

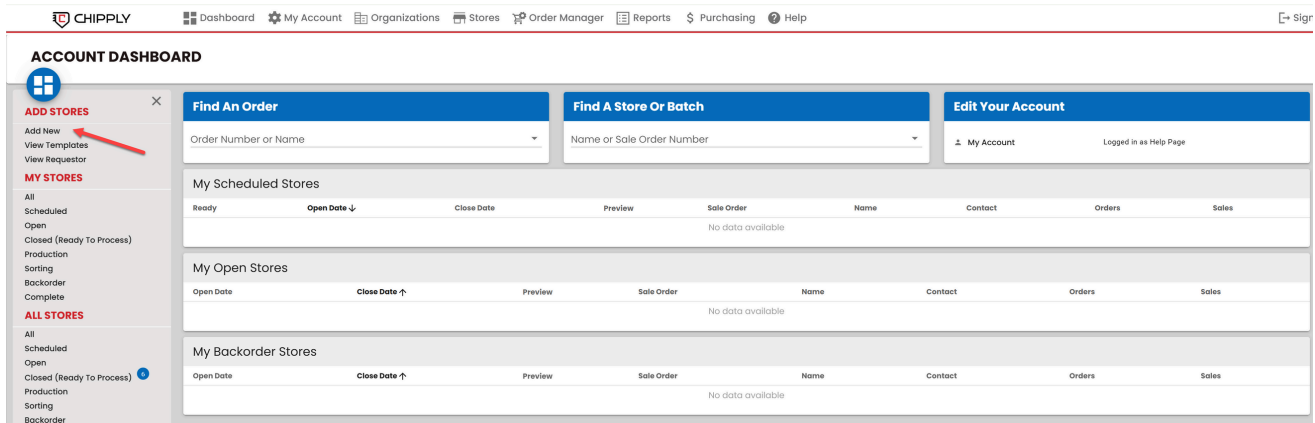


STORE BUILD

The following document will walk you through the basics of setting up a store inside of the Chipply platform.

TO START A NEW STORE

Make sure you're logged into Chipply. In the top-left corner of your screen, under **ADD STORES**, click **Add New**.



There are two main store types to choose from and two sales tools to choose from. Below, you'll find quick descriptions of each store type and sales tool available:

Store Types

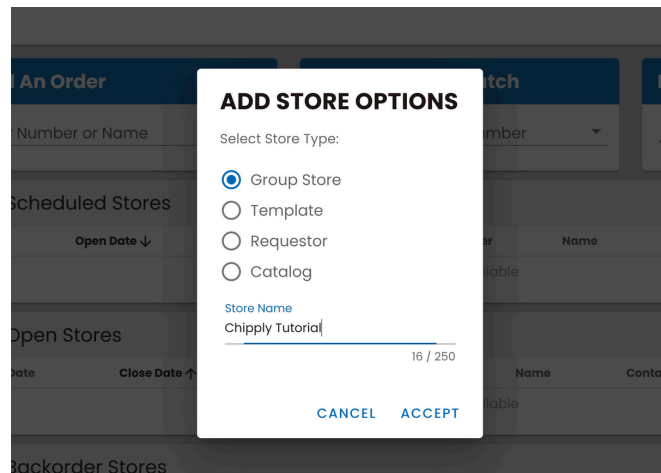
Group Store: A temporary pop-up store designed to stay open for 2-3 weeks before closing. Once it closes, order processing begins promptly.

Catalog Store: This store type is designed for long-term access, staying open for up to 15 months at a time. You control when to process orders, providing flexibility for continuous shopping.

Sales Tools

Template: Streamline your store creation by using templates. If you regularly use a specific product set, you can create a template to simplify and speed up the setup process.

Requestor: The Requestor Store allows group organizers to "shop" by adding items to their cart. When finished, their cart is submitted as a Store Request, which can be turned into a live store with a single click. This way, your customers help build the store for you!



A couple of quick things to note:

- Once a store is created, you can copy it to any of the four stores types (in case you accidentally click the wrong one).
- Chipply has already built templates for you to utilize, which we will touch on when get to adding products.

SETTINGS PAGE

There is a lot of information on this page. Once you get comfortable, you will fly through this page. We are just going to go over the necessary information. You cannot leave this page until the necessary information is filled out.

The Settings Page is split up into sections: Basic Settings, Organization Information, Distribution, Scheduling, Taxes, & Fees.

BASIC SETTINGS

Basic Settings

Sales ID: 351109	<input type="checkbox"/> Create Automated Emails
Store Name	<input type="checkbox"/> Hide in Public Dealer List
Chippily Tutorial	<input type="checkbox"/> Hide Bulk Ordering
Sales Order 16 / 250	<input type="checkbox"/> Allow PO
351109	<input type="checkbox"/> Hide Credit Card Entry
https://root.chippily.com/ Store URL	<input checked="" type="checkbox"/> Hide 'Want a Store' Button
You must enter a value	<input type="checkbox"/> Hide Fundraising on Organization Dashboard
Store Password	
Salesperson	
Help Page	
Dealer Categories	

1) Enter your **Store URL**.

2) Update **Sales Order ID** if necessary.

ORGANIZATION INFORMATION

Organization Information

Organization	+
You must enter a value	
Organization Branch	+
Organization Contact(s)	+
Organization Contact URL	
https://manage.chippily.com/Login.aspx?id=94ee740a-a6c8-44f7-b967-bce5b0d288f	
Organization Contact URL Password	
f65f6c	

1) Choose your **Organization** from the drop down or click the plus button to add a new organization.

2) Click the plus button next to **Organization Contact**. You can either choose from an existing contact or add a new one.

Add Organization

Organization Name	<input type="radio"/> Existing Contact
You must enter a value	Existing Contact
Country	<input checked="" type="radio"/> New Contact
Address	First Name
Address 2	Last Name
City	Email Address
State/province	Please enter a valid email address
ZIP/post...	Phone Number
You must enter a value	Extension
	0 of 10
<input type="button" value="CANCEL"/>	<input type="checkbox"/> Primary Contact
<input type="button" value="ACCEPT"/>	

If you need to add an organization or an organization contact, make sure you fill in all the information. This will affect taxes.

DISTRIBUTION

Choose the best option for your store.

Distribution

You must select a distribution option

- ☐ Organization Distribution
- ☐ Customer In-Store Pickup
- ☐ Ship to Customer

There are three options you can choose from for distribution.

