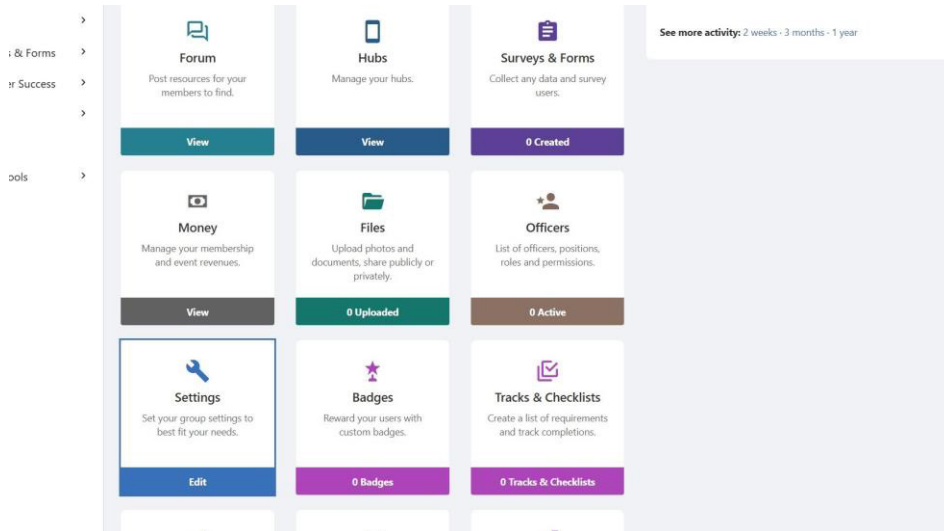


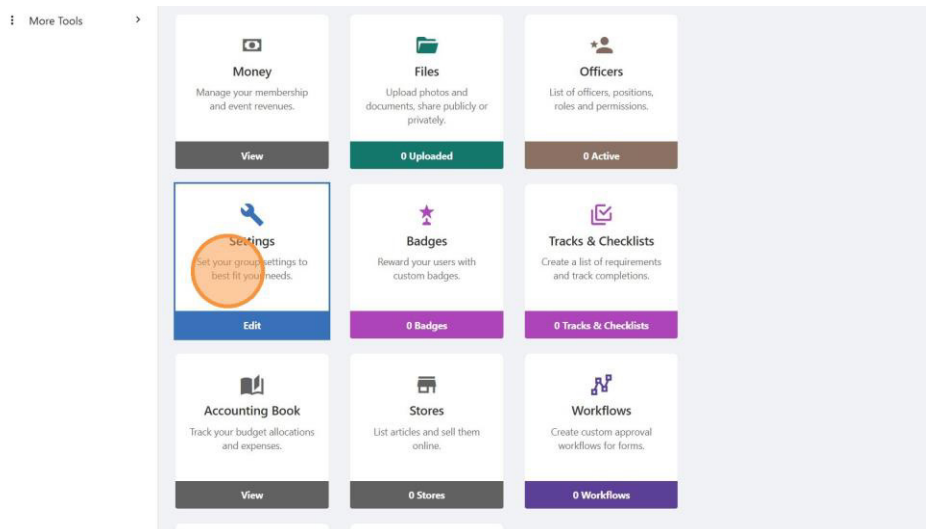
## How To Create An Online Store In HogSync

Learn how to set up an online storefront and add multiple products to your organization's page. This guide walks you through the configuration steps to manage pricing, inventory, and product descriptions effectively.

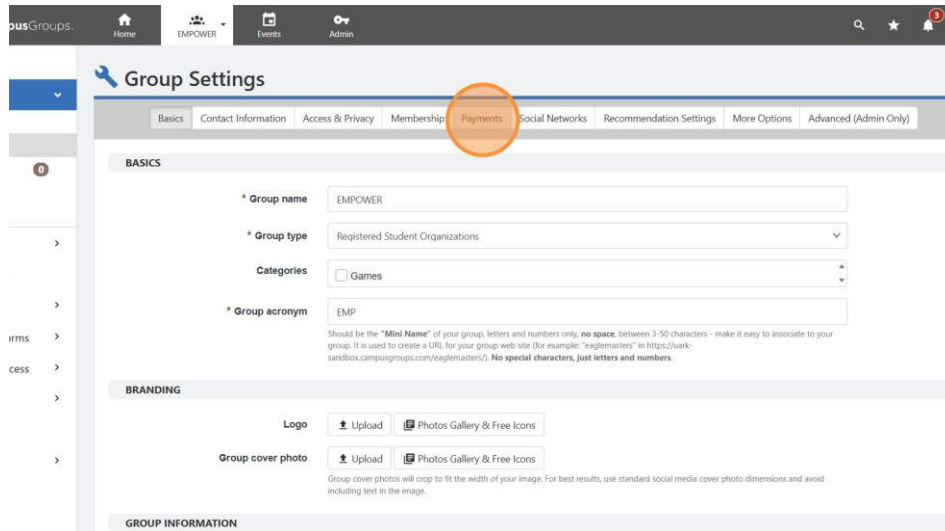
1. Navigate to your RSO's HogSync page



2. Click "Settings"



### 3. Click "Payments"



The screenshot shows the "Group Settings" page for a group named "EMPOWER". The "Payments" tab is highlighted with an orange circle. The page is divided into sections: "BASICS", "BRANDING", and "GROUP INFORMATION".

