo positions are in place.