How to add a new storefront in PA Exchange
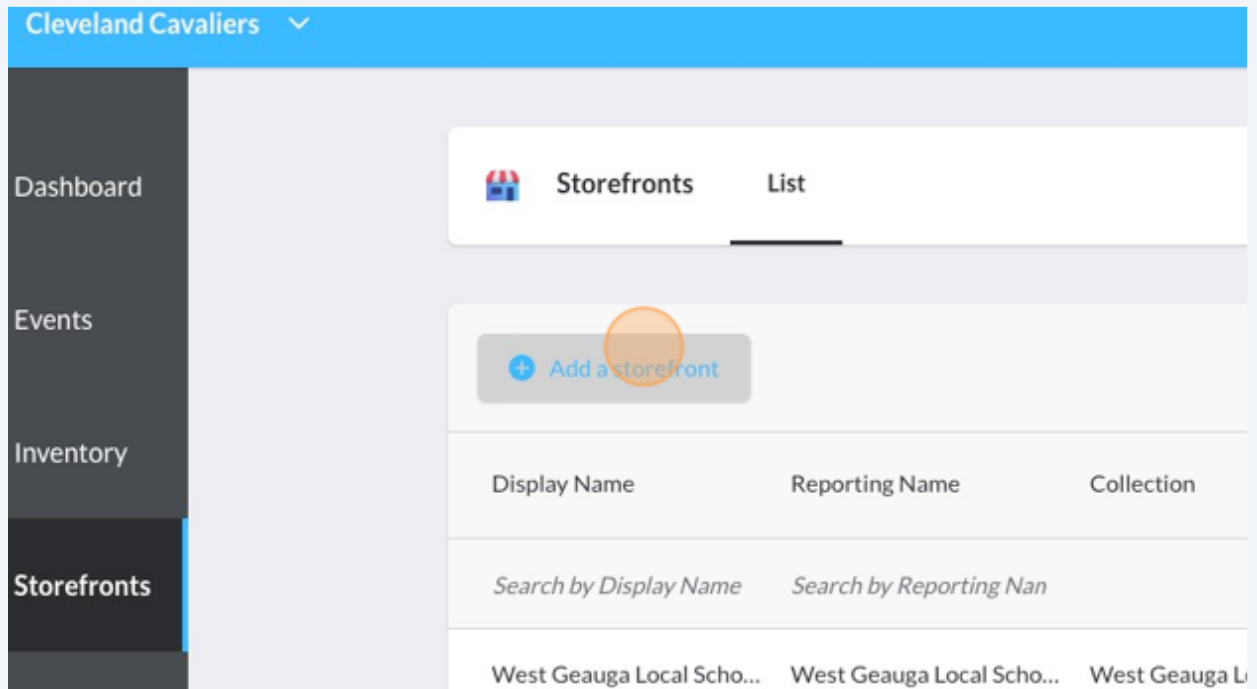
Scribe

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1   Navigate to pa.exchange/admin/3838ea2a-255d-11ec-9a7b-ebcba...
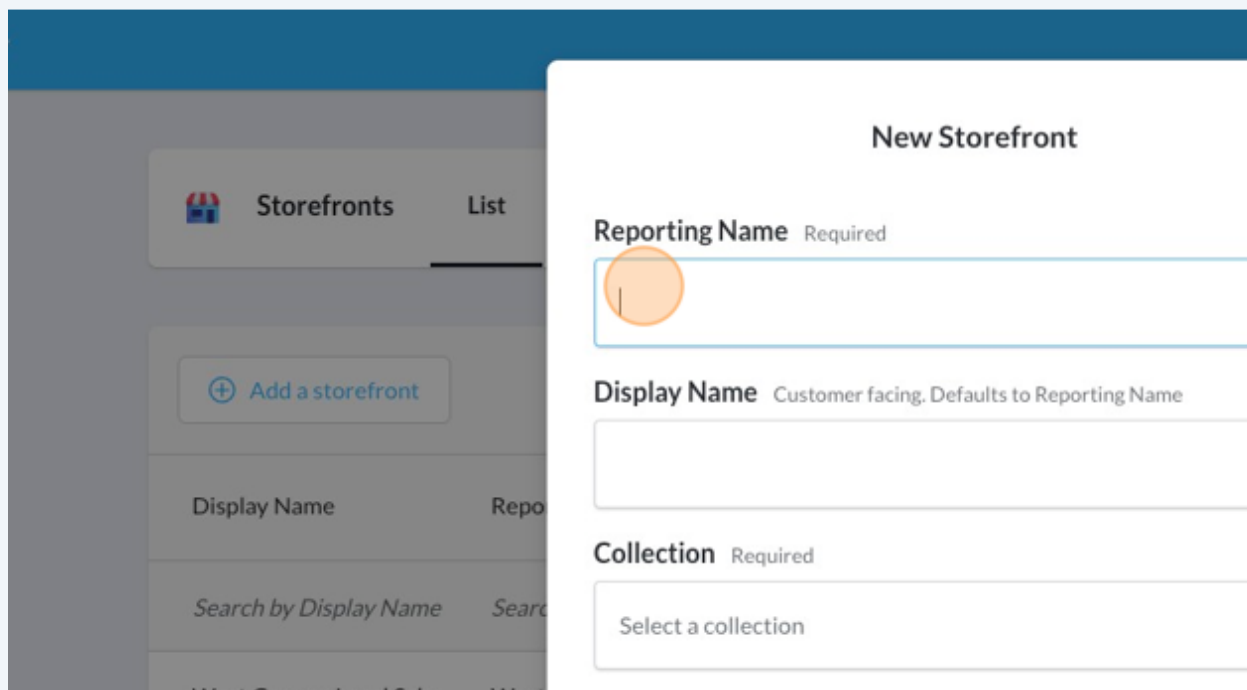
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2   Click "Storefronts"