**BASICS**

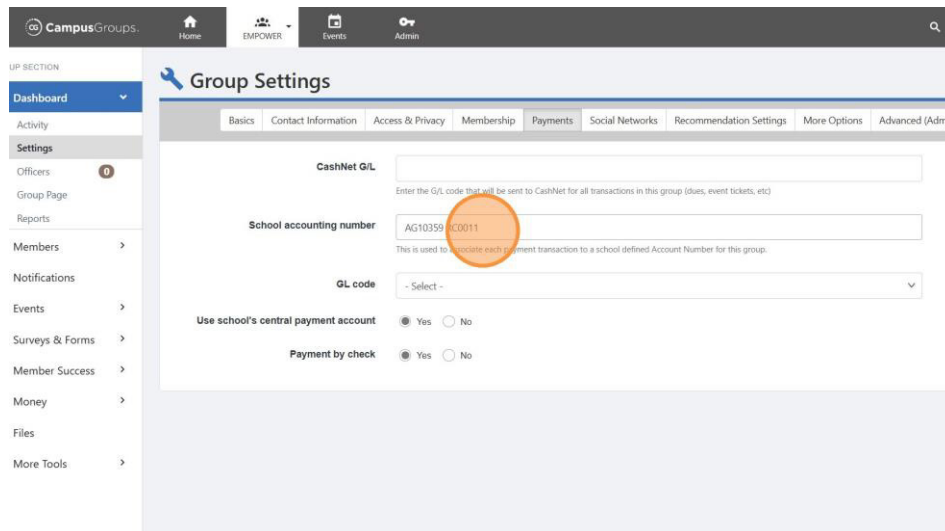
- \* Group name: EMPOWER
- \* Group type: Registered Student Organizations
- Categories: ☐ Games
- \* Group acronym: EMP

**BRANDING**

- Logo:
- Group cover photo:

**GROUP INFORMATION**

### 4. Check that your "School accounting number" field has both your AG number and RC0011 listed. If it does not, contact the RSO office, rso@uark.edu.



The screenshot shows the "Group Settings" page for a group named "EMPOWER". The "Payments" tab is highlighted with an orange circle. The page is divided into sections: "BASICS", "BRANDING", and "GROUP INFORMATION".

**CashNet G/L**

Enter the G/L code that will be sent to CashNet for all transactions in this group (dues, event tickets, etc)

**School accounting number**

AG10359-RC0011

This is used to associate each payment transaction to a school defined Account Number for this group.

**GL code**

- Select -

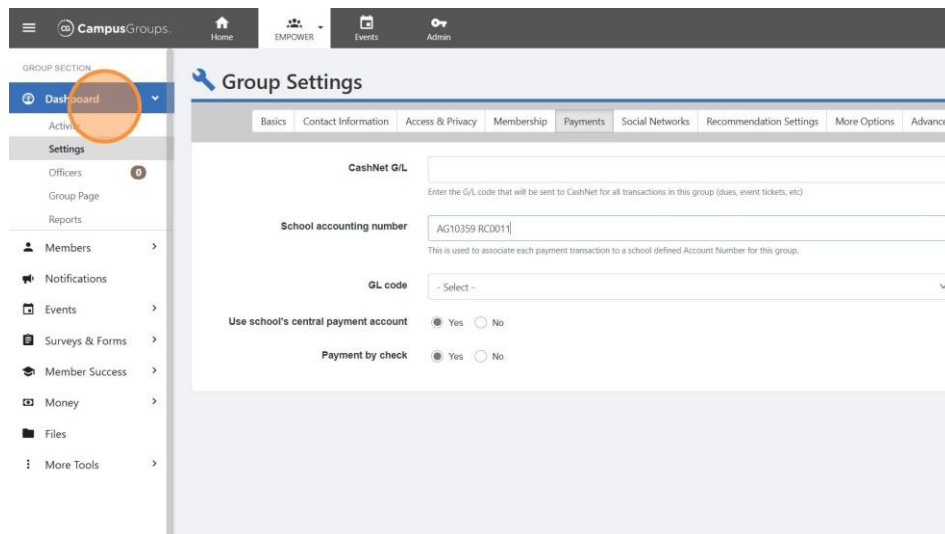
**Use school's central payment account**

