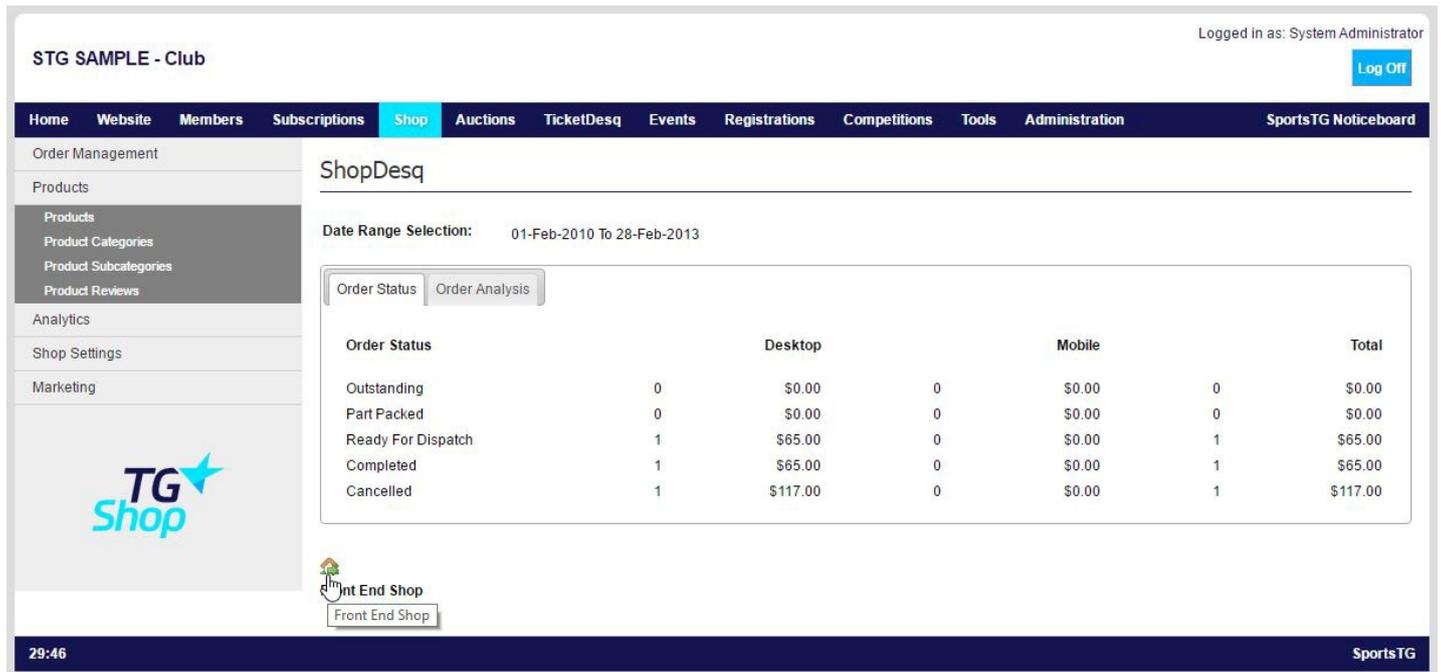


How Do I Test My Shop And Set It Live?

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When setting up your Shop in the SportsTG system, we recommend that before you set it to **Live**, that you process Test transactions to ensure that your system is set up exactly as you would like it to display to your customers.

To do so, go to **Shop** in the Console, and then click on the **Shop** button. This will take you to your Shop page.



The screenshot shows the SportsTG ShopDesq interface. The top navigation bar includes Home, Website, Members, Subscriptions, Shop, Auctions, TicketDesq, Events, Registrations, Competitions, Tools, Administration, and SportsTG Noticeboard. The left sidebar contains Order Management, Products, Analytics, Shop Settings, and Marketing. The main content area displays the ShopDesq page with a date range selection of 01-Feb-2010 To 28-Feb-2013. Below this, there are tabs for Order Status and Order Analysis. A table shows the following data:

Order Status		Desktop		Mobile		Total
Outstanding	0	\$0.00	0	\$0.00	0	\$0.00
Part Packed	0	\$0.00	0	\$0.00	0	\$0.00
Ready For Dispatch	1	\$65.00	0	\$0.00	1	\$65.00
Completed	1	\$65.00	0	\$0.00	1	\$65.00
Cancelled	1	\$117.00	0	\$0.00	1	\$117.00

At the bottom of the interface, there are buttons for 'Front End Shop' and 'Int End Shop'. The bottom status bar shows the time 29:46 and the SportsTG logo.

Once you get onto your Shop, go through and purchase items as if you were a customer of your organisation. You can use the Test Credit Card Details to complete payment.

Test Credit Card Details:

Card Number: 5555 5555 5555 44444

Card Expiry Date: Any date after today

Card Name: Any Name

CCV: 123

Once you have finished testing your Shop, you can now set the Credit Card Gateway to Live.

This can be done by going to **Shop** and then **Shop Options**.

Click on **Activate Credit Card Gateway**, this will give you a Confirmation message to confirm that you want to activate the gateway. Click on

Activate Gateway and this will switch your Portal to **Live**.

You can now use the Shop link on your Website to start selling products to customers online.

Please Note: All Test Transactions will be *removed* from the system when you switch your Credit Card Gateway to Live. You should not start entering actual Shop transactions into the system until *after* the system has been switched to Live.

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