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3 Click "Add a storefront"

4 Click the "Reporting Name" field and fill this in. This is internal only.

5 Fill in the "Display Name" - This is customer facing!

6 Click "Collection" to select the ticket collection you'd like to associate to the storefront.

7 Select the collection

Collection Name	Note
Search by Collection Name	
Demo 2	–
[1 game, upper bowl only]	–
Genoa Christian Academy	–
Akron Sales Program	–
[1 game, 1 Section]	–

Storefronts

Add a storefront

Display Name

Search by Display Name

West Geauga Local Scho...

Senior Night Class of 2023

8 Click "SAVE"

Sarah Test

Collection Required

Demo 2

SAVE

CANCEL
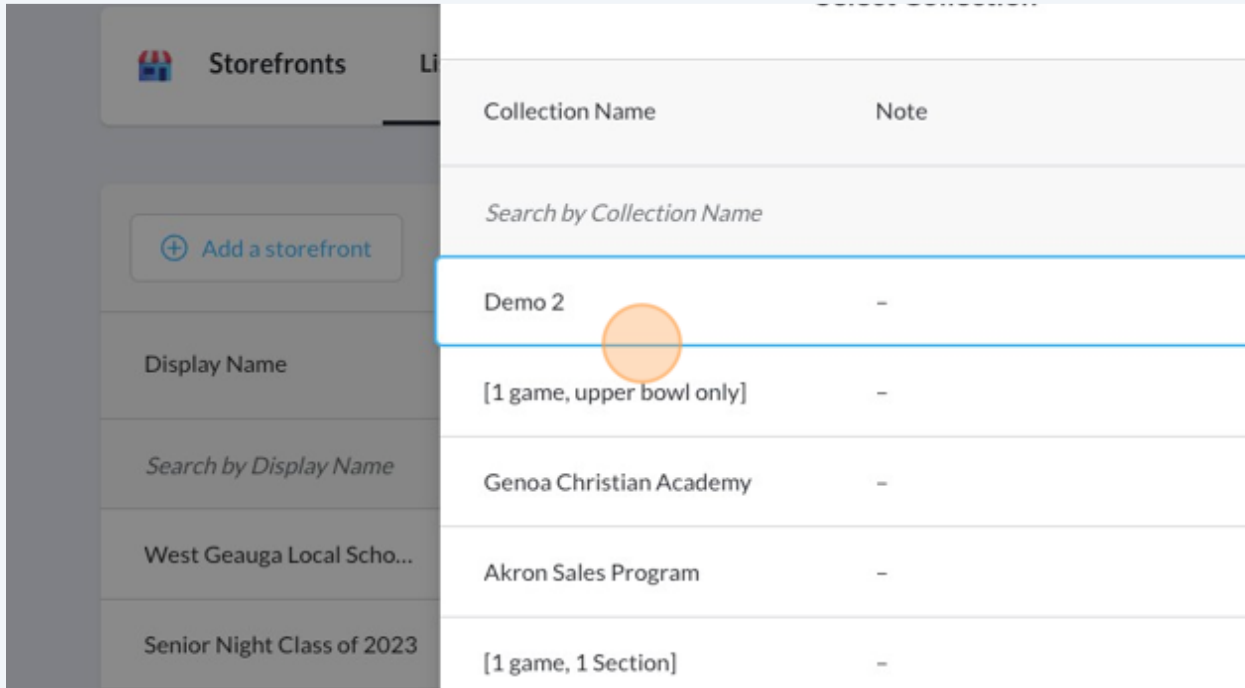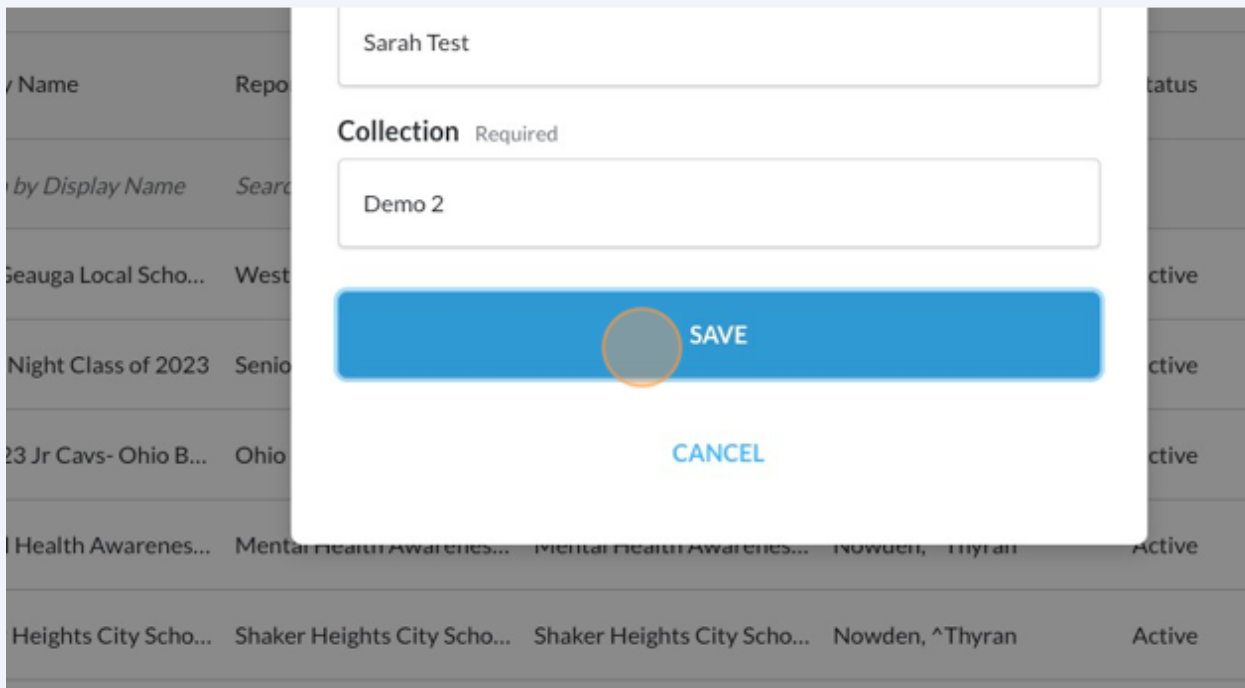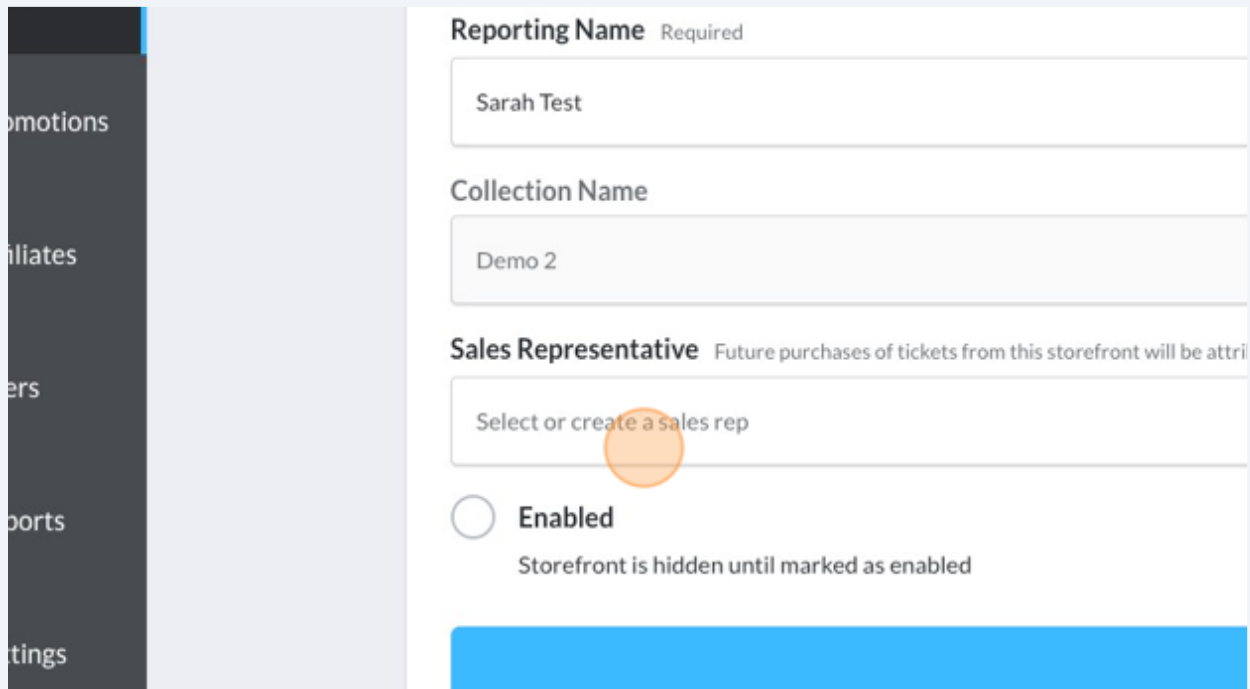
9 Click "Select or create a sales rep" to tie a sales rep to the storefront - this is optional