☒ Yes ☐ No

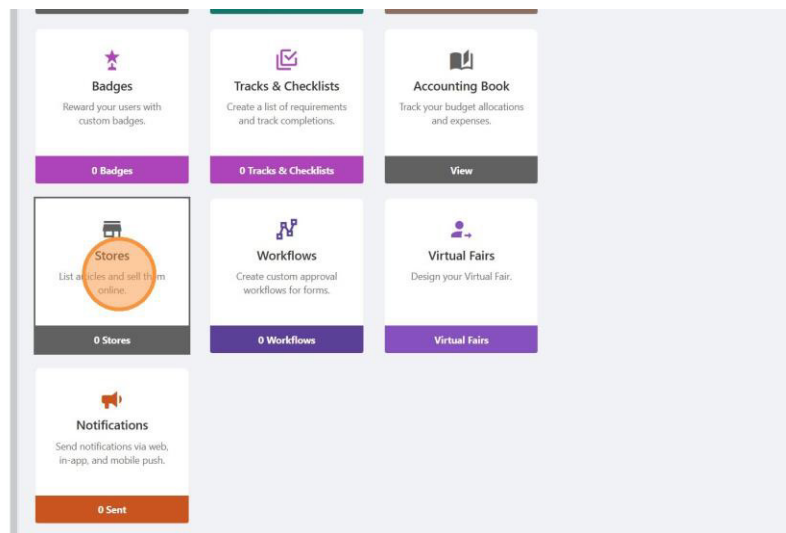
**Payment by check**

☒ Yes ☐ No

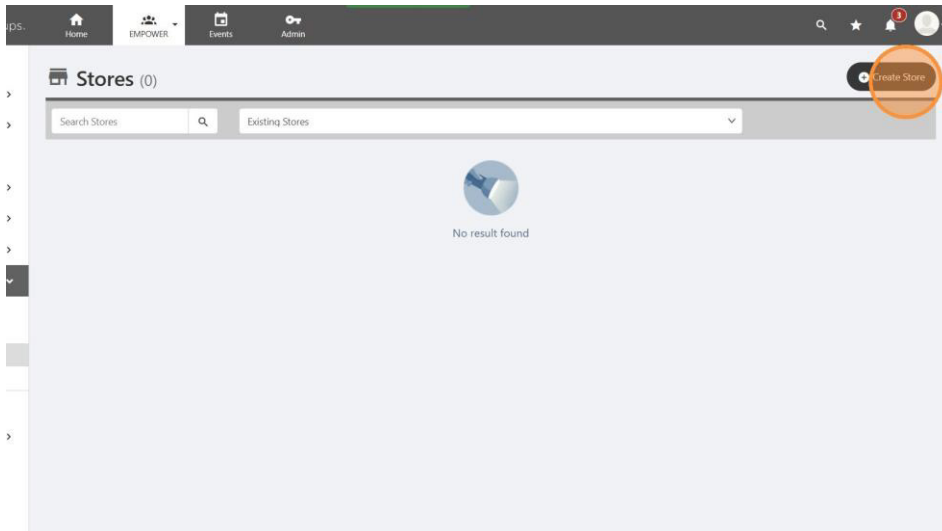
## 5. Click "Dashboard"



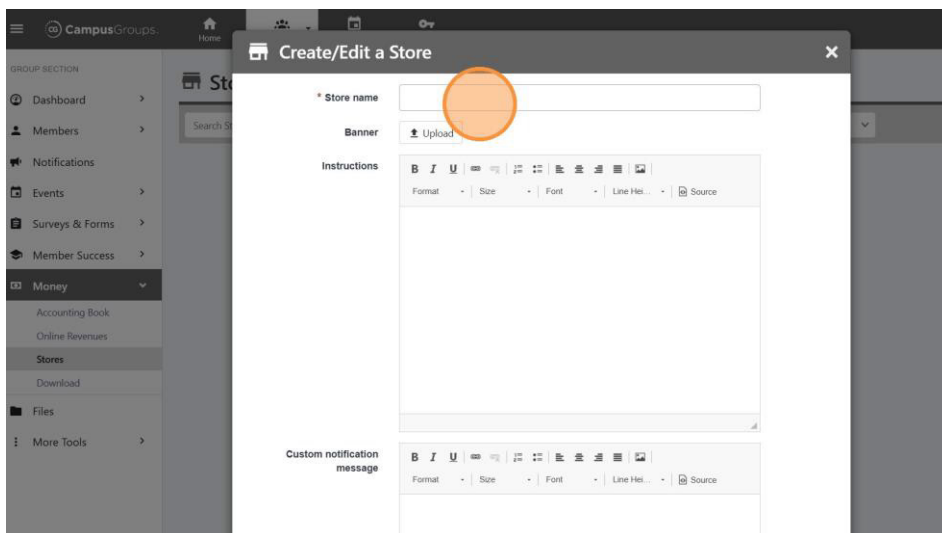
## 6. Click "Stores"



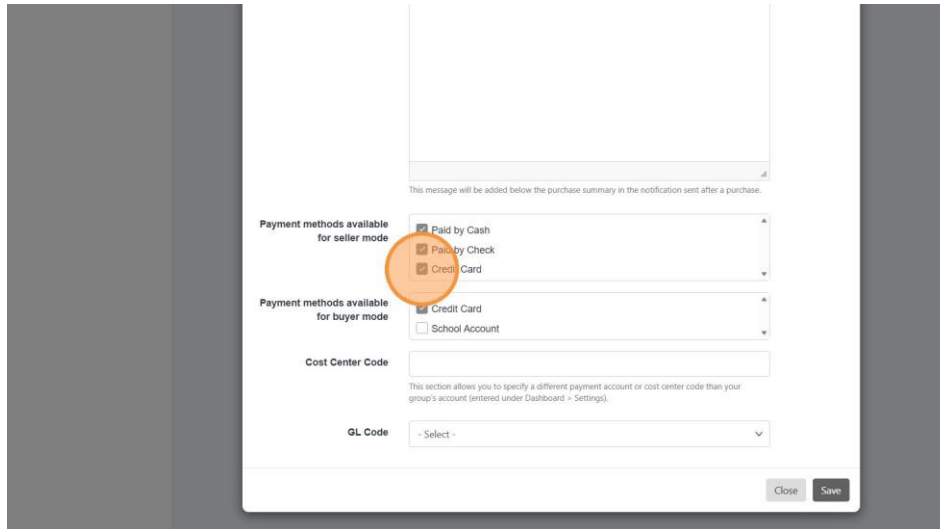
7. Click "Create Store."



