

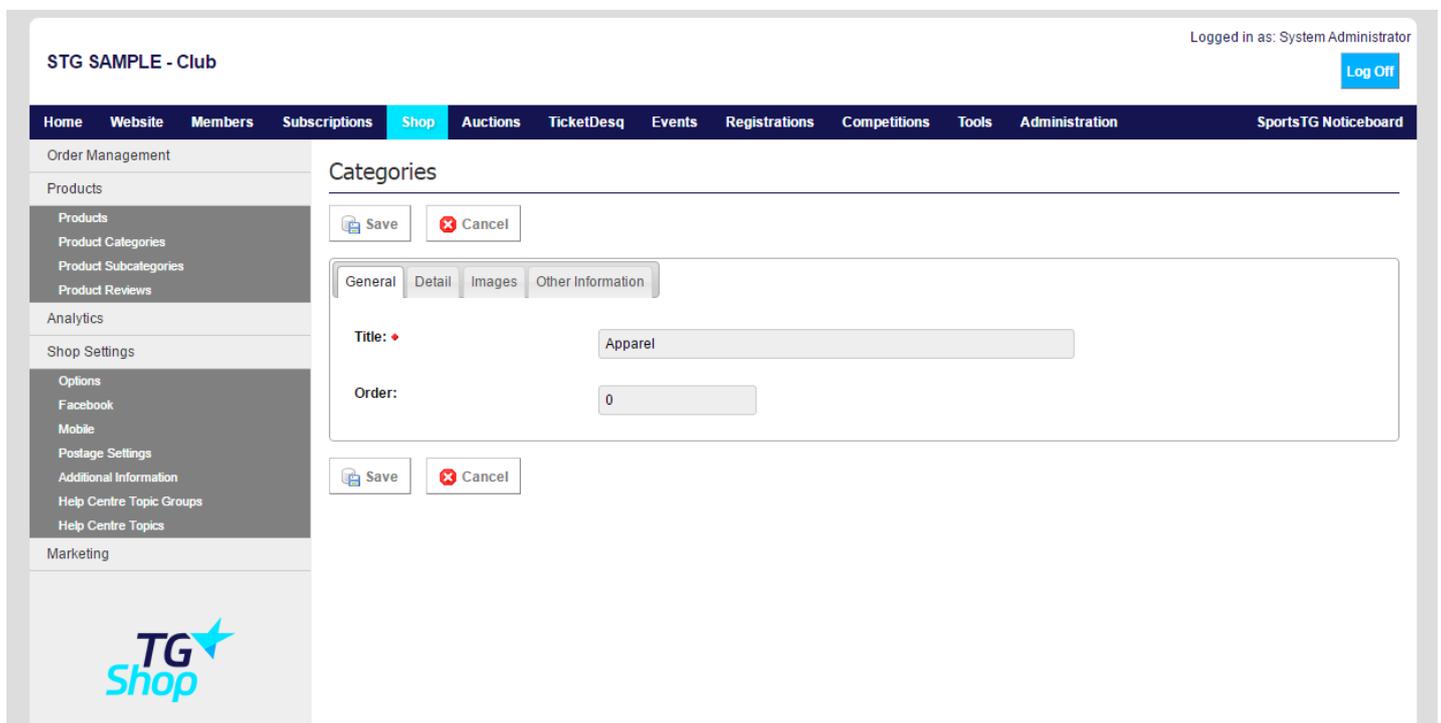
Editing a Product Category & Subcategory

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Quick Steps: Shop > Products > Product Categories or Product Subcategories

The details of categories and subcategories often change over time, and you can edit their information at any time through the Management Console.

1. Within the Management Console, select **Shop** from the top menu, then **Products** from the left menu.
2. Select **Product Categories** or **Product Subcategories** from the expanded left menu.
3. Click on **Edit** next to the Category or Subcategory that you wish to make changes to.



The screenshot displays 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 menu is expanded to 'Products', showing 'Product Categories' and 'Product Subcategories'. The main content area is titled 'Categories' and features a 'Save' button and a 'Cancel' button at the top. Below this, there are tabs for 'General', 'Detail', 'Images', and 'Other Information'. The 'General' tab is active, showing a 'Title' field with a dropdown arrow and a text input containing 'Apparel', and an 'Order' field with a text input containing '0'. At the bottom of the form, there are 'Save' and 'Cancel' buttons. The TG Shop logo is visible in the bottom left corner of the sidebar.

4. Once you have completed all relevant details for the product, click **Save**.

Note: Update the details and images for your Product Categories and Subcategories to allow you to promote different products at different times during the year.

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