Reporting Name Required

Sarah Test

Collection Name

Demo 2

Sales Representative Future purchases of tickets from this storefront will be attri
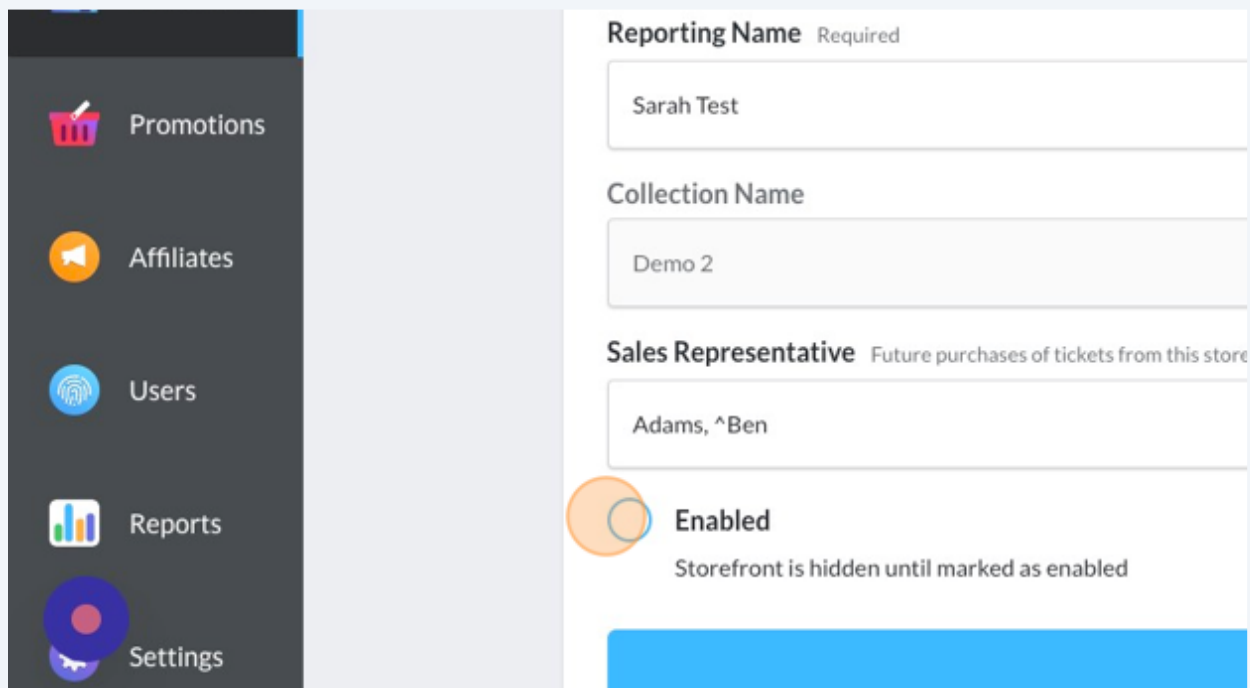
Select or create a sales rep

◯ **Enabled**

Storefront is hidden until marked as enabled

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10 Click enable

🛒 Promotions

📣 Affiliates

👆 Users

📊 Reports

⚙ Settings

Reporting Name Required

Sarah Test

Collection Name

Demo 2

Sales Representative Future purchases of tickets from this store

Adams, ^Ben

◯ **Enabled**

Storefront is hidden until marked as enabled

11 Click "SAVE"

Sales Representative Future purchases of tickets from this storefront will be attributed to this sales rep

Adams, ^Ben

✓ **Enabled**
Storefront is hidden until marked as enabled

Enabling this Storefront will make all associated inventory available for purchase

SAVE

Delete Storefront
Deleting will put up an out of inventory message and prevent additional sales. Existing orders will not be affected.