Distribution

- ☒ Organization Distribution

Organization Distribution Information

- ☐ Organization Pickup
- ☐ Deliver to Organization
- ☐ Ship to Organization

You must enter a value

Customer Distribution Information

- ☐ Single Pickup Location
- ☐ Multiple Pickup Locations

You must enter a value

Selecting **Organization Distribution** enables you to select how the organization will receive their orders: either by picking them up, through delivery by you, or by direct shipping to their location.

Afterward, you can specify whether there will be a single pickup location or multiple pickup locations.

Distribution

- ☐ Organization Distribution
- ☒ Customer In-Store Pickup
 - ☒ Chipply Template Stores

- ☐ Ship to Customer

- ☒ Ship to Customer

You must select a Shipping Method

- ☐ Allow International Shipping
- ☐ Allow AA, AE, and AP military addresses (USPS only)

Shipping Method

Selecting **Customer In-Store Pickup** allows customers to visit your business and collect their orders directly.

Selecting **Ship to Customer** lets you send each order directly to the customer. You can choose from the shipping methods you've set up in your account using the shipping method dropdown.

SCHEDULING - GROUP STORE

Scheduling

Open Date	Open Time
11/7/2024	9:54 AM
Close Date	Close Time
11/21/2024	9:54 AM
Production Due Date	
12/12/2024	
Ship/Deliver Due Date	
12/19/2024	

Enter the dates for when you want your store to launch and close, and also add your production due dates as needed.

SCHEDULING - CATALOG STORE - STAND ALONE ORDERS

Scheduling

Open Date	Open Time
11/25/2024	12:50 PM
Close Date	Close Time
12/9/2024	12:50 PM

Enter the dates for when you want your store to launch and close, and if you want to process your orders 1 by 1, select Standalone Orders

Batch Details

FORCE BATCH

Last Batch: None

☒ Standalone Orders



SCHEDULING - CATALOG STORE - BATCH ORDERS

Scheduling

Open Date	Open Time
11/25/2024	12:50 PM
Close Date	Close Time
12/9/2024	12:50 PM

Batch Details

FORCE BATCH

Last Batch: None

☐ Standalone Orders

☒ Batch Orders

Every Year in every month on every day and

every day of the week at every hour : 00

You must enter an hour value
Time Zone: America/Chicago

Fulfillment Scheduling

Production Due Date Offset

0

+0 days = Production Due Date

Shipping/Delivery Due Date Offset

0

+0 days = Shipping/Delivery Due Date

Enter the dates for when you want your store to launch and close. For Batching Orders, you have a lot more customization on when you want to process orders. For Example, If you want a store to batch on the 15th and the 28th of each month, Click on Everyday and choose 15 & 28.

You can also enter in your Fulfillment Schedule. This will allow you to standardize

TAXES

Taxes

Product

Tax Type

Auto



Handling

Tax Type

Auto



Shipping

Tax Type

Auto



Your account should already be correctly configured for taxes. If you have any questions, don't hesitate to reach out to our team!

FEES

Fees

☐ Display Detailed Handling Fees

Customer



Active	Fee Type	Name	Amount
No data available			

To add a handling fee to your store, click the plus button next to **Customer**. You can set the fee as either a percentage or a dollar amount.

Organization



Process Name	Fee Type	Name	Amount
No data available			

To add an organization fee to your store, click the plus button next to **Organization**. Organization fees provide the option to charge the organization, whether for unmet order minimums or any additional costs that may apply.

You should now be able to click SAVE in the top right-hand corner.

BRANDING

On the left-hand menu, click on **Branding**. This is where we are going to make your store look and feel like the organization you are creating your store for.

STORE BRANDING

Header/Footer
Slide Content
Store Checkout
Store Closed

The branding page is divided into four sections, offering plenty of flexibility to customize and make it your own. The steps below provide a streamlined approach to help you quickly align your store's look and feel with the organization's.

HEADER/FOOTER

The screenshot shows the 'STORE BRANDING' interface. On the left is a sidebar menu with categories like 'Setup', 'Customization', 'Branding', 'Communication', and 'Store Tools'. The main area is titled 'STORE BRANDING' and contains several sections. A red box labeled '1' highlights the 'Logo' section, which includes a 'Choose Image' button and a 'Store Logo' dropdown menu. Another red box labeled '2' highlights the 'Store Name' field, which contains the text 'Chippy Store Build Tutorial'. A third red box labeled '3' highlights the 'Contact Information' section, which includes fields for 'Email', 'Phone', 'Address', and 'Website'.

1) Upload a store logo (we recommend using a smaller embroidery logo for this section).

2) Update the store name displayed on the eCommerce page, if needed.

3) Enter your contact information.

SLIDE CONTENT

The screenshot shows the 'Slide Content' interface. On the left is a sidebar menu with categories like 'Setup', 'Customization', 'Branding', 'Communication', and 'Store Tools'. The main area is titled 'Slide Content' and contains several sections. A red box labeled '1' highlights the 'Slide Image' section, which includes a 'Choose Image' button and an 'Upload File' button. Another red box labeled '2' highlights the 'Slide Logo' section, which includes a 'Choose Image' button and an 'Upload File' button. A third red box labeled '3' highlights the 'Include Countdown' section, which includes a checkbox and a 'Countdown Close Time' field. A fourth red box labeled '4' highlights the 'Additional Information' section, which includes a text area for 'Additional Information'.

1) Choose a slide image from Chippy's library or you can upload your own.

2) Upload your slide logo (we suggest using a larger logo here). This logo will sit on top of the slide image.

3) Enter the store close date.

4) Any additional information you want to relay to the group can be entered in these fields.

Note: The Store Checkout & Store Closed sections hold valuable information that can be used to help streamline your store. But we are skipping over them because they are not always essential for creating a store.

Once you're finished, click STORE PREVIEW in the left-hand menu to see how your store looks.

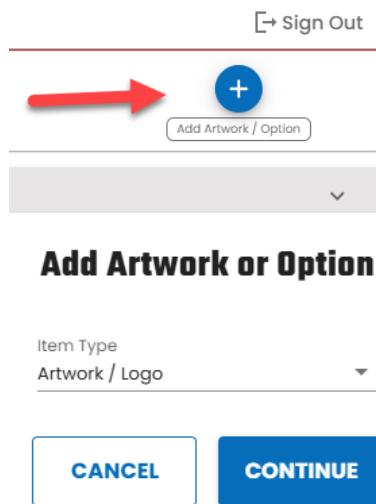
PROCESSES & ARTWORK

Processes and artwork form the backbone of a successful Chipply store. The following steps are crucial to leverage Chipply's automation and guide your store smoothly to the finish line.