8. Click the "\* Store name" field.



10. Unclick the "Credit Card" field for Seller Mode. As you are not permitted to pay by credit card on a buyer's behalf



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

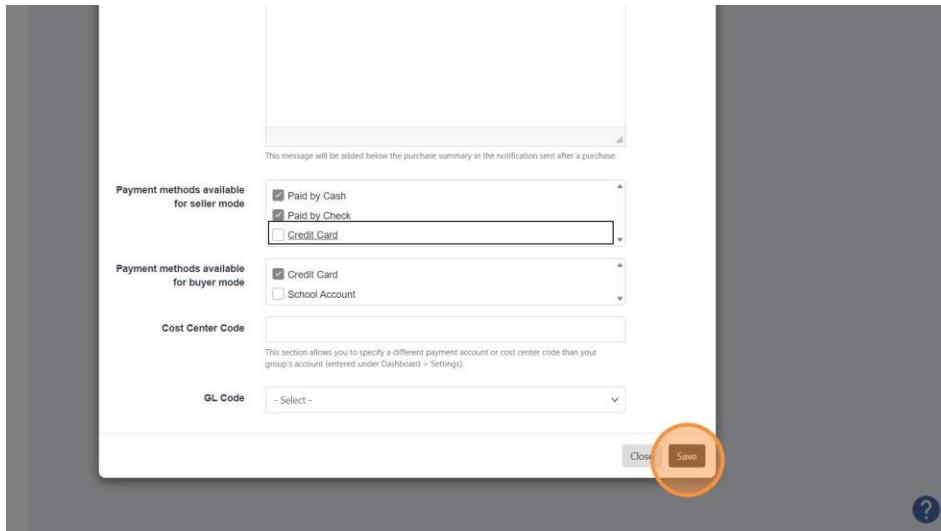
**Cost Center Code**

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

**GL Code** - Select -

Close Save

11. Leave the last two options blank and press save.



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

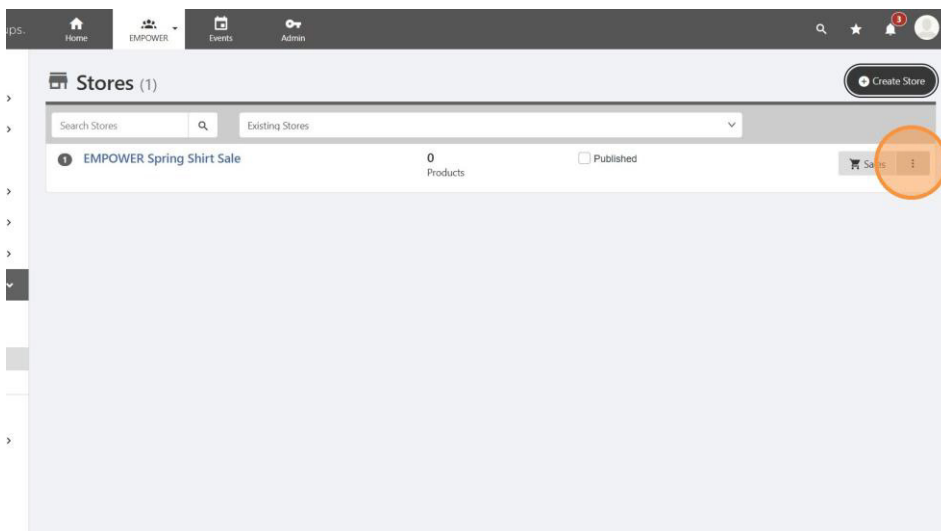
**Cost Center Code**

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

**GL Code** - Select -

Close Save

12. Click here.

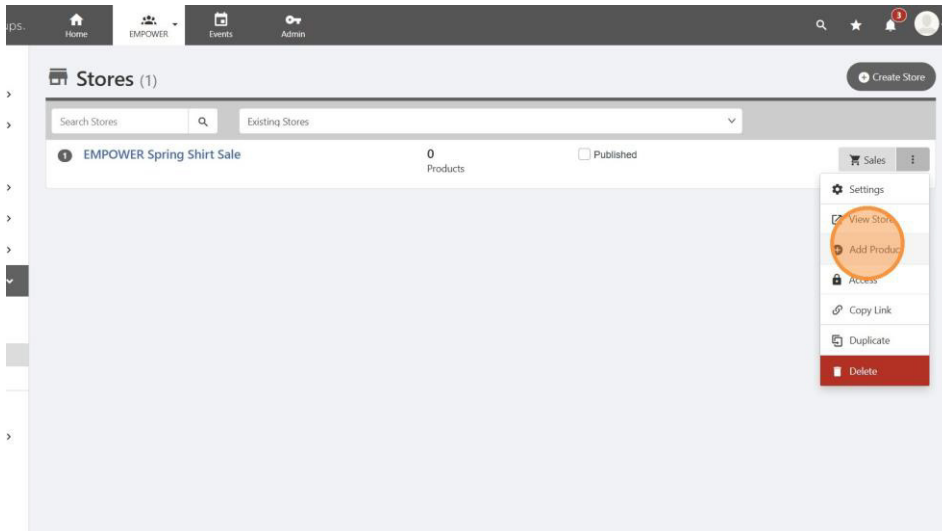


Stores (1) Create Store

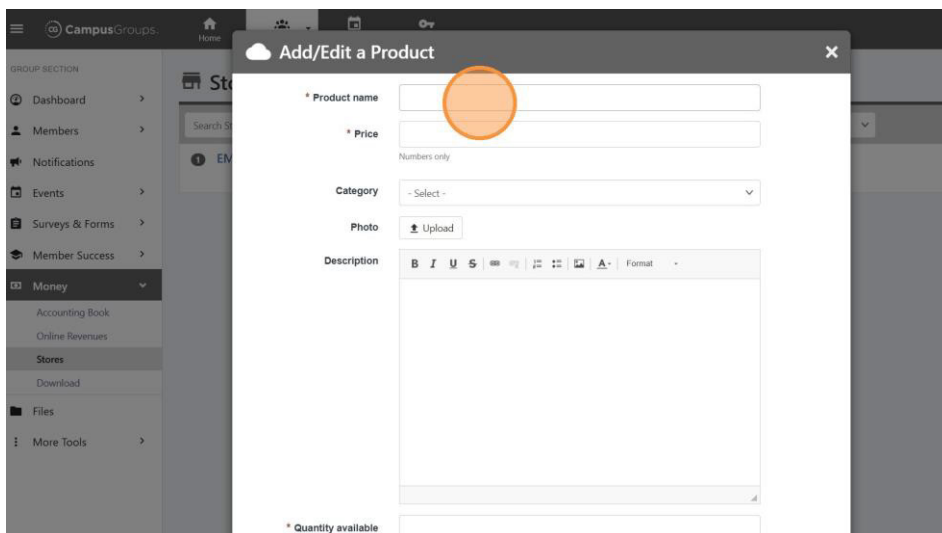
Search Stores Existing Stores

| 1 | EMPOWER Spring Shirt Sale | 0 Products | <input type="checkbox"/> Published <span>Save</span> |
|---|---------------------------|------------|------------------------------------------------------|

