Art Encounters - Add Products
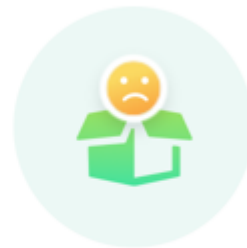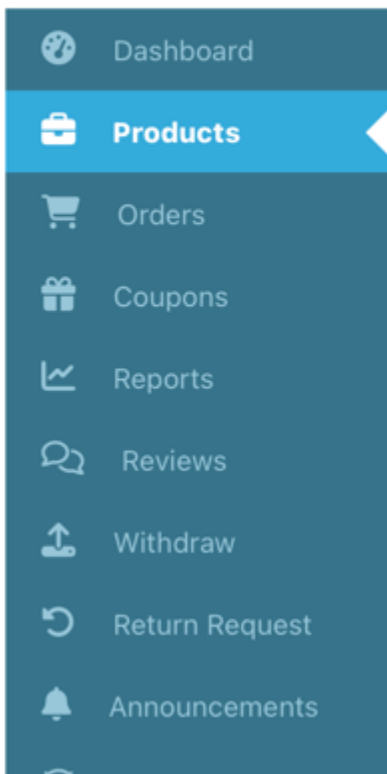
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Start a New Product

</td></tr>
</table>

Click on Add new product.

Dashboard

2 New Product Step 1

1. Add your product name (we recommend keeping this a simple product unless you are very familiar with the system)
2. If your product is a digital file, check Downloadable and Virtual.
3. Add the price you want to sell your product for.
4. If you want to add a "Sale" price or offer a discount to entice purchases, enter it here.
5. Add a product image by clicking here.
6. Choose your category.
7. Add Tags. You may add multiple tags to assist people in finding your product.
8. Add a Short Description of your product. We find that 1 sentence is perfect.

<table>
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3 New Product Step 2

1. Add a Longer Description here. You may add extra details like the medium and materials used in the item, other details, perhaps something about your inspiration for the project.
2. SKU for your record keeping purposes.
3. This must be checked or people will be able to order multiple copies of the same item. For digital products, this may be unchecked.
4. Enter the number of the item you have available to sell.
5. Low stock is for tracking purposes if you have an item with multiple copies and you are able to produce more as needed.
6. We suggest not allowing backorders unless you are familiar with the process and can stay on top of order management.

Description

Visual | Text

Paragraph ▼ | **B** | *I* | ≡ | ≡ | " | ≡ | ≡ | ≡ | 🔗 | ▦ | ✕ | ⌨

⚛ **Inventory** *Manage inventory for this product.* ▲

SKU (Stock Keeping Unit)

☑ Enable product stock management

Stock quantity

1

Low stock threshold

1

Allow Backorders

Do not allow

☐ Allow only one quantity of this product to be bought in a single order

Ø **Rank Math SEO** *Manage SEO for this product* ▲

4 New Product Step 3

1. Check this box if your product requires shipping and enter the information to help the site calculate shipping costs effectively.
2. Shipping Class should NOT be used.
3. Generally we recommend keeping items taxable.
4. If you have other similar products or "bundles" you would want to sell, you can add them here.
5. Attributes will NOT be used normally.

🚚 Shipping and Tax *Manage shipping and tax for this product*

1 ☑ This product requires shipping

| weight (lbs) | length (in) | width (in) | height (in) |

Shipping Class

2 No shipping class ($0)

Shipping classes are used by certain shipping methods to group similar products. Before adding a product, please configure the shipping settings

Tax Status   Tax Class

3 Taxable   Standard

🔗 Linked Products *Set your linked products for upsell and cross-sells*

Upsells ❓   Cross-sells ❓

4 Search for a product...   Search for a product...

📋 Attribute *Manage attributes for this simple product.*

5 Custom Attribute   Add attribute   Save attribute

5   New Product Final Step

1. You may put in custom RMA options. We generally recommend "All Sales Final" unless you want to offer returns and refunds.
2. These options should be "Online" and "Visible" to ensure your item appears on the store and in search results.
3. You may add a note to the buyer once they purchase like your contact email, shipping time frame, or other details.
4. Product Reviews may only be useful for Digital products or items with multiple copies.
5. Click Save Product and your item is on sale!!

⟲ **RMA Options** *Set your return and warranty settings for override global settings*   ▲

1   ☐ Override your default RMA settings for this product

⚙ **Other Options** *Set your extra product options*   ▲

Product Status   **Visibility**

2   Online   ⇕   Visible   ⇕

Purchase Note

3   Customer will get this info in their order email

4   ☑ Enable product reviews

5   Save Product

6 Success!

Your product is online.
Click either "View Product" button to see your product online in order to proofread it.

7 Indiviudal Listing

Each item has it's own page and link.
You can also see a link for your store.
Customers may rate you as a seller/artist.
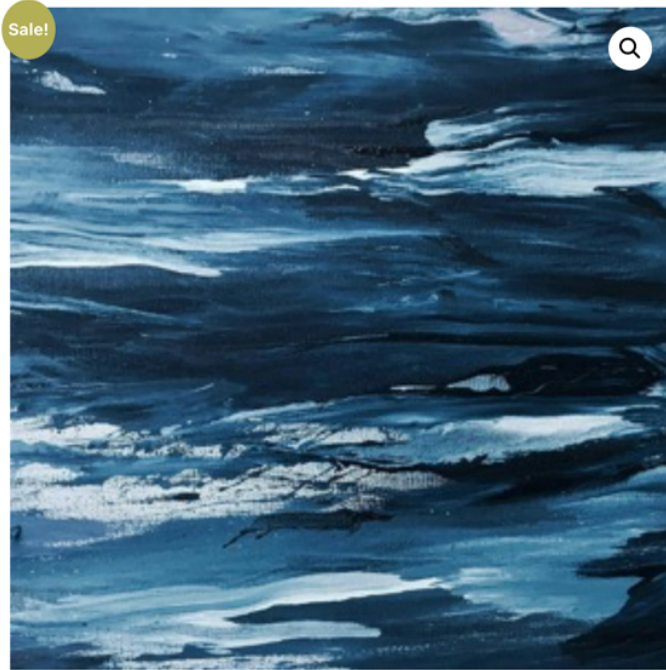
My Great Painting

~~$20.00~~ **$10.00**

A calm soothing painting of water. Let your cares drift away as you enjoy this piece.

SKU: water001 Category: Painting Tag: water

johnsart
☆☆☆☆☆

⚑ Report Abuse

8   Sitewide availability

You item will appear in search results as people search for you, your items, or related topics.
Your item may appear in Featured sections of the website, Featured Artists, or other places.

Featured Artwork for Sale

My Great Painting

$20.00 **$10.00**

Read more

Rising Bride

$500.00 **$450.00**

Add to cart

Campsite

$100.00 **$80.00**

Add to cart