

Creating A Store Module in ExperiencePitt



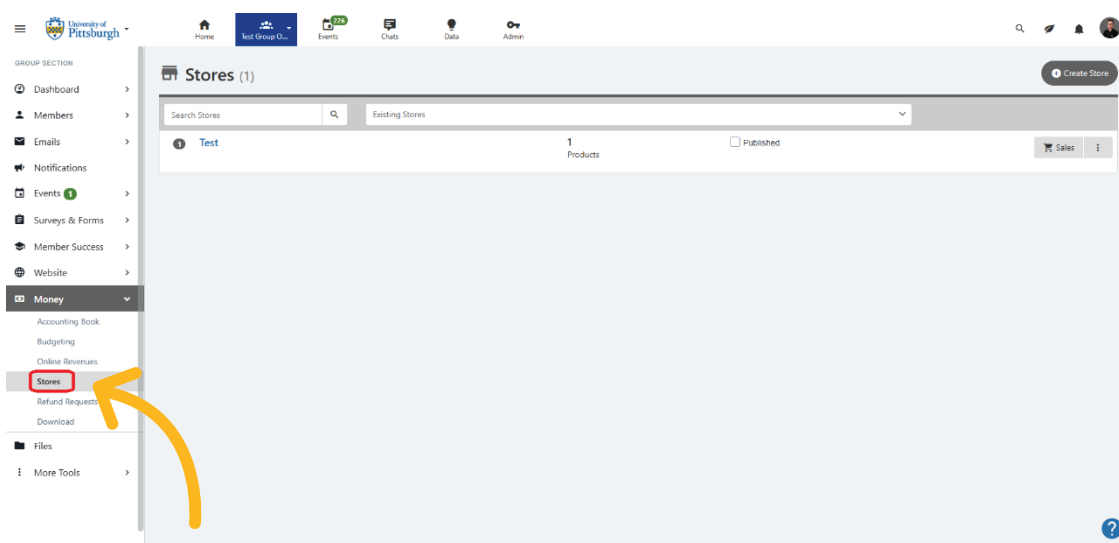
This walkthrough guides you through the step-by-step process of creating and submitting an item for sale in ExperiencePitt's Store module. You'll enter information such as item details, pricing, inventory, uploading images, and more. This is a step-by-step guide that walks you through listing anything for sale — shirts, dues, or other items — covering the What, Pricing, Inventory, Fulfillment, Access and more!

How To Get Started! >>>

To get started, you can log into ExperiencePitt (experience.pitt.edu) using your Pitt login credentials. Once you navigate to your organization's dashboard, you can then select the Money tab on the left side menu.

