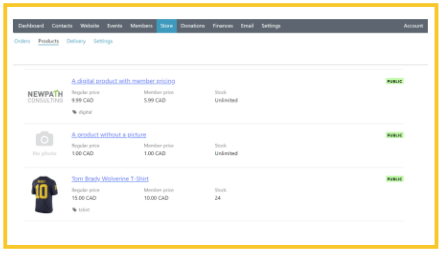
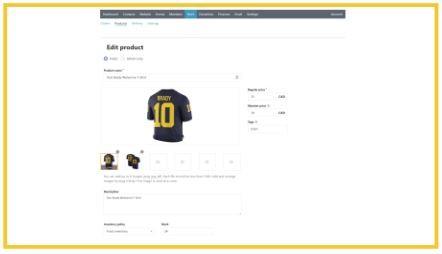
Wild Apricot Cheat Sheet #3

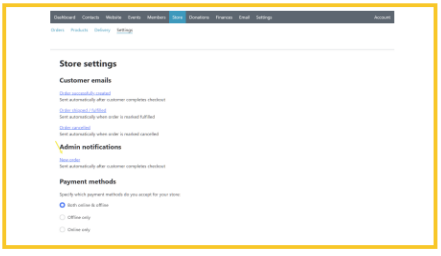
Setting up the Online Store



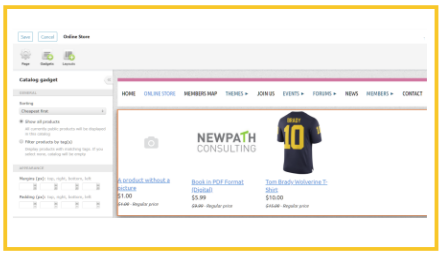
1 Navigate to the Store> Products in admin mode to review and create products



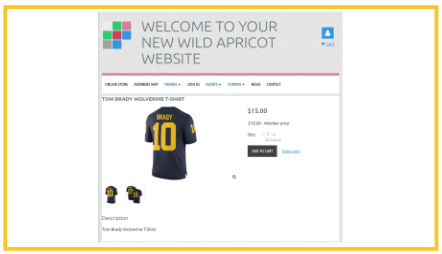
2 Products can have up to 6 pictures, special member pricing and inventory tracking



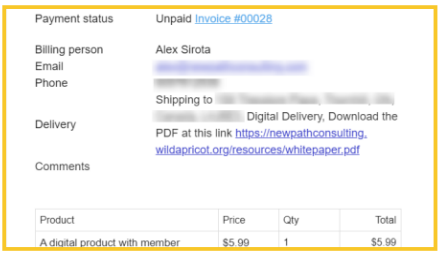
3 Confirmation emails are sent for orders, shipments and to administrators.



4 Adding a Catalog gadget to a web page publishes the online store



5 Test the online store by purchasing a product and checking out. Member pricing will be shown to members.



6 Customers will get receipt by email which you can customize and include delivery and shipping details.