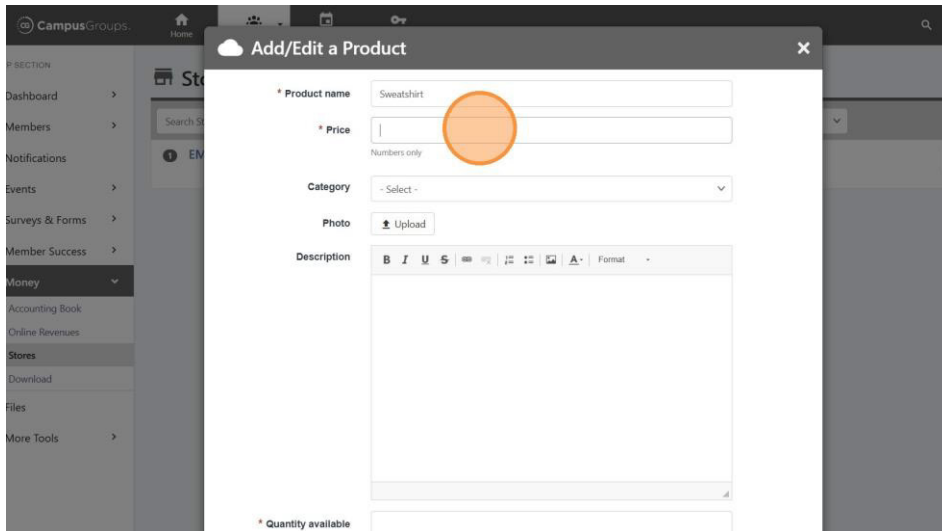
### 13. Click "Add Product"



### 14. Enter the "\* Product name" field.



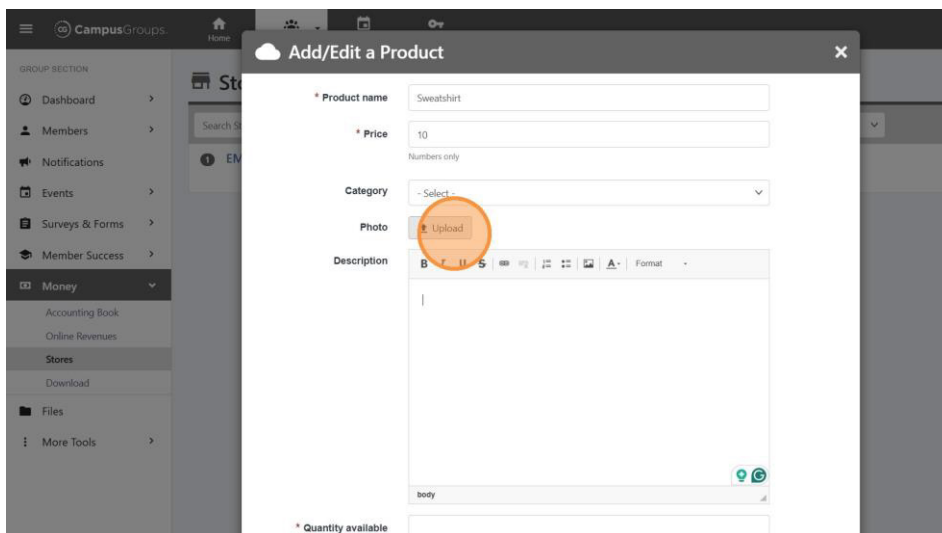
15. Enter the " Price"



The screenshot shows the 'Add/Edit a Product' modal in the CampusGroups application. The form includes the following fields:

- Product name:** A text input field containing the value 'Sweatshirt'.
- Price:** A text input field with a placeholder value. It is highlighted with an orange circle. Below the field is the text 'Numbers only'.
- Category:** A dropdown menu with the text '- Select -'.
- Photo:** A button labeled 'Upload'.
- Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and text color. The editor area is empty.
- Quantity available:** A text input field at the bottom of the form.