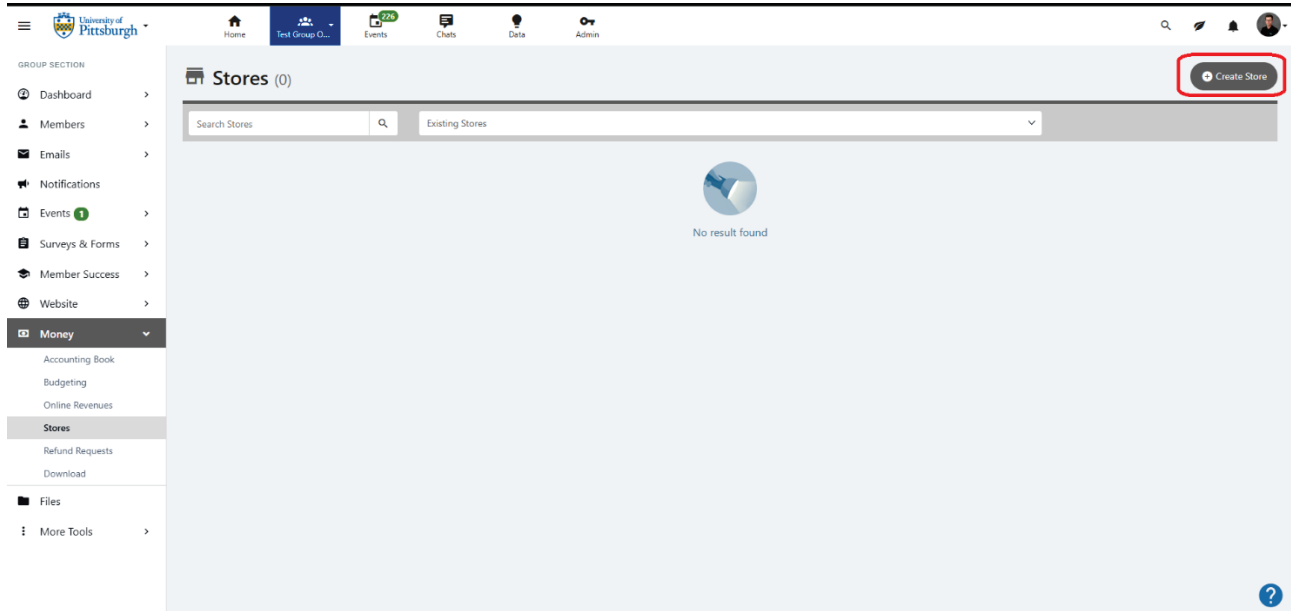


Note: This function will NOT work if your organization does not have their payment acceptance enabled. To request this functionality be turned on, please visit <https://cglink.me/2kn/s1471> to complete the request form.



Step 1: Create the Store

After clicking the “Create Store” button in the top right, a popup will appear that will allow you to enter your information.



The popup below will allow you to enter the title, banner image, instructions and select payment methods that will be offered. It is recommended that you only select Credit Card as Payment Methods.

Create/Edit a Store

X

Store name

Banner

Upload

Instructions

B

I

U

Format - | Size - | Font - | Line Pad... - | Source

Custom notification message

B

I

U

Format - | Size - | Font - | Line Pad... - | Source

This message will be added below the purchase summary in the notification sent after a purchase.

Payment methods available for seller mode

☒ Paid by Cash
 ☒ Paid by Check
 ☒ Credit Card

Payment methods available for buyer mode

☒ Credit Card
 ☐ School Account

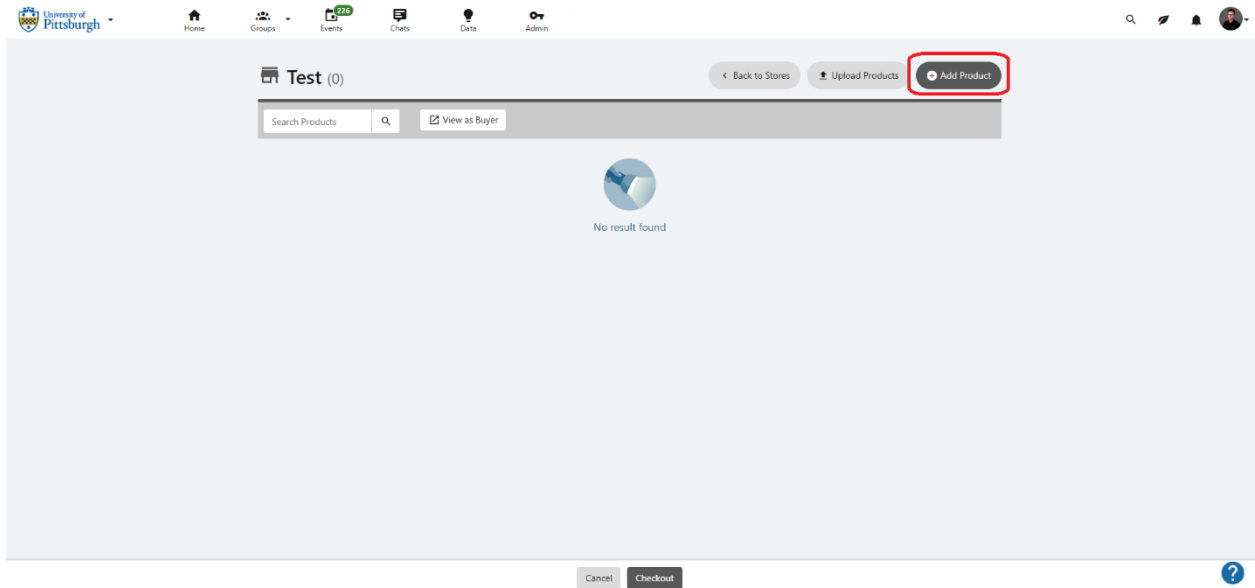
Cost Center Code

This section allows you to specify a different payment account or cost center code than your group's account (entered under Dashboard > Settings).

Close Save

Step 2: Adding Store Products

After creating the Store, select the correct name of the store that was just created. The following screen will allow you to Add Products from the button in the top right.

