

# Categorising Products by Gender

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## Quick Steps: Shop > Products > Products

The Shop system allows you to categorise products based upon the gender that they are applicable to. This is then used in the Gift Finder to allow customers to filter items by price and gender.

1. Within the Management Console, select **Shop** from the top menu, then **Products** from the left menu.
2. Select **Products** from the expanded left menu.
3. Click on **Edit** next to the product that you wish to set up the gender for.

The screenshot shows the 'STG SAMPLE - Club' Management Console. The user is logged in as 'System Administrator'. The top navigation bar includes 'Home', 'Website', 'Members', 'Subscriptions', 'Shop', 'Auctions', 'TicketDesq', 'Events', 'Registrations', 'Competitions', 'Tools', 'Administration', and 'SportsTG Noticeboard'. The left sidebar shows a menu with 'Order Management', 'Products', 'Analytics', 'Shop Settings', and 'Marketing'. Under 'Products', there are sub-items: 'Products', 'Product Categories', 'Product Subcategories', and 'Product Reviews'. The main content area is titled 'Products' and contains buttons for 'Add', 'Copy', 'Export', and 'Mass Update'. Below these is a 'Category:' dropdown menu set to 'All'. A search bar is present with 'Search For:' and 'In: Title'. A table displays 14 records, with the first two visible: 'Gloves' (49 units, \$0.00) and 'Polo' (180 units, \$20.00). Each row has icons for 'Edit', 'View', 'Delete', and 'Status'.

4. Go to the **Other Information** tab.

5. Set the appropriate Gender

The screenshot shows the 'STG SAMPLE - Club' Management Console with the 'Products' list. The 'Other Information' tab is selected. The 'Public Display' section has radio buttons for 'Yes' and 'No'. The 'Member Registration Only' section has radio buttons for 'Yes' and 'No'. The 'Featured Item' section has radio buttons for 'Yes' and 'No'. The 'Gender' section has radio buttons for 'Unisex', 'Male', 'Female', and 'Child'. The 'Unisex' option is selected. There are 'Save' and 'Cancel' buttons at the top and bottom of the form.

6. Click **Save**.

**Note:** Categorising your products by Gender will allow customers to search using the Gift Finder and find only products that are applicable for the person that they are buying for.

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