ARTWORK

In the left-hand menu, click on **Artwork**. This is where you'll upload the artwork that will be used in your store.

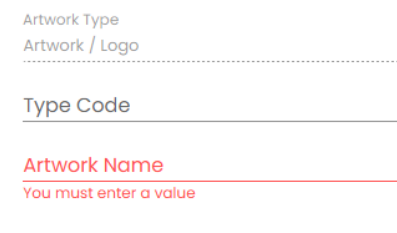
ADD A NEW ARTWORK



1) To add a new artwork to your store. Click the plus button in the top right-hand corner.

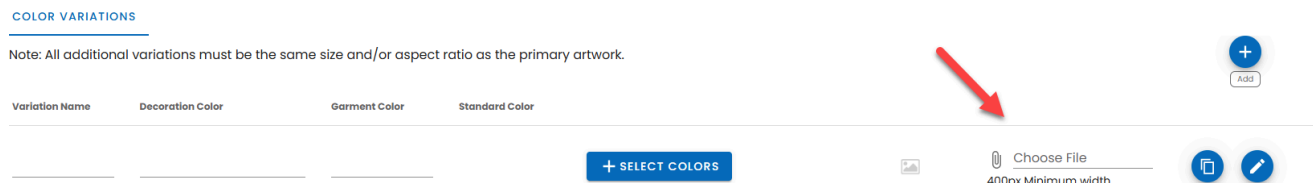
2) It will bring you to a drop-down. Make sure it says **Artwork/Logo** and then click **CONTINUE**.

UPLOADING YOUR ARTWORK



1) Enter in your **Artwork Name**.

2) You can also enter a **Type Code** if desired. The type code specifies the decoration method for the artwork, such as screen print, embroidery, etc.



1) To upload your artwork, click **Choose File**. Please note that Chipply only accepts **.png or .jpg** formats. If your artwork is in a different format, it will need to be converted before uploading.

2) Locate the artwork on your computer and then click **Save** in the top right-hand menu.


COLOR VARIATIONS

COLOR VARIATIONS



Note: All additional variations must be the same size and/or aspect ratio as the primary artwork.


Variation Name	Decoration Color	Garment Color	Standard Color

+ SELECT COLORS



Choose File
400px Minimum width





Add

If you have multiple color variations of your logo, click the plus button to create an additional section for each new color variation. Repeat this process for as many color variations as needed.


The following screenshots going forward will include examples with multiple color variations for reference.

COLOR VARIATIONS



Note: All additional variations must be the same size and/or aspect ratio as the primary artwork.

Variation Name	Decoration Color	Garment Color	Standard Color


+ SELECT COLORS






Choose File
400px Minimum width




+ SELECT COLORS



Choose File
400px Minimum width





Add

Once all color variations are added, enter the Variation Name, Decoration Color, and Garment Color.

Variation Name: Helps to distinguish between color variations.

Decoration Color: Represents the colors displayed in the artwork.

Garment Color: Indicates the different product colors on which the logo will appear.

STANDARD COLORS

Once you've filled out the Variation Name, Decoration Color, and Garment Color, the next step is to enter the Standard Colors. These should mirror the Garment Colors.

The Standard Colors feature is especially useful. When selecting colors and sizes at the product level, you'll also have the option to choose from the standard colors. Once a standard color is selected, Chippily will automatically apply the correct artwork to the corresponding garment color.

Standard Color Selection

☒ CHECK ALL ☐ CHECK ALL LIGHT ☐ CHECK ALL DARK


- | | | |
|--|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Brown | <input type="checkbox"/> Cardinal |
| <input type="checkbox"/> Carolina/Columbia | <input type="checkbox"/> Forest | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Grey Dark | <input type="checkbox"/> Grey Light | <input type="checkbox"/> Kelly |
| <input type="checkbox"/> Lime | <input type="checkbox"/> Maroon | <input type="checkbox"/> Navy |
| <input type="checkbox"/> Orange | <input type="checkbox"/> Purple | <input type="checkbox"/> Red |
| <input type="checkbox"/> Royal | <input type="checkbox"/> Texas Orange | <input type="checkbox"/> Vegas |
| <input type="checkbox"/> White | | |

COLOR VARIATIONS



Note: All additional variations must be the same size and/or aspect ratio as the primary artwork.

Variation Name	Decoration Color	Garment Color	Standard Color
LP Yellow	Yellow	On Grey Dark & Black	<div><div>Grey Dark</div><div>Black</div></div>
LP Col Blue	Col Blue	On White & Grey Light	<div><div>White</div><div>Grey Light</div></div>


+ SELECT COLORS






Choose File
400px Minimum width




+ SELECT COLORS



Choose File
400px Minimum width





Add

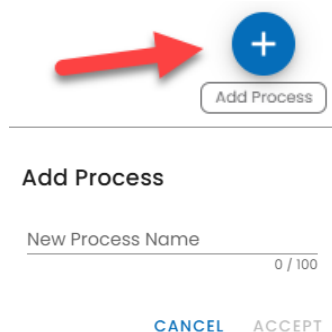
Once you are done, it should look like the above. You will want to repeat this process for each different piece of artwork within your store.

PROCESSES

In the left-hand menu, click on Processes. Think of Processes as individual sections or "pages" on your work order. For example, if your store offers a full front print option and a left chest embroidery option, you would set up two distinct processes within the store.

Each variation—such as a different logo, decoration type, or logo placement—should be set up as a separate process. The recommended way to label each process is to include the artwork name, location, and decoration type. For example: Lemon Perfect Full Front Print.