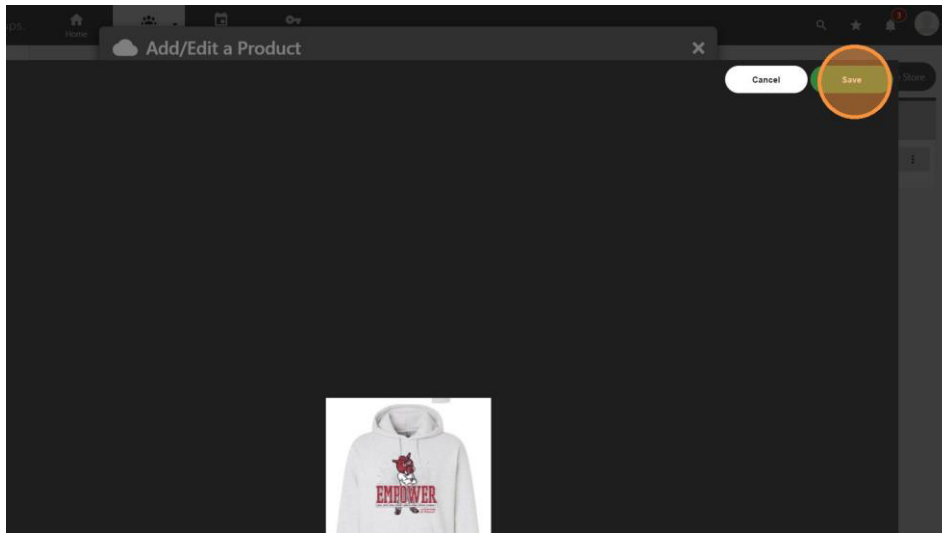
16. Upload your product image



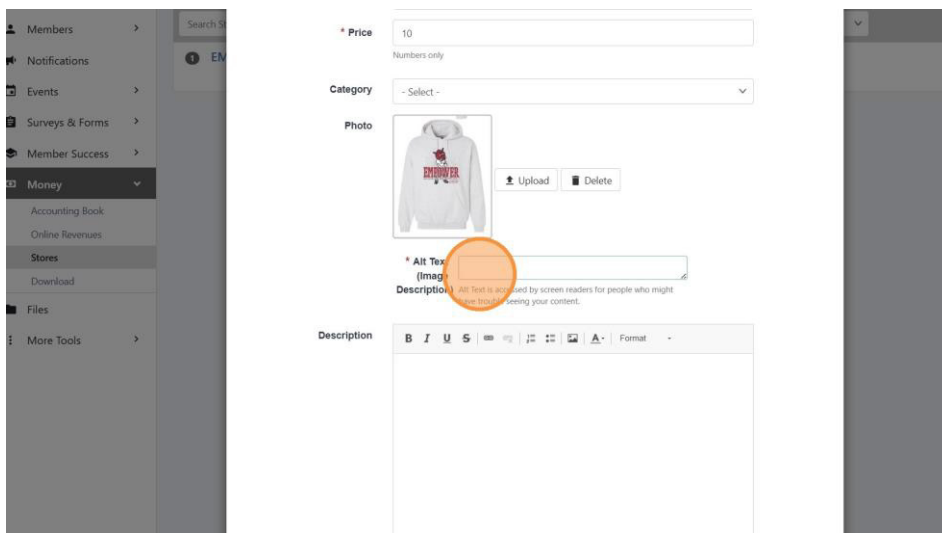
The screenshot shows the 'Add/Edit a Product' modal with the following updates:

- Price:** The text input field now contains the value '10'.
- Photo:** The 'Upload' button is highlighted with an orange circle.
- Description:** The rich text editor now contains a single vertical line of text.
- Quantity available:** The text input field at the bottom is still present.

17. Click "Save"



18. Be sure to enter "\* Alt Text(Image Description)"



## 19. Enter your Description

Photo - Select -  
 Upload

Description

**B** *I* U ~~S~~ |   |   |  | **A** | Format



## 20. Click the "\* Quantity available" field.

More items



\* Quantity available

Numbers only, no decimals

Min per order

Numbers only, no decimals

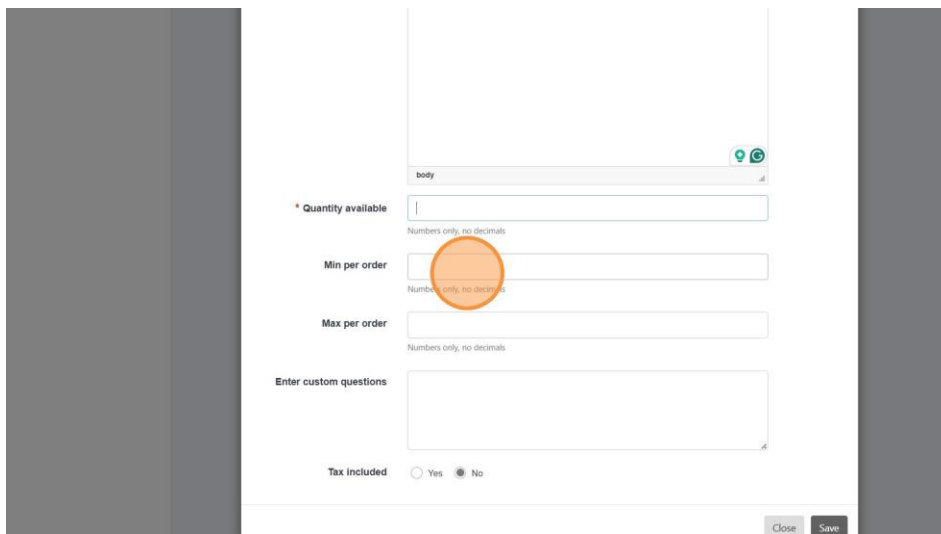
Max per order

Numbers only, no decimals

Enter custom questions

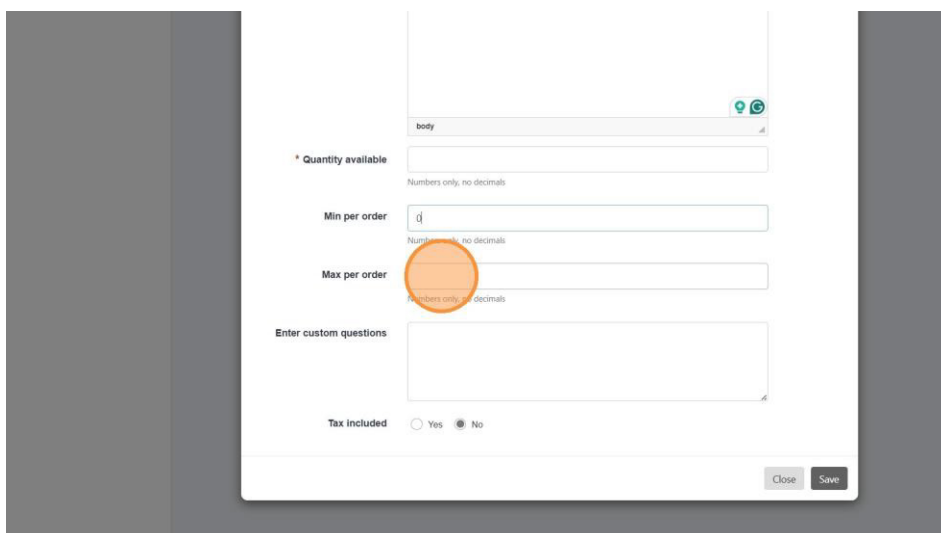
Tax included   

21. Min per order should be 0



A screenshot of a product configuration form. The form includes a 'body' section at the top with a light blue header and a small icon. Below this, there are four input fields: 'Quantity available', 'Min per order', 'Max per order', and 'Enter custom questions'. The 'Min per order' field is highlighted with an orange circle. Below each input field is a small text label: 'Numbers only, no decimals' for 'Quantity available', 'Min per order', and 'Max per order'. At the bottom of the form, there is a 'Tax included' section with two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. At the bottom right of the form, there are two buttons: 'Close' and 'Save'.