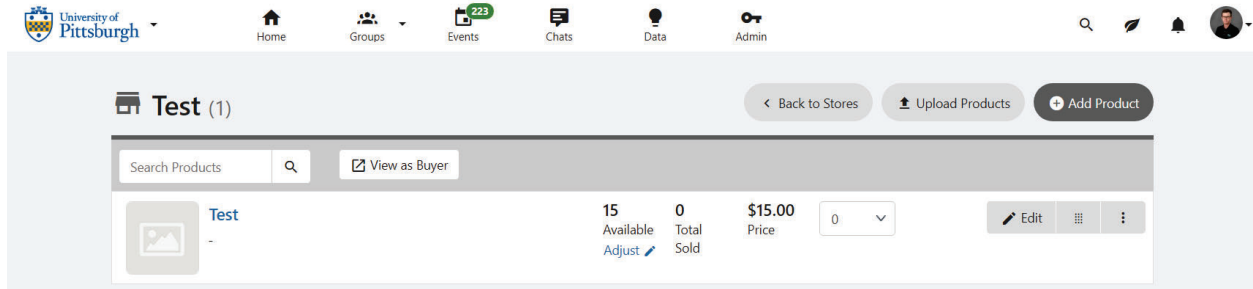


After clicking the “Add Product” button, the following popup will show. This is where the item information is inputted with name, price, category (if applicable), photo, description, quantity and more.

A screenshot of a 'Add/Edit a Product' popup form. The form has a dark header with a cloud icon and a close button. The fields include: 'Product name' (required), 'Price' (required, with a 'Numbers only' note), 'Category' (a dropdown menu), 'Photo' (with an 'Upload' button), 'Description' (a rich text editor with various formatting options), 'Quantity available' (required, with a 'Numbers only, no decimals' note), 'Min per order' (with a 'Numbers only, no decimals' note), 'Max per order' (with a 'Numbers only, no decimals' note), 'Enter custom questions' (a text area), and 'Tax included' (radio buttons for 'Yes' and 'No', with 'No' selected). At the bottom right, there are 'Close' and 'Save' buttons.

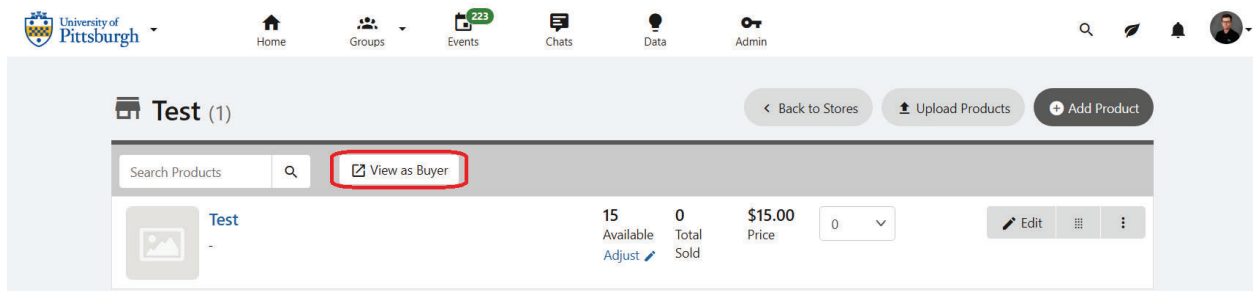
Step 3: Viewing All Products

Once you complete the Add Product step, all the created products will be listed, as seen below. This is where future edits will be made with pricing and quantity.