ADD A NEW PROCESS



Add Process

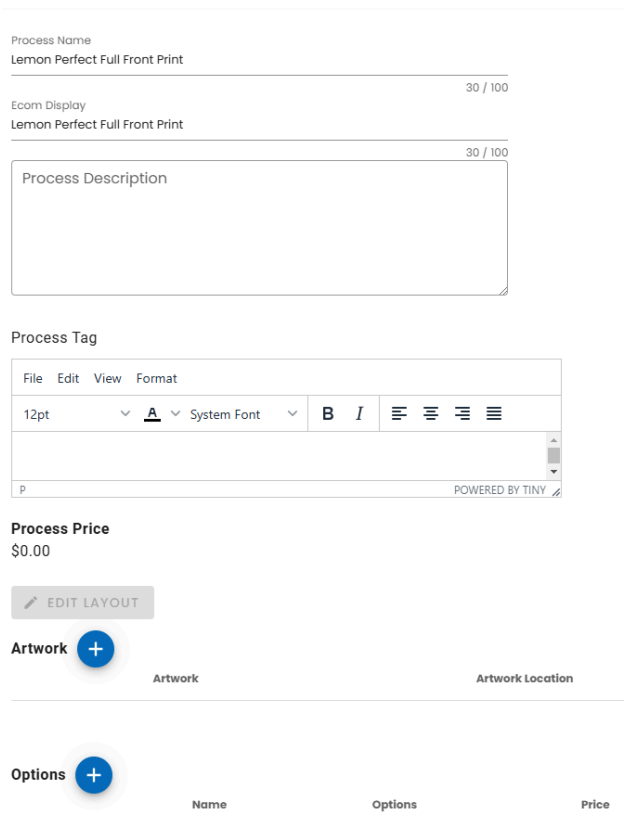
New Process Name 0 / 100

[CANCEL](#) [ACCEPT](#)

1) To add a new process, click the plus button on the top right had corner of your screen.

2) Name your process and click **ACCEPT**.

PROCESS COMPOENTS



Process Name
Lemon Perfect Full Front Print 30 / 100

Ecom Display
Lemon Perfect Full Front Print 30 / 100

Process Description

Process Tag

File Edit View Format

12pt ▼ **A** ▼ System Font ▼ **B** *I* ≡ ≡ ≡ ≡

P POWERED BY TINY

Process Price
\$0.00

[EDIT LAYOUT](#)

Artwork +

Artwork Location

Options +

Name Options Price

Ecom Display: This is only used when you are attaching multiple processes to a product. This will show up when the customer clicks into the product.

Process Description: Extra information about the process that will show up on the work orders.

Process Tag: Allows you to add a call out to the process, this information will show up on the storefront.


Artwork: This is where you can add the artwork to the process.

Options: This is where you can add a name, number, or a drop-down to the process. This will show up on each product that has the process attached to it.

ADD AN ARTWORK TO A PROCESS

Process Price

\$0.00

 EDIT LAYOUT

Artwork



Artwork

Add Artwork

☒ Existing Artwork

Artwork

You must enter a value

☐ New Artwork


Name

CANCEL

ACCEPT

Artwork



Artwork	Artwork Location	Price	Notes	Work Order Notes
 Artwork Lemon Perfect	Artwork Location You must enter a value	\$ 0.00		

Once your artwork is added, select the artwork location on the product. You have six options: Full Front, Full Back, Chest/Thigh/Accessory Front/Cap Front, Locker Tag, Sleeve, and Other. The artwork location determines where the logo will be placed on the item.

You can also add a process price, specifying the cost for that decoration. There is a Notes section for general details about the process, and a Work Order Notes section, which will be displayed on the work order.

\$5.00

 EDIT LAYOUT

Artwork



Artwork	Artwork Location	Price	Notes	Work Order Notes
 Artwork Lemon Perfect	Artwork Location Full Front	\$ 5.00		

This is what it should look like once your artwork is added correctly.

Note: Process price is not required, but for this example it is added.

1) To add an artwork to your process, click the plus button next to **Artwork**.

2) Since we should already have artwork in your store, you can choose the artwork from the drop-down. However, you can add a new artwork if needed. If you add a new artwork, you will have to go back to the artwork section to add your file.

OPTIONS

Options within in a process are optional, as stated above. There are four different options that you can add into your process.

Name (Text Field)

Number (Text Field)

Group (Drop Down List)

Exclusive Group (Drop Down List)

Name (Text Field): Ideal for adding a text box where customers can enter their name to personalize a product.

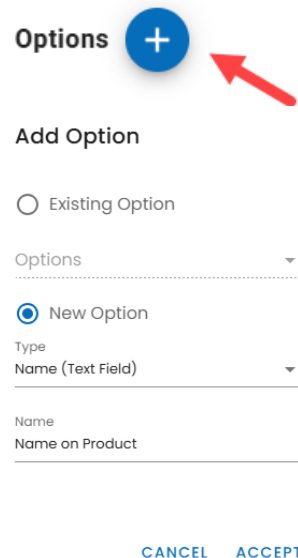
Number (Text Field): Perfect for adding a text box where customers can input a number for customizations like jersey numbers.

Group (Drop-Down List): Best for providing customers with multiple options to choose from.

Exclusive Group (Drop-Down List): Useful for creating options that are removed from the drop-down menu once selected by a customer.

ADD AN OPTION TO A PROCESS

For this example, we are going to add in a **Name (Text Field)**.



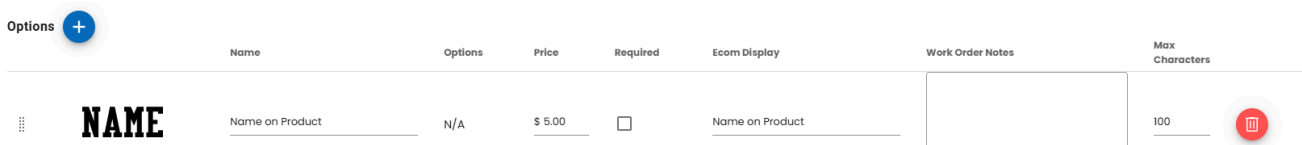
1) To add a new option, click the Plus button next to Options.

2) Select **New Option** (since there are currently no options in the store).

3) From the Type drop-down, choose **Name (Text Field)**.

4) Enter a name for the option, e.g., Name on Product.

5) Then click **ACCEPT**.



You can now enter a price (if applicable), mark the option as required (if needed), and set the Ecom Display text, which will appear within the product.

You can now click SAVE in the top right had menu.

You will want to repeat the steps above for as many process that your store will have.

ADDING PRODUCTS TO YOUR STORE

There are several ways to add products to your store: you can select items from Chippily's database, use a template, import products from other stores with "My Products," or add a custom product.

CHIPPLY PRODUCTS



Chippily offers a wide selection of products sourced from various vendors. We also pull vendor inventory directly from those listed on the left, allowing you to view product availability without logging into other B2B vendor sites.

