

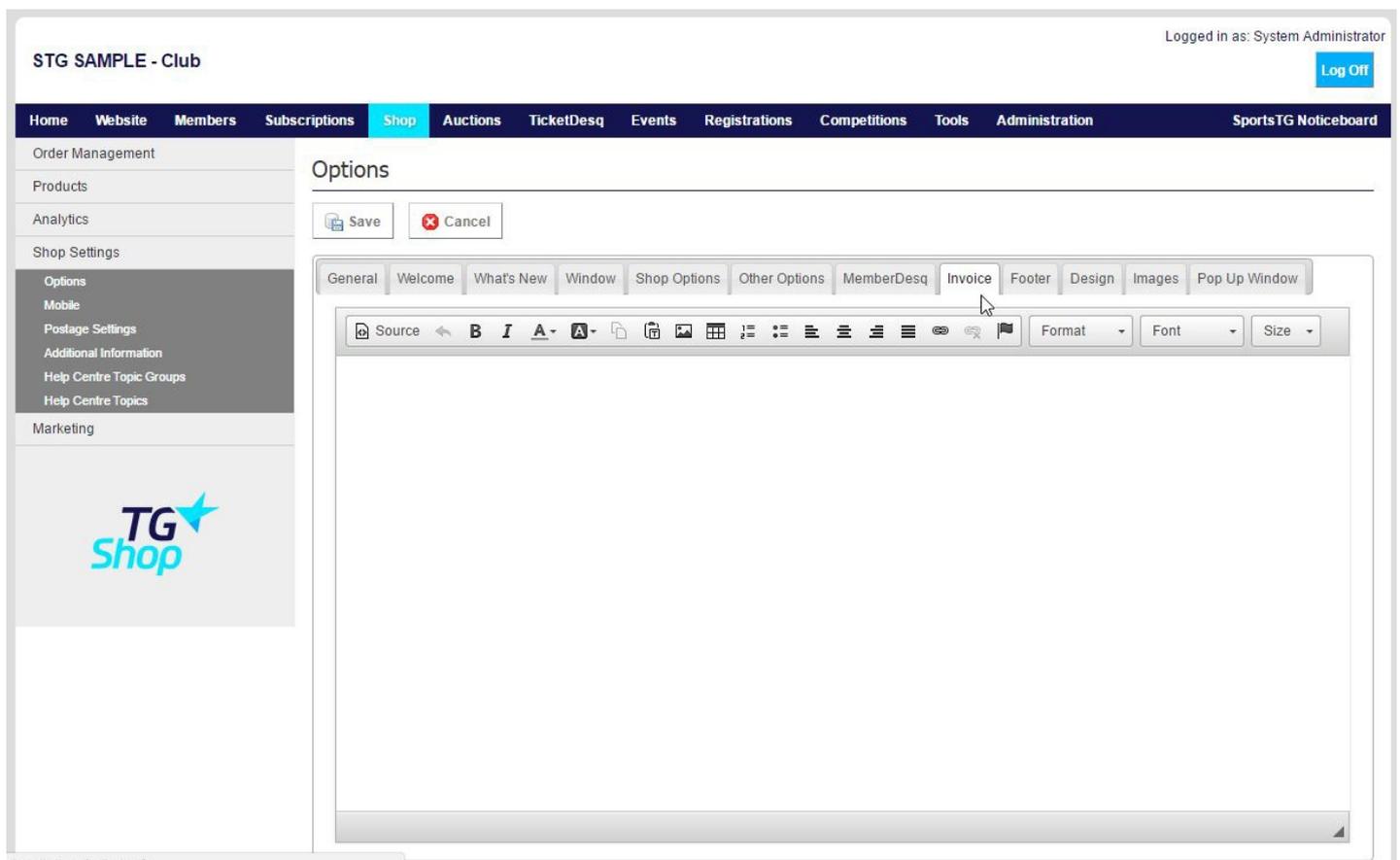
Customising Shop Receipts

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Quick Steps: Shop > Shop Settings > Options > Invoice

You are able to customise your Shop Receipt to include additional information outside of the standard receipt that will be sent to your customers. This can then be used to outline such information as: expected delivery times, contact details for enquiries, purchase pickup location (if applicable), and current or future promotions that you are running.

1. Within the Management Console, select **Shop** from the top menu, then **Shop Setting** from the left menu.
2. Select **Options** from the expanded left menu.
3. Click **Edit** then go to the **Invoice** tab.



The screenshot displays the Management Console interface for 'STG SAMPLE - Club'. 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 'Shop Settings' expanded, with 'Options' selected. The main content area is titled 'Options' and features a 'Save' button and a 'Cancel' button. Below these are several tabs: 'General', 'Welcome', 'What's New', 'Window', 'Shop Options', 'Other Options', 'MemberDesq', 'Invoice', 'Footer', 'Design', 'Images', and 'Pop Up Window'. The 'Invoice' tab is active, showing a rich text editor with a toolbar containing 'Source', 'B', 'I', 'A', 'A', 'Image', 'Table', 'List', 'Unlist', 'Link', 'Unlink', 'Format', 'Font', and 'Size' options. The editor area is currently blank.

4. Add any information or images that you would like to include in your customer's receipts.
5. Click **Save**.

Note: Updating your receipts regularly allows you to include information for current and future promotions, upcoming event days, as well as ensuring that all contact information is up to date.

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