To create a new Product (**Camp**) Click the drop arrow at the **Name** of your store – expand **Stores** – expand **Store Settings** – click on **Products** – click **Add**

▼ Marketplace Home
  ▶ System Administration
  ▶ Academic Events
  ▶ Admissions
  ▶ Bookstore
  ▶ CMU Event Ticketing
  ▼ CMU Events
      Settings
      Accounting Codes
      Users
      Tax Account Codes
    ▼ Stores
        Add New Store
      ▼ All Sports Camp
        ▼ Store Settings
            General
            Status Management
            Email Messages
            Text Messages
            Single Store
            Store Template Setup
            Users
            Authorized Groups
            Payment Methods
            Shipping Classes
            Categories
          ● Products
            Promotions
            User Modifiers
            Tax Method
            Tax Account Codes
        Store Copy
        Order Search
        Fulfill Orders
        Refunds
        GL Exceptions (0)

All Sp

Click on

Add

Produ

Showing

☐

☐

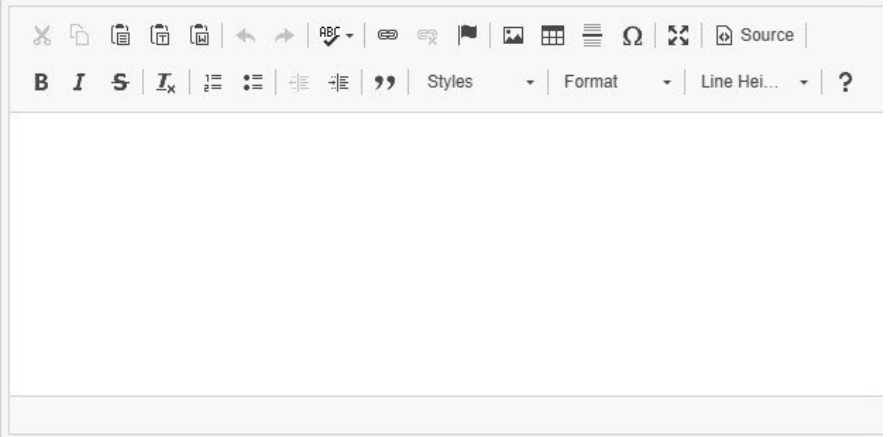Showing

Product Settings

Product Name: (200 chars max)

Add **Camp Name**

Short Description: (500 chars max. Including HTML formatting)
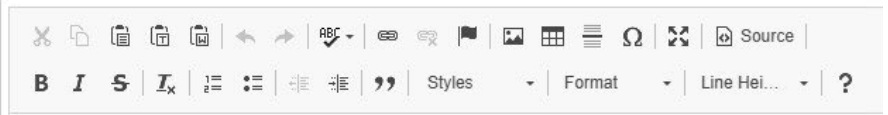(HTML Allowed)

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B *I* S̶ I̶ₓ | 1≡ ≔ | ≡ ≡ | 99 | Styles ▾ | Format ▾ | Line Hei... ▾ | **?**

Add a **Short Description** (can be left blank)

Long Description: (30,000 chars max. Including HTML formatting)
(HTML Allowed)

✂ ⎘ 📋 📋 📋 | ↰ ↱ | ABC▾ | 🔗 🔗 | ⚑ | 🖼 ⊞ ☰ Ω 🔳 | Source

B *I* S̶ I̶ₓ | 1≡ ≔ | ≡ ≡ | 99 | Styles ▾ | Format ▾ | Line Hei... ▾ | **?**

Add a **Long Description** – this should have information in it as it is the field Campers will see when beginning the registration process

Product Type		○ Digital
		● Generic
		○ Donation

Most instances this will be left as **Generic**

Should this be offered as an additional item at checkout?	○ Yes
	● No
Should this be offered only as an additional item at checkout? (Only if yes to question above)	○ Yes
	● No
Is this item eligible for the Invoice Me payment method?	○ Yes
	● No
Show stock number to shopper:	○ Yes
	● No

