

## **Categories**

You will need to set up categories first, and then you can load individual items. It is generally a good idea to create a main category that will house all other categories. You should name it something generic like 'Store', this step may have been completed by customer service during the development process. In this category, they will place their other categories like Shirts and Hats.

### ***Categories Tab***

*To create a category*

1. Type the name of the category in the box under New Category.
2. In order to select the parent category, click the orange Create Under button, and this will change it from 'Top Category' to whatever you have clicked on.
3. Click Add Category.
4. Once you have created a category, you can select the Edit icon to edit the name of the category or the parent category. You can also set it up so that a specific email address receives a BCC Order Placed Email for all items purchased in this category. Note that this is separate from what is set up in the Store Configuration tab. There is no need to have the same email address entered in both places. The Email Notification within the Categories tab is usually just used when a different person processes orders for that particular category (i.e. season tickets.)
5. To delete a category, click on the Delete (trash can) icon.