TEMPLATES

VIEW ALL

UNDER ARMOUR W/ SANMAR STORE

UNDER ARMOUR W/ SANMAR LITE STORE

UNDER ARMOUR W/S&S ACTIVEWEAR STORE

UNDER ARMOUR W/S&S ACTIVEWEAR LITE STORE

AUGUSTA SPORTS BRANDS STORE

AUGUSTA SPORTS BRANDS LITE STORE

FOUNDERS STORE

FOUNDERS LITE STORE

PENNANT STORE

Templates are an excellent tool for streamlining store setup. If you have a set of products you frequently use, you can save them as a template for easy reuse.

Chippily also offers pre-built templates, updated quarterly. We collaborate closely with vendors and industry leaders to ensure our templates feature high-quality products, reliable stock levels, and items with strong sales performance.

MY PRODUCTS

MY PRODUCTS

Chippily Products

My Products

Organization

Select a Store

Store Category

Style, Name, & Keywords

☐ Exact Match

Vendors

X CLEAR

Q SEARCH

My product lets you seamlessly add items from previous stores into your current store, making it easy to incorporate specific products from past stores into your latest offering.

CUSTOM PRODUCTS



Add Custom Product

Custom products are any items that aren't part of Chippily's database, such as a custom mug or sublimated jersey.

ADDING PRODUCTS FROM CHIPPLY DATA BASE TO YOUR STORE

Sign Out

STORE-WIDE ACTIONS

REVIEW MODE

ADD PRODUCTS

CHIPPLY PRODUCTS

Chippily Products My Products

Style, Name, & Keywords
pc55,pc59,pc55,8000,1377487

Exact Match

Vendors

X CLEAR Q SEARCH

1) Start by clicking **Products** on the left hand menu and then click the **plus button** on the top right-hand menu.

2) Chippily products will already be defaulted, so in the Style, Name, and Keywords Field, enter the style numbers you want to add and separate them with a comma. ex: (pc55, 8000, etc)

3) Make sure **Exact Match** is clicked on and then click **SEARCH**.

The most effective way to add Chippily products to your store is by organizing them by process type. For example, start by adding all full-front designs, then proceed with embroidery items, and continue in this manner until all desired products are listed in your store.

CHIPPLY Dashboard My Account Organizations Stores Order Manager Reports Purchasing Help

ADD PRODUCTS








CHIPPLY PRODUCTS

Style, Name, & Keywords
pc55,pc59,pc55,8000,1377487

Exact Match

Vendors

Sort By: style #

 Port & Company * Core Blend Tee SanMar SanMar PC55 \$5.28	 Port & Company * Youth Core Blend Tee SanMar SanMar PC55Y \$5.49	 Port & Company * Ladies Core Blend Tee SanMar SanMar LPC55 \$6.69	 Gildan * DryBlend* 50 Cotton/50 Poly T-Shirt SanMar SanMar 8000 \$5.40	 Gildan * DryBlend* T-Shirt SS Activewear SS Activewear 8000 \$5.28
 Gildan - DryBlend* T-Shirt SS Activewear SS Activewear 8000 \$5.28	 UA Youth Team Tech Short Sleeve Tee Under Armour Under Armour 1377487 \$22.00			

+ ADD SELECTED PRODUCTS

The products you searched for will now appear. Verify that these are the correct items you want in your store. If there's a product you don't want, simply click on it to deselect it.

Once you've confirmed that all selected products are correct, click **ADD SELECTED PRODUCTS** in the bottom left menu.

ASSIGN A CATEGORY







Assign a Category

1 Assign a Category 2 Assign a Process 3 Color and Size 4 Additional Items

No Category

+ NEW CATEGORY

No Category

 SanMar PC55 Port & Company * Core Blend Tee	 SanMar PC55Y Port & Company * Youth Core Blend...	 SanMar LPC55 Port & Company * Ladies Core Blend...	 SanMar 8000 Gildan * DryBlend * 50 Cotton/50 Pol...	 SS Activewear 8000 Gildan - DryBlend* T-Shirt	 Under Armour 1377487 UA Youth Team Tech Short Sleeve...
---	---	--	---	---	---

CANCEL NEXT

If you want to add your products to a category, click the **+ NEW CATEGORY** button or click **NEXT** to move to the next section.

ASSIGN A PROCESS

Assign a Process

☒ Assign a Category — ☒ **Assign a Process** — ☐ Color and Size — ☐ Additional Items

Location


+ NEW PROCESS


SEARCH FOR PROCESS


Blank Items


Lemon Perfect Embroidery


Lemon Perfect Full Front Print



SanMar - PC55
Port & Company * -
Core Blend Tee


SanMar - PC55Y
Port & Company * -
Youth Core Blend..


SanMar - LPC55
Port & Company *
Ladies Core Blend..


SanMar - B000
Gildan * - DryBlend
* 50 Cotton/50 Pol..


SS Activewear - 8..
Gildan - DryBlend*
T-Shirt


Under Armour - 13..
UA Youth Team
Tech Short Sleeve..

CANCEL

NEXT

Since we have already added processes to our store, you can select the process you want to add to these products too and then click **NEXT**.

COLOR AND SIZE

Color and Size

☒ Assign a Category — ☒ Assign a Process — ☒ **Color and Size** — ☐ Additional Items

Color and Size

Color/Size Selections made here will override previous color/size selections on selected products

Standard Colors

Select All +

Black

Brown

Cardinal

Carolina/Columbia

Forest

Gold

Grey Dark

Grey Light

Kelly

Lime

Maroon

Navy

Orange

Purple

Red

Royal

Texas Orange

Vegas

White

Additional Colors

Select All +

Aquatic Blue

Ash

Athletic Maroon

Azalea

Black Heather

Candy Pink

Standard Sizes

Select All +

YXS

YS

YM

YL

YXL

XS

S

M

L

XL

2XL

3XL

4XL

5XL

6XL

Additional Sizes

Select All +

Choose the colors and sizes you want to enable for all products, then click **NEXT**.

Note: Standard Colors & Sizes include the primary options for the products you've selected. Any additional colors and sizes associated with these products will appear under Additional Colors.

