## **Setting Up Products**

Last Modified on 01/09/2016 3:21 pm AEST

Quick Steps: Tools > Finder > Products

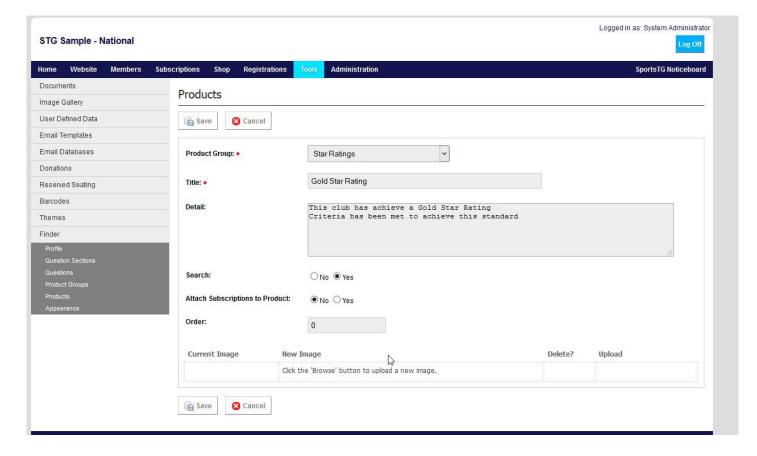
## National or Stave Level

- 1. Login to the console, and select Tools
- 2. From the left hand menu select **Finder**
- 3. Select Products from the expanded menu, and click Add
- 4. Select the **Product Group** from the drop down menu
- 5. Enter the **Title** and **Detail** about the product.

Search - can the prospective member search for a club based on this product

**Attach Subscriptions to Product** - are there particular subscription types associated to this product

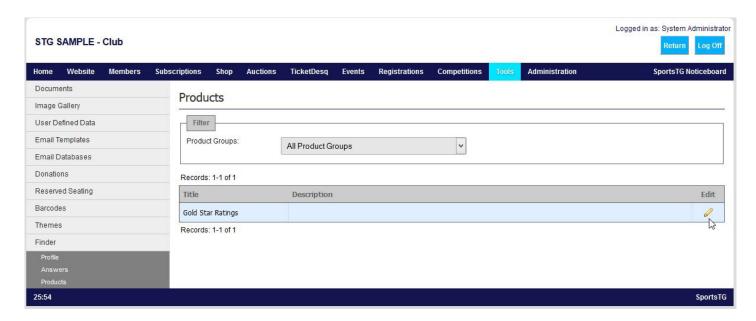
Order - how this displays on the website



7. Click Save

## Club Level

- 1. Login to the console, and select Tools
- 2. From the left hand menu select Finder
- 3. Select **Products** from the expanded menu
- 4. Select the **Product Group** from the drop down menu
- 5. If your organisation has a linked Product, it will be displayed here



- 6. Click on the **Edit** icon, and enter details about your product in this section. This will display on your website.
- 7. Click Save.

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