22. Enter your Max per order for this item



A screenshot of a product configuration form, similar to the one above. The 'Max per order' field is highlighted with an orange circle. The 'Min per order' field now contains the number '0'. The 'Quantity available' field is empty. The 'Enter custom questions' field is empty. The 'Tax included' section at the bottom has the 'No' radio button selected. The 'Close' and 'Save' buttons are at the bottom right.

23. Click the "Enter custom questions" field.

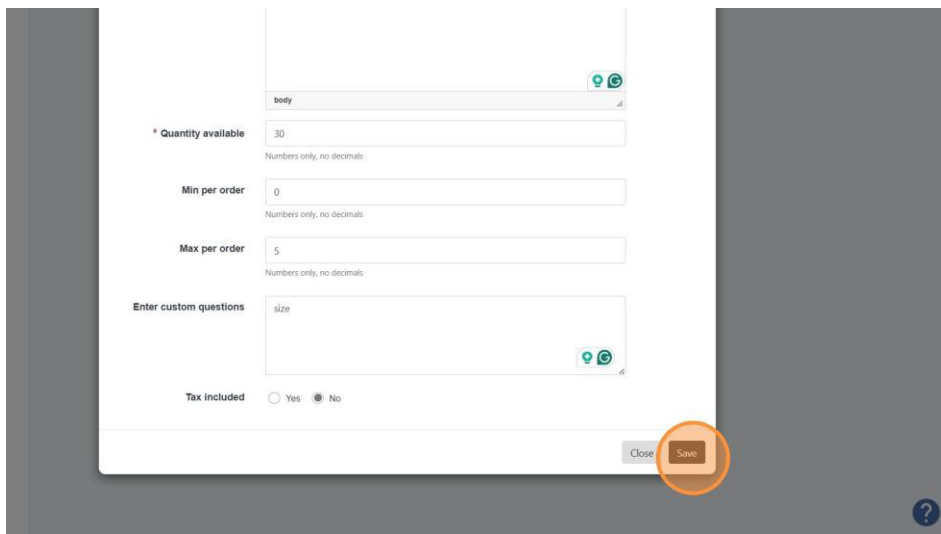
A screenshot of a product configuration form. The form includes several input fields: a 'body' field at the top, a 'Quantity available' field with a red asterisk and a hint 'Numbers only, no decimals', a 'Min per order' field with a value of 0 and a hint 'Numbers only, no decimals', and a 'Max per order' field with a value of 5 and a hint 'Numbers only, no decimals'. Below these is the 'Enter custom questions' field, which is highlighted with a large orange circle. At the bottom, there is a 'Tax included' section with radio buttons for 'Yes' and 'No', where 'No' is selected. The form has 'Close' and 'Save' buttons at the bottom right.

24. Type "size"

25. leave this set to no

A screenshot of the same product configuration form as in the previous image. The 'Enter custom questions' field now contains the text 'size'. The 'Tax included' section remains the same, with the 'No' radio button selected. The 'Quantity available' field now has a value of 30. The 'Min per order' and 'Max per order' fields remain 0 and 5 respectively. The 'Close' and 'Save' buttons are still at the bottom right. A large orange circle is now positioned over the 'No' radio button in the 'Tax included' section.

## 26. Save your Item

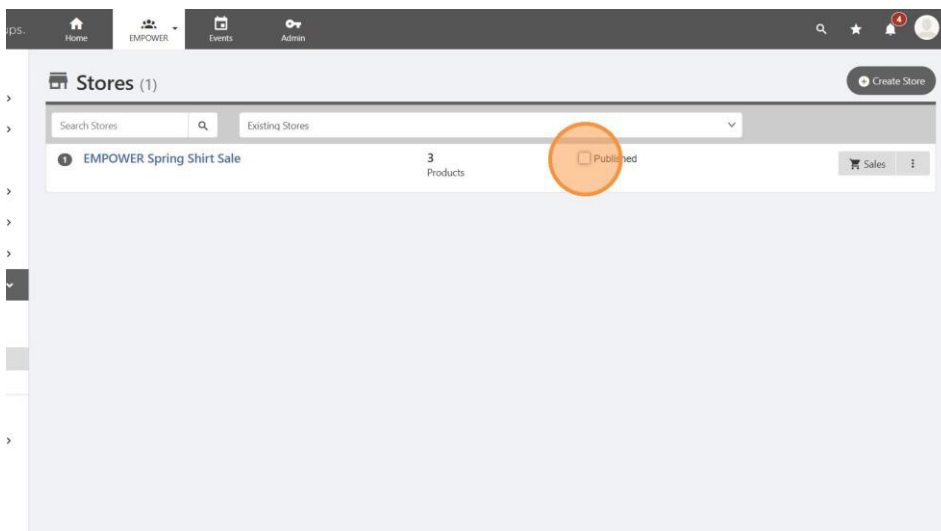


A modal window for saving an item. The form includes the following fields and options:

- body**: A text input field with a green speech bubble icon.
- \* Quantity available**: A text input field with the value 30. Below it, the text "Numbers only, no decimals" is displayed.
- Min per order**: A text input field with the value 0. Below it, the text "Numbers only, no decimals" is displayed.
- Max per order**: A text input field with the value 5. Below it, the text "Numbers only, no decimals" is displayed.
- Enter custom questions**: A text input field with the value size. Below it, the text "Numbers only, no decimals" is displayed.
- Tax included**: Two radio buttons, "Yes" and "No". The "No" button is selected.