These are generally left as is. The only time you would say Yes on **Invoice Me** is if you are allowing payment in person (generally not best practice) and not requiring payment during this registration process

All prices are in USD ($)

Price:

Enter **Price** (for camps you would not use Donation function). If there is more than one rate for your camp, that will be adjusted in later steps

Donation amount:

Donation Amounts	Donation Text (500 chars max)
☐ User entered amount:	
Minimum user entered amount:	
1 ☐	

Add More Selections

Continue   Cancel

Back To Products

This entire section should all populate according to your **Store** and should not need any updates

Miscellaneous Settings

Shipping Class:	Student Accounts ∨
Tax Class:	default tax rate ∨
Accounting code is used for store GL submissions. Accounting code can be changed to override the store Accounting Code.	
Accounting Code:	CMU Collection Online
Override Accounting Code:	∨
Special Authorization Question and Answer limit customers with product purchasing power.	
Special Authorization is required to purchase product:	○ Yes ⦿ No
Special Authorization Question:	
Special Authorization Answer:	
Shipping/Handling message:	

The use of this section is addressed in later steps

Continue   Cancel

Back To Products

Upload images for Stores

Best results is using an image with the recommended W x H: 800 x 800 pixels.
A maximum of 10 images can be uploaded.
Use graphics in JPG, GIF, or PNG formats. Maximum file size is 500 KB.

You can add an image if you would like. If you do, click **Add Product Image** and then the next screenshot will open. If you do not want to, click Continue

No images

Add Product Image

Continue   Cancel

Marketplace Image Upload - Google Chrome — □ ✕

https://secure.touchnet.com/C21035_tmsadmin/tapp?Navigate=upload_image.jsp&Pa...

Uploading for Store: CMU Collection Online

Enter path of the file to upload (JPEG, GIF, or PNG only):

(maximum file size is 500 KB)

Choose File | No file chosen

Upload Now

If you clicked **Add Product Image** this popup will display, click **Choose File** and then search for the pic you want, then click **Upload Now**

Back To Products

Options

Add Options: ⦿ Yes
                                                                ○ No

If you are going to have more than one rate, for example Commuter and Residential, select **Yes** If camp is one rate for all, select **No** (and skip next six screenshots)

Continue   Cancel

Back To Products

Options

Select from the default options or enter a new option.

- ☐ Size
- ☐ Color
- ☑ Type of Camper

Add   Continue   Cancel

Check blank Textbox and enter what you want to call it (note the camper view below when they are registering)

Prices range from $250.00 to $500.00 (price depends on options selected)

Type of Camper   Select One

| Select One |
| Select One |
| Commuter |
| Residential |

Back To Products

Values for the option: Type of Camper (At least one

Value Name

Commuter

Residential

Add

Continue   Cancel

Enter the Item for Sale Names, click **Add** if you need more than two

Item for Sale Settings

Item for Sale 1 of 2	Id
Commuter	Set with confirmation

Settings

Price:	Enter **Price** for the 1st Item	$ 250.00
Stock Number (Maximum characters 30):	

It's easiest to uncheck "Check to see if stock number is already used and then click Assign Random Stock #. It will then populate the Stock Number

☑ Check if stock number is already assigned

[Assign Random Number]

Assign Random Number will generate stock numbers to new Items for Sale

Limit Quantity:	In most cases **Limit Quantity** would be No	○ Yes, Maximum Per Order: [ ] ● No
Track Inventory:	**Track Inventory** would be **Yes** if you are limiting # of campers	○ Yes, Initial Inventory: [ ] ☐ Disable this item when inventory reaches zero ● No
Out of Stock Message (This message will appear if the item goes out of stock): (500 chars max) (HTML Allowed)	If limiting, you can add a **Message** here, otherwise leave blank	
Low Inventory Notification:	If limiting, can check **Yes** and # when you want notified	○ Yes, Low Inventory Notification Quantity: [ ] ● No
Back Orderable:	For Camps this would be **No**	○ Yes ● No
Fulfillment:	Best practice is to select **Auto-Fulfill**	Please Select ⌄

☐ Item for Sale is not available.