ADDITIONAL ITEMS

Additional Items

☒ Assign a Category — ☒ Assign a Process — ☒ Color and Size — ☒ **Additional Items**

Set Uses Inventory Thresholds

+ Use Inventory Thresholds

Change Auto Pricing

Tier 1

Tier 2

Tier 3

Tier 4

Change Fundraising

\$ Fundraising in Dollars

or

Fundraising in Percent

%

Insert After Sort

Insert After Sort #

CANCEL

DONE

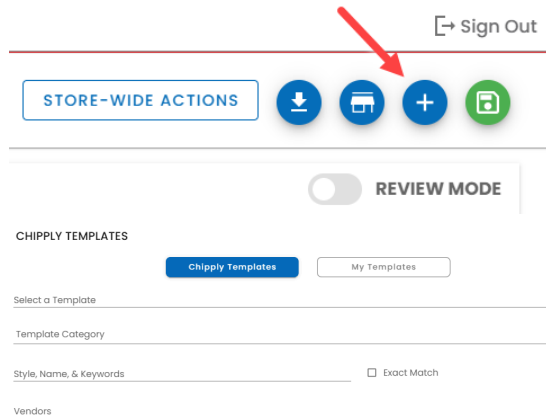
Next, you can enable Inventory Thresholds, adjust your Auto Pricing Tier, add Fundraising to these products, or insert them after a specific product in your store. When you're finished, click **DONE**.

Note: We can always adjust these sections once the products are added

Your Products will now be added to your store.

ADDING PRODUCTS FROM A TEMPLATE TO YOUR STORE

Now that we know how to add products from the Chippily Data Base, let's now add products from a template to our store.

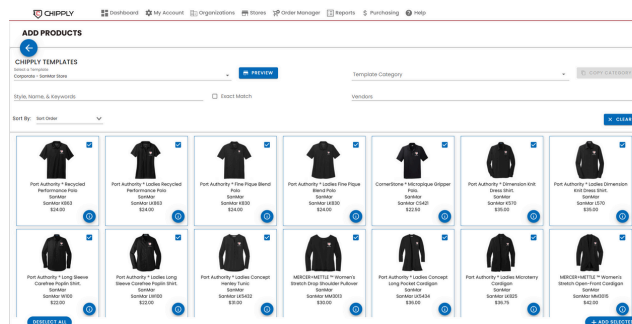


1) Start by clicking **Products** on the left hand menu and then click the **plus button** on the top right-hand menu.

2) Chippily products will already be defaulted, So you will want to click on Chippily Templates.

3) From the **Select a Template** drop-down, choose the template you want to use and then click **SEARCH**.

You can choose from either Chippily Templates or My Templates. If you have a template that is already built, you can use that template going forward. Otherwise, you can utilize a Chippily Template.



1) You will now see all the products that are available on the template that you choose.

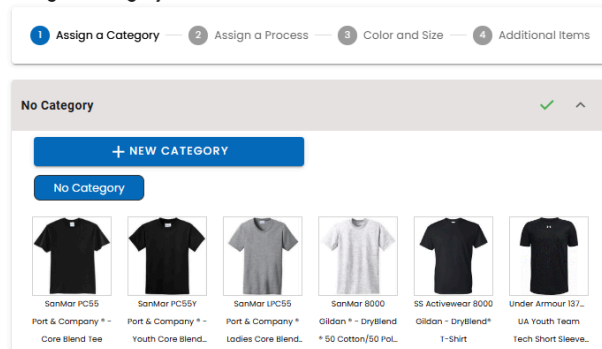
2) If you want to remove products before you add them to your store, unclick the products.

3) Once you have all the products selected that you want from the template in your store, click **ADD SELECTED PRODUCTS**.

Chippily will now walk you through a series of options before adding your products to your store.

ASSIGN A CATEGORY

Assign a Category



If you want to add your products to a category click the **+ NEW CATEGORY** Button or Click **NEXT** to move to the next section.

ASSIGN A PROCESS


Assign a Process


☒ Assign a Category — ☒ **Assign a Process** — ☐ Color and Size — ☐ Additional Items


Left Chest/ Left Leg Emb


[+ NEW PROCESS](#) [SEARCH FOR PROCESS](#)


[Blank Items](#) [Lemon Perfect Embroidery](#) [Lemon Perfect Full Front Print](#)


SanMar - K863
Port Authority *
Recycled..


SanMar - LK863
Port Authority *
Ladies Recycled..


SanMar - K830
Port Authority * Fine
Pique Blend Polo


SanMar - LK830
Port Authority *
Ladies Fine Pique..


SanMar - C5421
CornerStone *
Micropique Orippe..

Hat Emb

Templates will show the processes that the products are assigned to within the template. Since we have already added processes to our store, you can select the process you want to add the products too and then click **NEXT**.

COLOR AND SIZE

Color and Size

☒ Assign a Category — ☒ Assign a Process — ☒ **Color and Size** — ☐ Additional Items

Color and Size
Color/Size Selections made here will override previous color/size selections on selected products

Standard Colors [Select All](#) +

☒ Black ☐ Brown ☐ Cardinal

☐ Carolina/Columbia ☐ Forest

☐ Gold ☐ Grey Dark ☐ Grey Light

☐ Kelly ☐ Lime ☐ Maroon

☐ Navy ☐ Orange ☐ Purple

☐ Red ☐ Royal ☐ Texas Orange

☐ Vegas ☐ White

Additional Colors [Select All](#) +

☐ Aquatic Blue ☐ Ash

☐ Athletic Maroon ☐ Azalea

☐ Black Heather ☐ Candy Pink

Standard Sizes [Select All](#) +

☐ YXS ☐ YS ☐ YM

☐ YL ☐ YXL ☐ XS

☐ S ☐ M ☐ L

☐ XL ☐ 2XL ☐ 3XL

☐ 4XL ☐ 5XL ☐ 6XL

Additional Sizes [Select All](#) +

Choose the colors and sizes you want to enable for all products, then click **NEXT**.

Note: Standard Colors & Sizes include the primary options for the products you've selected. Any additional colors and sizes associated with these products will appear under Additional Colors.

ADDITIONAL ITEMS

Additional Items

☒ Assign a Category — ☒ Assign a Process — ☒ Color and Size — ☒ **Additional Items**

Set Uses Inventory Thresholds
[+ Use Inventory Thresholds](#)

Change Auto Pricing
[Tier 1](#) [Tier 2](#) [Tier 3](#) [Tier 4](#)

Change Fundraising
\$ Fundraising in Dollars or Fundraising in Percent %

Insert After Sort
Insert After Sort #

[CANCEL](#) [DONE](#)

Next, you can enable Inventory Thresholds, adjust your Auto Pricing Tier, add Fundraising to these products, or insert them after a specific product in your store. When you're finished, click **DONE**.