12 Next, head to the "Branding" tab

and Cavaliers ⌄

bard

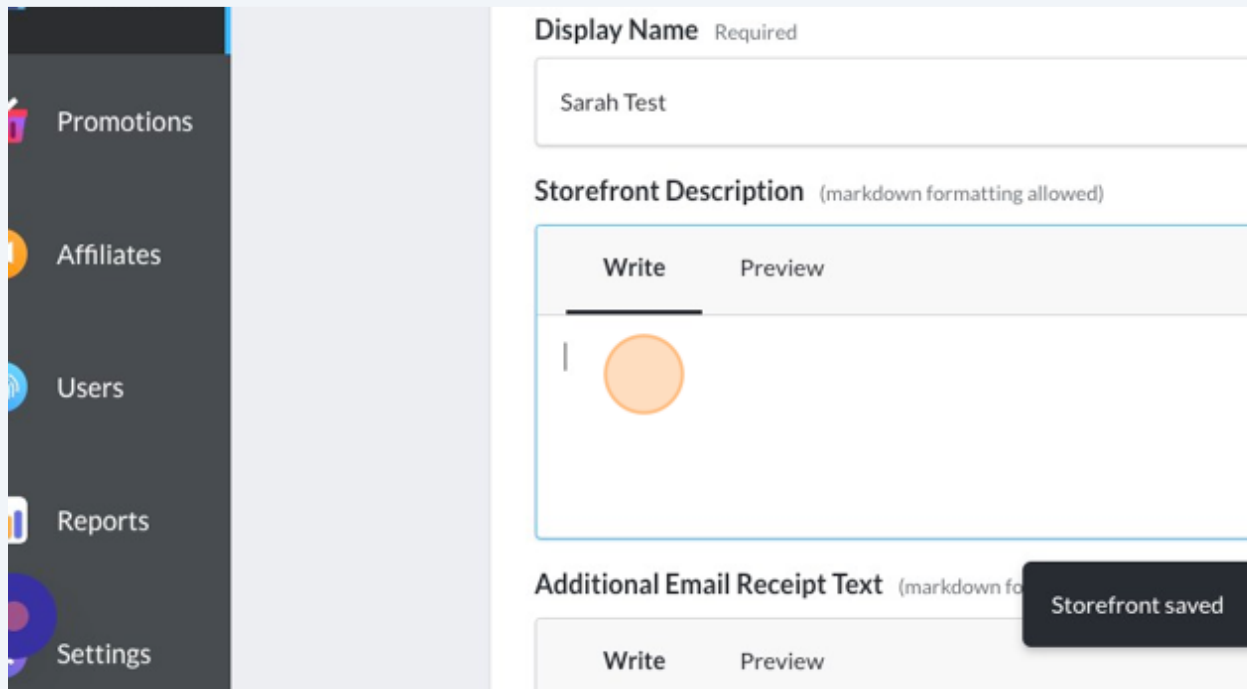🏪 Sarah Test

Details   Branding   Access   Insights

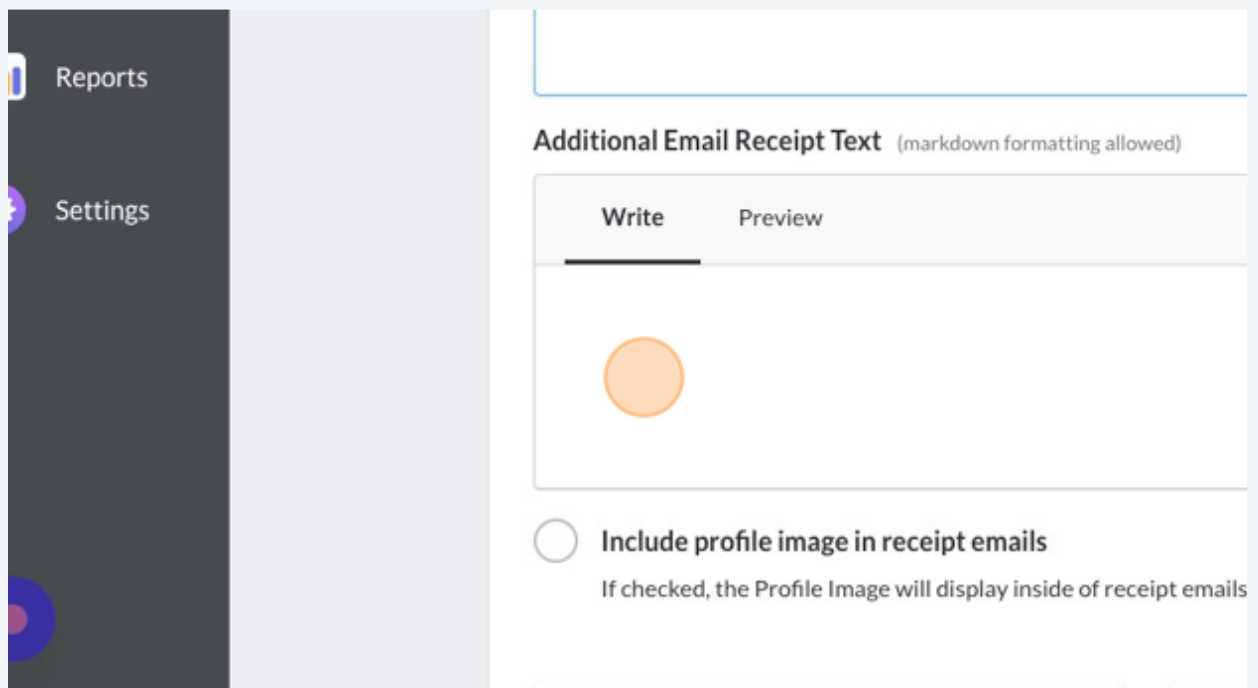⬀ Visit storefront   ⬀ Conditions   📣 Promote storefront

Reporting Name Required

13 Click the "Storefront Description" field to add a customer facing description

Promotions

Affiliates

Users

Reports

Settings

Display Name Required

Sarah Test

Storefront Description (markdown formatting allowed)

| Write | Preview |

Additional Email Receipt Text (markdown fo

Storefront saved

Write   Preview

14 Click the "Additional Email Receipt Text" field to add custom text to the confirmation emails, only for this storefront. This is optional.

Reports

Settings

Additional Email Receipt Text (markdown formatting allowed)

