

Merchandise Reporting

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Quick Steps: Go to Events > Select the Event > Merchandise > Settlements

1. Within the Management Console, select Events from the top menu, then select the event
2. Select **Merchandise** from the expanded left menu
3. Click **Settlements** at the top of the screen
4. To view the Buyers, click on the **Buyers** button next to the merchandise item, a list of buyers, the item and the amount they bought will display

Additional Information: These Settlement Amounts do not take into account any SportsTG Charge for each sale. Administrators should refer to the overall Event Settlement to view the total amount that has been settled to their organisation each week

When viewing a list of Merchandise Buyers, administrators can then pull an export of the buyers for that product as well as the amount of the item each buyer has purchased. This aids in fulfilling items to entrants on event day.

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