Note: We can always adjust these sections once the products are added

Your Template will now be added to your store.

FINALIZING THE STORE IN THE PRODUCTS PAGE

Now that we have products within our store, let's take the store to the finish line. Within the products page, we will be able to check inventory (on select vendors), add extra colors if need be, and price out our products.

UPDATE COLORS AND SIZES

Select Sizes And Colors -PC55 - Port & Company * - Core Blend Tee

☐ Uses Inventory Thresholds

		S	M	L	XL	2XL	3XL	4XL	5XL
Aquatic Blue	<input type="checkbox"/>	Inv. 9399	Inv. 10228	Inv. 9487	Inv. 9565	Inv. 7171	Inv. 2592	Inv. 1147	Inv. 382
Ash	<input type="checkbox"/>	Inv. 4153	Inv. 6402	Inv. 10757	Inv. 9894	Inv. 7233	Inv. 3025	Inv. 1890	Inv. 366
Athletic Heather	<input checked="" type="checkbox"/>	Inv. 10110	Inv. 12206	Inv. 11570	Inv. 12520	Inv. 11998	Inv. 9131	Inv. 1583	Inv. 3051
Athletic Maroon	<input type="checkbox"/>	Inv. 8855	Inv. 9778	Inv. 10225	Inv. 9458	Inv. 7757	Inv. 4336	Inv. 1467	Inv. 1955
Black Heather	<input type="checkbox"/>	Inv. 11303	Inv. 12001	Inv. 10071	Inv. 11152	Inv. 7152	Inv. 3152	Inv. 1452	Inv. 3152

CANCEL ACCEPT

By clicking the pencil button next to a product, it will bring up all the available colors and sizes on the product. From here you can turn on and off individual sizes and colors.

INVENTORY THRESHOLDS

Select Sizes And Colors -PC55 - Port & Com

☐ Uses Inventory Thresholds

		S	M
Aquatic Blue	<input type="checkbox"/>	Inv. 9399	Inv. 10228

STORE-WIDE ACTIONS

Choose Colors and Sizes

Set Fundraising

Set Auto Pricing

Set Tax Type

Set Use Inventory Thresholds

Use Size Upcharges

Set \$0 Sell Price Display

Randomize Display Colors

REVIEW MODE

Fund (%) Sell Price

0.00 % \$ 11.50

0.00 % \$ 10.50

Port Authority * Recycled Performance Polo	SanMar	K863	100%
Port Authority * Ladies Recycled Performance Polo	SanMar	LK863	83%
Port Authority * Fine Pique Blend Polo	SanMar	K830	100%
Port Authority * Ladies Fine Pique Blend Polo	SanMar	LK830	94%
CornerStone * Micropique Gripper Polo.	SanMar	CS421	67%

Turning on Inventory Thresholds for either the whole store or by product will turn off any color or size that is below your Threshold (if you have not made any changes to your account, your threshold will be set at 100).










You can turn Inventory Thresholds on or off by clicking the pencil button to go into a product and clicking on **Uses Inventory Thresholds**. Or you can turn it on for the whole store by clicking **Store Wide Actions - Set Use Inventory Thresholds**.

Once Inventory Thresholds are enabled, you can quickly view product inventory levels without needing to click into each individual product. This saves time and streamlines inventory management.

PRICING







There are seven sections that are based around pricing on the products page. Below we will go into each section.

PRODUCT COST

<input type="checkbox"/>		Active	Sort ↑	Prod Cost	Prod MSRP	Prod Price	Proc Price	Combined	
<input type="checkbox"/>			<input checked="" type="checkbox"/>	1	\$ 3.25	\$6.26	\$ 6.50	\$5.00	\$11.50
									
<input type="checkbox"/>			<input checked="" type="checkbox"/>	2	\$ 2.73	\$5.46	\$ 5.50	\$5.00	\$10.50
									
<input type="checkbox"/>			<input checked="" type="checkbox"/>	3	\$ 3.34	\$6.68	\$ 6.75	\$5.00	\$11.75
									







Product cost is meant to give you a rough estimate of the cost of the products in your store. Your cost should be coming in at half the product MSRP, which is roughly around most companies' cost.

PRODUCT MSRP

<input type="checkbox"/>		Active	Sort ↑	Prod Cost	Prod MSRP	Prod Price	Proc Price	Combined	
<input type="checkbox"/>		<input checked="" type="checkbox"/>		1	\$ 3.25	\$6.26	\$ 6.50	\$5.00	\$11.50
<input type="checkbox"/>		<input checked="" type="checkbox"/>		2	\$ 2.73	\$5.46	\$ 5.50	\$5.00	\$10.50
<input type="checkbox"/>		<input checked="" type="checkbox"/>		3	\$ 3.34	\$6.68	\$ 6.75	\$5.00	\$11.75










This section displays the product's MSRP, which stands for the Manufacturer's Suggested Retail Price.

PRODUCT PRICE

<input type="checkbox"/>		Active	Sort ↑	Prod Cost	Prod MSRP	Prod Price	Proc Price	Combined	
<input type="checkbox"/>		<input checked="" type="checkbox"/>		1	\$ 3.25	\$6.26	\$ 6.50	\$5.00	\$11.50
<input type="checkbox"/>		<input checked="" type="checkbox"/>		2	\$ 2.73	\$5.46	\$ 5.50	\$5.00	\$10.50
<input type="checkbox"/>		<input checked="" type="checkbox"/>		3	\$ 3.34	\$6.68	\$ 6.75	\$5.00	\$11.75








The product price section is where you'll enter the price of the product before applying any fundraising.

PROCESS PRICE

<input type="checkbox"/>		Active	Sort ↑	Prod Cost	Prod MSRP	Prod Price	Proc Price	Combined	
<input type="checkbox"/>			<input checked="" type="checkbox"/>	1	\$ 3.25	\$6.26	\$ 6.50	\$5.00	\$11.50
									
<input type="checkbox"/>			<input checked="" type="checkbox"/>	2	\$ 2.73	\$5.46	\$ 5.50	\$5.00	\$10.50
									
<input type="checkbox"/>			<input checked="" type="checkbox"/>	3	\$ 3.34	\$6.68	\$ 6.75	\$5.00	\$11.75
									




If you entered an artwork price within your process, it will be displayed here. This amount will be added to your product price.