Product Notification

To send product notifications, enter email address. For multiple email addresses, use a comma as a separator.

| Email addresses:
 (500 chars max) | If you want to know when someone registers, add your email and/or the Camp Coordinator's and/or your Dept email | |

[Continue] [Cancel]

Item for Sale Settings

Item for Sale 2 of 2	Id
Residential	Set with confirmation

Settings

Price:	$ 500
Stock Number (Maximum characters 30):	575_2
☐ Check if stock number is already assigned	
Limit Quantity:	○ Yes, Maximum Per Order: ___ ● No
Track Inventory:	● Yes, Initial Inventory: 30 ☑ Disable this item when inventory reaches zero ○ No
Out of Stock Message (This message will appear if the item goes out of stock): (500 chars max) (HTML Allowed)	Camp Sold Out - If you would like to be put on the waitlist, please contact us at {email}
Low Inventory Notification:	● Yes, Low Inventory Notification Quantity: 5 ○ No
Back Orderable:	○ Yes ● No
Fulfillment:	Auto-Fulfill ▾
☐ Item for Sale is not available.	

Enter **Price** for the 2nd Item

Since this is the 2nd Item, the **Stock Number** populates

If you check **Disable** will automatically close it when the Camp becomes full

In most cases **Limit Quantity** would be No

Track Inventory would be **Yes** if you are limiting # of campers

If limiting, can add a **Message** here, otherwise leave blank

If limiting, can check **Yes** and # when you want notified

For Camps this would be **No**

Best practice is to select **Auto-Fulfill**

Product Notification

To send product notifications, enter email address. For multiple email addresses, use a comma as a separator.

Email addresses: (500 chars max)	{email}

If you want to know when someone registers, add your email and/or the Camp Coordinator's and/or your Dept email

[Continue] [Cancel]

Back To Products

To keep product from being viewable in stores, set status to Disabled:

Set status to Disabled: ☐

Confirm   Cancel

If you are not ready for the Camp to be **Live**, check Disabled, otherwise leave unchecked

secure.touchnet.com says

Product will be added. Product settings can be edited after creation. Would you like to continue?

OK   Cancel

Store Category Assignments

1 selected option	→|	2 options available
(Store Home Page)		(No category - only orderable via direct link)
		(No category - not orderable)

This section would likely not be used for Camps

Continue

Back To Products

test was successfully added and has been assigned to the following categories.	
Mall Category Assignments:	Not Assigned
Store Category Assignments:	(Store Home Page)

| Add | Import | Copy | Manage Related Product Groups |

Product

Showing 25 ▼

search

	ID	Name	Type	Items For Sale	Quantity	Store Category	Web 📄	⚙ ▼
☐	11142	Test	Generic	2	Varies by Item for Sale	(Store Home Page)	Enabled	⚙ ▼

If you want to include specific information at registration to the camper dependent on which **Item** they register for, you can click on the **Item Name**

Items for Sale

	Item for Sale	Price	On Sale	Stock Number	Quantity	Web
☐	Commuter	$250.00	☐	8533651_1	Not Tracked	ENABLED ▼
☐	Residential	$500.00	☐	8533651_2	30	ENABLED ▼

Email Messages

You can add a different message for each box. Normally within the **Order Announcement** is where you would add the specifics you want them to know. For example, you could provide the Camp Itinerary and for the

Residential campers also provide check-in times, dorm rules, items to bring and location. The boxes can be expanded (to review entire message) by positioning your mouse over the

Order Announcement: (5,000 chars max)

Fulfillment Announcement: (5,000 chars max)

Cancel Order Announcement: (5,000 chars max)

Refund Order Announcement: (5,000 chars max)

| Cancel | Save |

▼ Store Settings
　General
　Status Management
　Email Messages
　Text Messages
　Single Store
　Store Template Se
　Users
　Authorized Group
　Payment Methods
　Shipping Classes
　Categories
　Products
　Promotions
● User Modifiers