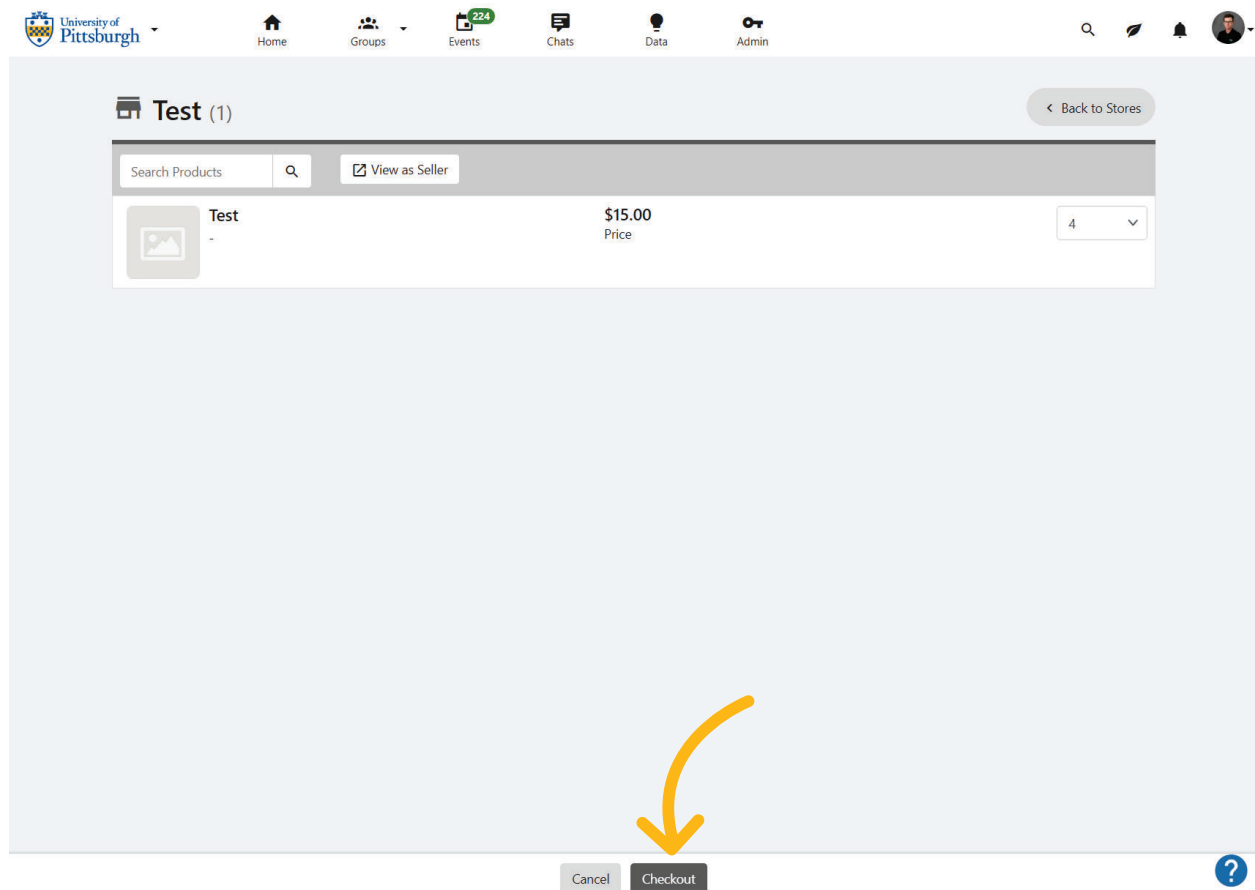
Step 4: Reviewing Buyer View

To review what purchasers will see, click on the View as Buyer button as seen in the screenshot below. The view will be the same minus edit button.



Step 5: Completing A Purchase

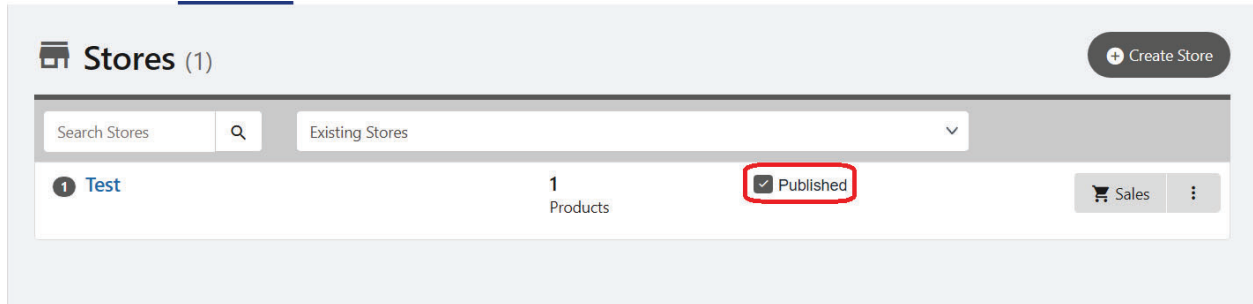
The screenshot below shows what the purchaser will see. On the right side, there is a drop-down menu to select the quantity. After the right quantity is selected, click the gray Checkout button on the bottom. After checkout, it will route to a payment method page with the options selected then will proceed to the Authorize.Net screen where the payment card information will be entered.



Step 6: Publishing The Store



The last step to Store completion is publishing the store. If Published is not checked, it will not appear on your groups page.



Contact Us!



Looking for further help setting up your event? Contact ExperiencePitt Support (xpsupport@pitt.edu) or visit Student Involvement, located in the William Pitt Union Room 119, during business hours!