COMBINED PRICE

<input type="checkbox"/>		Active	Sort 	Prod Cost	Prod MSRP	Prod Price	Proc Price	Combined	
<input type="checkbox"/>		<input checked="" type="checkbox"/>		1	\$ 3.25	\$6.26	\$ 6.50	\$5.00	\$11.50
<input type="checkbox"/>		<input checked="" type="checkbox"/>		2	\$ 2.73	\$5.46	\$ 5.50	\$5.00	\$10.50
<input type="checkbox"/>		<input checked="" type="checkbox"/>		3	\$ 3.34	\$6.68	\$ 6.75	\$5.00	\$11.75




The combined price section will show your Product Price + Your Process Price.

FUNDRAISING

	Active	Sort ↑	Prod Cost	Prod MSRP	Prod Price	Proc Price	Combined	Fund (\$)	Fund (%)	Sell Price
	<input checked="" type="checkbox"/>	1	\$ 3.25	\$6.26	\$ 6.50	\$5.00	\$11.50	\$ 0.00	0.00	% \$ 11.50
	<input checked="" type="checkbox"/>	2	\$ 2.73	\$5.46	\$ 5.50	\$5.00	\$10.50	\$ 0.00	0.00	% \$ 10.50
	<input checked="" type="checkbox"/>	3	\$ 3.34	\$6.68	\$ 6.75	\$5.00	\$11.75	\$ 0.00	0.00	% \$ 11.75

This section is where you can add fundraising to the products. You can either add a dollar amount or a percentage. Note: If you choose a percentage, it will be calculated based on the combined price.

SELL PRICE

	Active	Sort ↑	Prod Cost	Prod MSRP	Prod Price	Proc Price	Combined	Fund (\$)	Fund (%)	Sell Price
	<input checked="" type="checkbox"/>		1	\$ 3.25	\$6.26	\$ 6.50	\$5.00	\$11.50	\$ 0.00	0.00 % \$ 11.50
	<input checked="" type="checkbox"/>		2	\$ 2.73	\$5.46	\$ 5.50	\$5.00	\$10.50	\$ 0.00	0.00 % \$ 10.50
	<input checked="" type="checkbox"/>		3	\$ 3.34	\$6.68	\$ 6.75	\$5.00	\$11.75	\$ 0.00	0.00 % \$ 11.75

The sell price section displays the price your customer will see on your webstore. It consists of the Product Price + Process Price + Fundraising. Note: If you adjust the sell price of a product, any difference will be reflected in the fundraising amount.

STORE WIDE ACTIONS

Store-Wide Actions lets you quickly adjust various sections within your store. Click on **STORE-WIDE ACTIONS** in the top right corner of your screen to view all available options.

STORE-WIDE ACTIONS

Choose Colors and Sizes

Set Fundraising

Set Auto Pricing

Set Tax Type

Set Use Inventory Thresholds

Use Size Upcharges

Set \$0 Sell Price Display

Randomize Display Colors

Choose Colors and Sizes: Quickly update colors and sizes across all products.

Set Fundraising: Adjust the fundraising amount for all products in your store.

Set Auto Pricing: Update product prices with just a few clicks.

Set Tax Type: Modify tax settings for all your products.

Set Use Inventory Thresholds: Enable or disable inventory thresholds across your entire store.

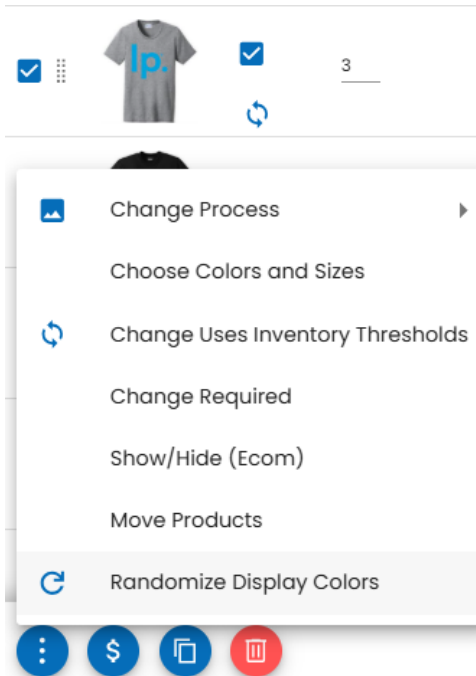
Use Size Upcharges: Toggle your dealer's default size upcharge settings.

Set \$0 Sell Price Display: Adjust how \$0 sell prices appear for a 100% fundraising store.

Randomize Display Colors: Randomize the display colors of products on your web store.

BULK ACTIONS

Similar to store wide actions, you can adjust specific product information by selecting the products you want to adjust and then clicking the 3 dots or the **Bulk Actions** button at the bottom of your page.



Change Process: Quickly adjust the process for selected products or add multiple processes to one product.

Choose Colors and Sizes: Update the colors and sizes for the selected products.

Change Use Inventory Thresholds: Enable or disable inventory thresholds for the selected products.

Change Required: Add a "Required" callout to the selected products.

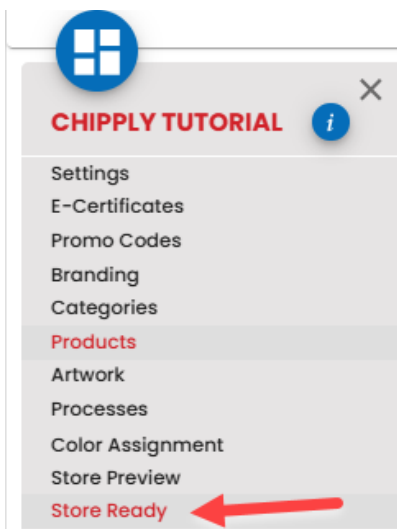
Move Products: Rearrange the selected products within your store with ease.

Randomize Display Colors: Randomize the display colors for your selected products.

Your products should now have the colors and sizes chosen, as well as inventory checked and priced.

LAUNCHING YOUR STORE

Once you are ready to launch your store, click **Store Ready** on the left hand menu.



Confirm Store Ready

Are you sure you want to launch this store?

☒ Create store automated emails

CANCEL

STORE READY

It will then bring up a pop-up; you will want to make sure "Create store automated emails" is checked and then click **STORE READY**. Your store will then launch on the open date you set on the settings page of your store.

Congrats on completing your first store build!