

# Setting Up Products

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Quick Steps: Tools > Finder > Products

## National or State Level

1. Login to the console, and select **Tools**
2. From the left hand menu select **Finder**
3. Select **Products** from the expanded menu, and click **Add**
4. Select the **Product Group** from the drop down menu
5. Enter the **Title** and **Detail** about the product.

**Search** - can the prospective member search for a club based on this product

**Attach Subscriptions to Product** - are there particular subscription types associated to this product

**Order** - how this displays on the website

STG Sample - National Logged in as: System Administrator [Log Off](#)

Home Website Members Subscriptions Shop Registrations **Tools** Administration SportsTG Noticeboard

Documents  
Image Gallery  
User Defined Data  
Email Templates  
Email Databases  
Donations  
Reserved Seating  
Barcodes  
Themes  
Finder  
Profile  
Question Sections  
Questions  
Product Groups  
Products  
Appearance

### Products

**Product Group:**

**Title:**

**Detail:**

**Search:**  No  Yes

**Attach Subscriptions to Product:**  No  Yes

**Order:**

Current Image  New Image  Delete?  Upload

Click the 'Browse' button to upload a new image.

7. Click Save

## Club Level

1. Login to the console, and select **Tools**
2. From the left hand menu select **Finder**
3. Select **Products** from the expanded menu
4. Select the **Product Group** from the drop down menu
5. If your organisation has a linked Product, it will be displayed here

STG SAMPLE - Club

Logged in as: System Administrator

Return Log Off

Home Website Members Subscriptions Shop Auctions TicketDesq Events Registrations Competitions **Tools** Administration SportsTG Noticeboard

Documents

Image Gallery

User Defined Data

Email Templates

Email Databases

Donations

Reserved Seating

Barcodes

Themes

Finder

Profile

Answers

Products

### Products

Filter

Product Groups: All Product Groups

Records: 1-1 of 1

Title	Description	Edit
Gold Star Ratings		

Records: 1-1 of 1

25:54 SportsTG

6. Click on the **Edit** icon, and enter details about your product in this section. This will display on your website.

7. Click **Save**.

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