College Administration has requested we gather certain data on all campers. This data is located under **Store Settings** - **User Modifiers** and should **NOT** be removed/changed. If you need additional information from your campers those questions should be added within the **Product** modifiers

Marketplace Point of Sale

Allow user modifiers to appear in Marketplace Point of Sale: ○ Yes ◉ No

Modifiers

Name	Type	Format ⓘ
Participant Name	Name	N/A
Participant Address	Address	N/A
Participant Email	Required Email	N/A Minimum: 6 Maximum: 100
Participant Date of Birth	Required Date	mm/dd/yyyy
Participant High School Name (If not yet attending, enter None)	Required Text Entry	Alphanumeric Extended Minimum: 1 Maximum: 100
Participant Anticipated High School Graduation Year	Required Text Entry	Numeric Minimum: 2 Maximum: 4
Parent/Guardian Name	Name	N/A
Parent/Guardian Email	Required Email	N/A Minimum: 6 Maximum: 100
2nd Parent/Guardian Name	Name	N/A
2nd Parent/Guardian Email	Optional Email	N/A Minimum: 0 Maximum: 100

Add Modifier　Save Changes

Add | Import | Copy | Manage Related Product Groups

Product

Showing 25 ▼   search

	ID	Name	Type	Items For Sale	Quantity	Store Category	Web 🔽	⚙ ▼
☐	11142	Test	Generic	2	Varies by Item for Sale	(Store Home Page)	Enabled	⚙ ▼

General Settings

Items for Sale (2):   Manage Items for Sale

Modifiers: Manage Modifiers

These are examples of other info being gathered

Modifiers

Name	Type	Frequency	Format ℹ	Display Group ℹ	Secondary Modifier	Actions
⠿ Participant Cell Phone Number (xxx-xxx-xxxx)	Required Text Entry	Static	Free Text Minimum: 1 Maximum: 100	▼	No	⚙ ▼
⠿ Parent Phone Number (xxx-xxx-xxxx)	Required Text Entry	Static	Free Text Minimum: 1 Maximum: 100	▼	No	⚙ ▼
⠿ Grade in Fall	Required Text Entry	Static	Free Text Minimum: 1 Maximum: 100	▼	No	⚙ ▼
⠿ Position	Optional Text Entry	Static	Free Text Minimum: 0 Maximum: 100	▼	No	⚙ ▼
⠿ I agree with the terms and conditions of the release of liability and media. (Noted Above)	Required Drop-Down Selection	Static	N/A	▼	No	⚙ ▼
⠿ Notes/Comments:	Optional Text Entry	Static	Free Text Minimum: 0 Maximum: 250	▼	No	⚙ ▼

Add Modifier | Save Changes

Checkout Settings

Offer as an additional item at checkout?	No ⬤ Yes
Offer Exclusively as an additional item at checkout?	No ⬤ Yes
Show stock number?	No ⬤ Yes
Show quantity prompt?	No ⬤ Yes
Product purchase requires Special Authorization?	No ⬤ Yes

Prompt for Special Authorization:
(200 chars max)*

> Coach Invite

Special Authorization Value:
(50 chars max)*

> CMU Camp 2025

Override Store's Continue Shopping Button: [Use Store Settings ▾]

Shipping / Tax / Accounting Settings

Shipping/handling message:

Shipping Class: [Women's Volley Ball Shipping ▾]

Tax Class: [No Tax ▾]

Store's Default Accounting Code: Volleyball Camp

Override Default Accounting Code: [▾]

You can also allow registration after a camp is full. For example, a camper you want to attend did not get registered before the camp became full. After clicking on the Product **Name**, scroll down to **Checkout Settings**, slide to Yes at **Product purchase requires Special Authorization**, Enter your verbiage in the **Prompt for Special Authorization**

and in the **Special Authorization Value** (they can both say the same thing if you prefer, if different, the camper will need to know what is in the **Value** field as it will ask them to