At the bottom right of the modal, there are two buttons: "Close" and "Save". The "Save" button is highlighted with an orange circle.

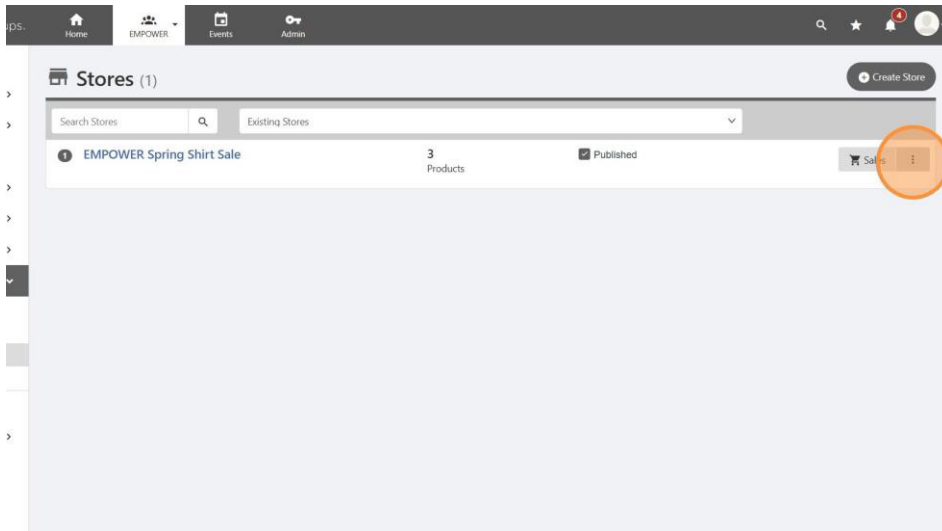
## 27. Once you have completed adding your items for sell check the "Published" field.



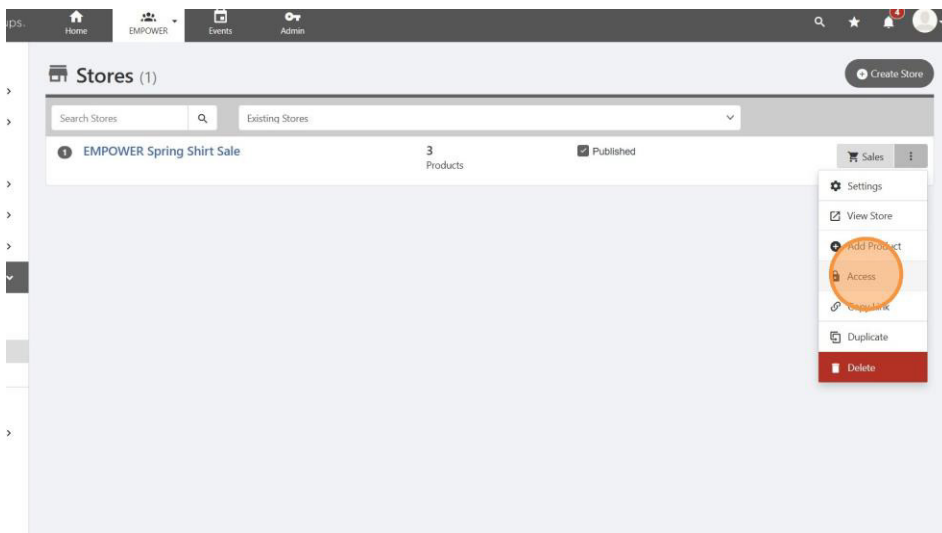
A screenshot of a web application interface showing a table of stores. The table has the following columns:

- Stores (1)**: The table title.
- Search Stores**: A search input field.
- Existing Stores**: A dropdown menu.
- EMPOWER Spring Shirt Sale**: The store name.
- 3 Products**: The number of products.
- Published**: A checkbox, which is highlighted with an orange circle.
- Sales**: A button with a shopping cart icon.

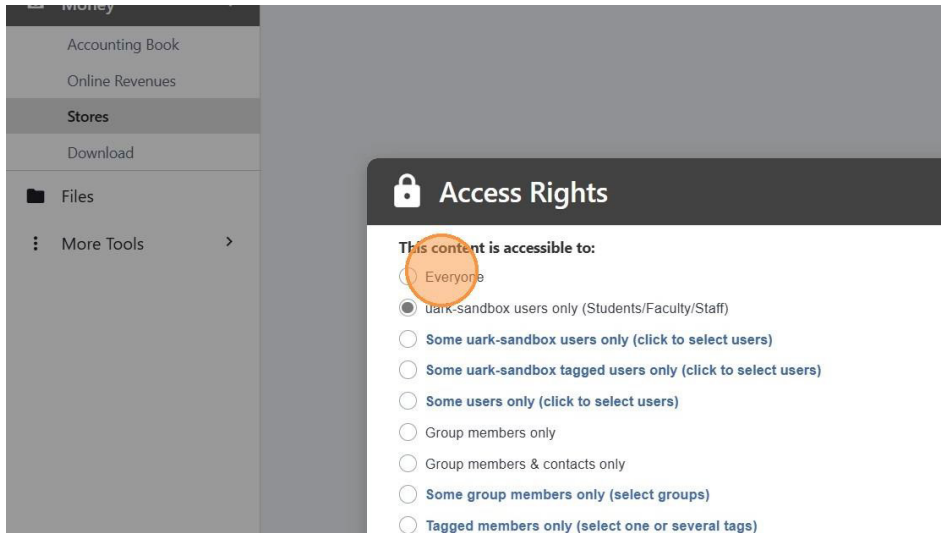
28. To validate who can purchase click on the ... button



29. Click "Access"



30. Click "Everyone" To sell to the general public and not require a log in



31. Click "Save"