| Write | Preview |

Include profile image in receipt emails

If checked, the Profile Image will display inside of receipt emails

15 Click Include Profile Image in Receipt Emails if you want to show the profile image in the purchase confirmation emails. (this is a great way to include the group logo)
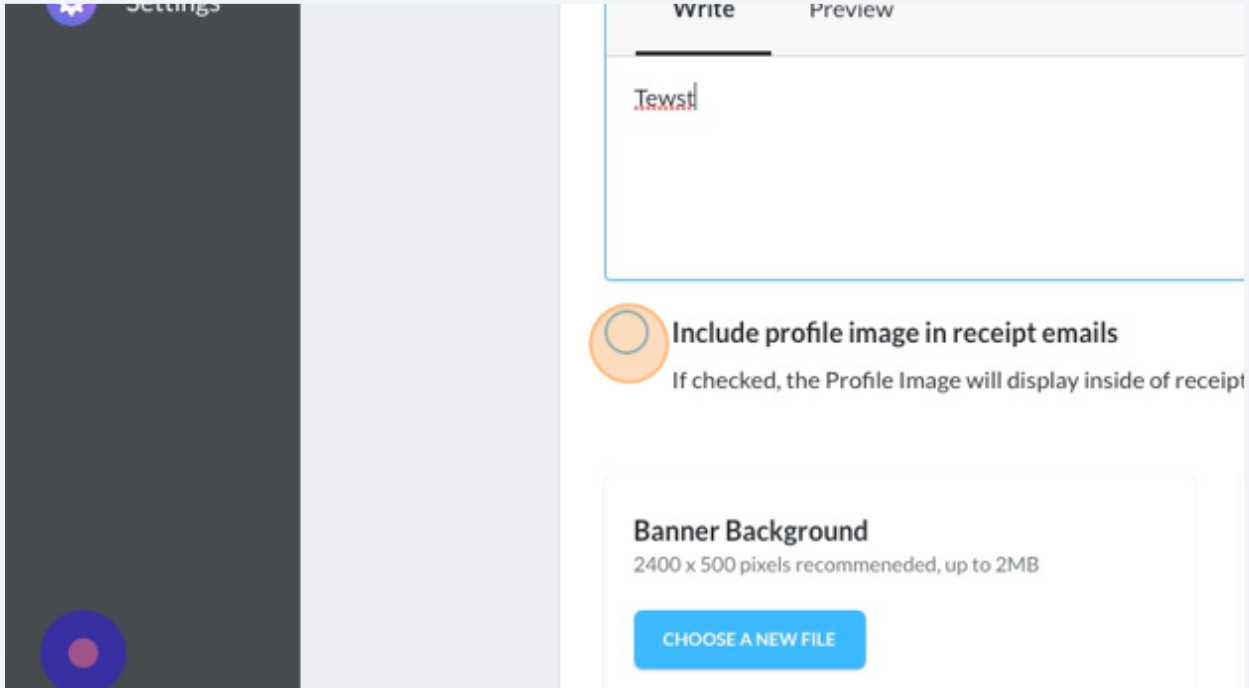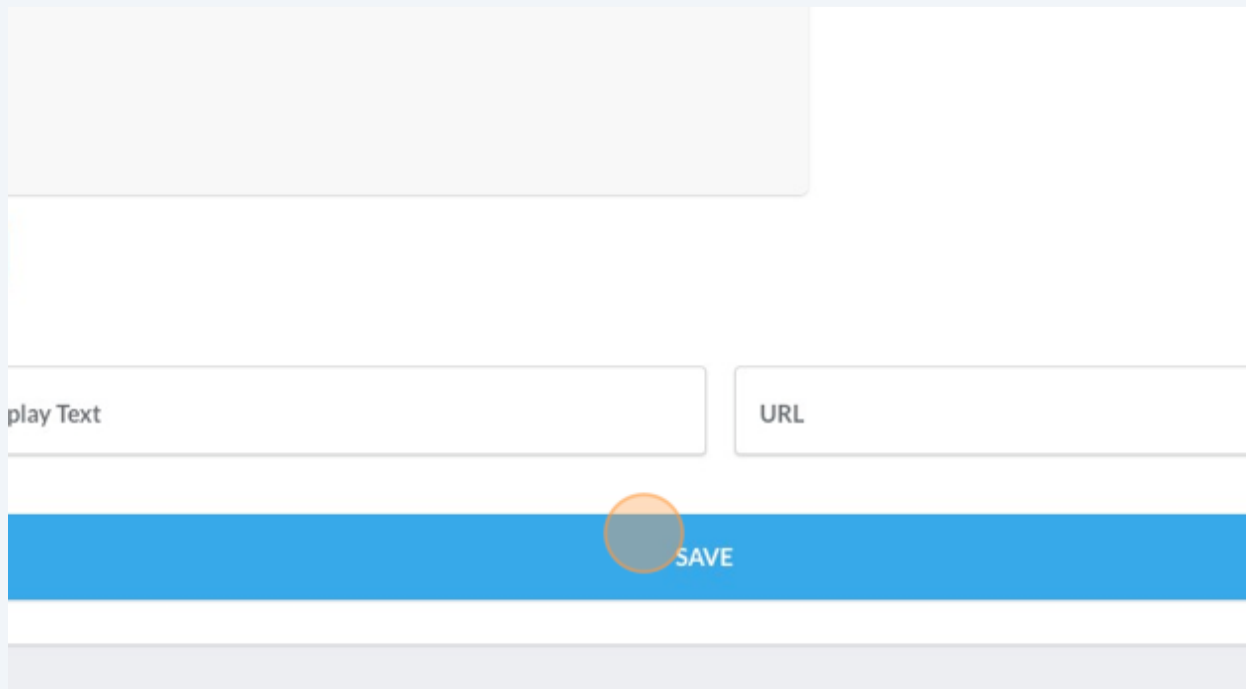

16 Click "CHOOSE A NEW FILE" on the Banner Background, Banner Logo, and Profile Image to upload your images. You can easily preview the images below!
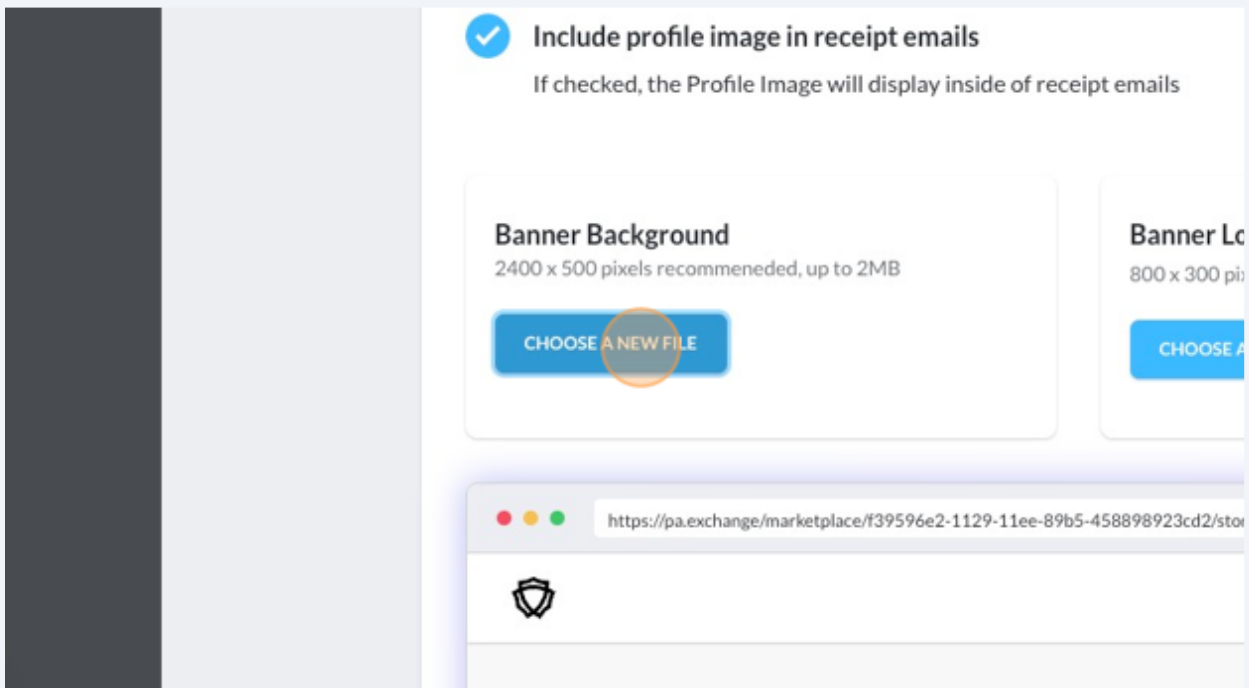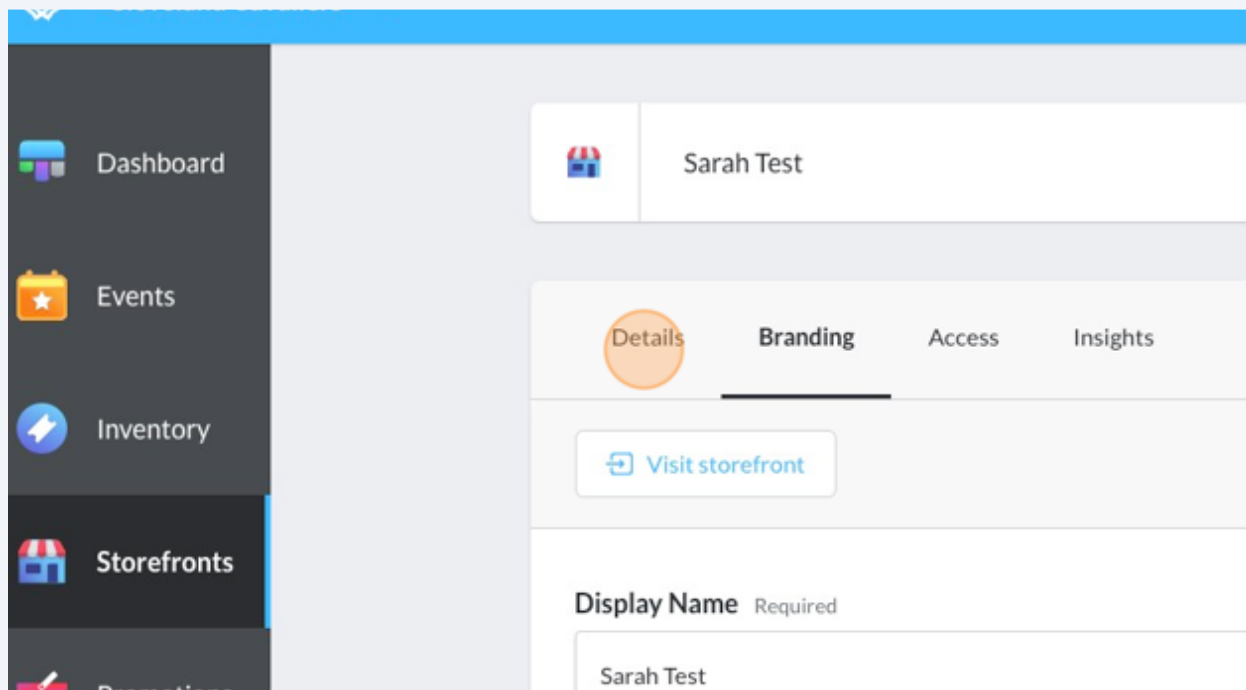
17 Click "SAVE" at the bottom to save your branding updates!

play Text

URL

SAVE

18 To head to your storefront, Click "Details" then "Visit Storefront"

Dashboard

Events

Inventory

Storefronts

Promotions

🏪 Sarah Test

Details   **Branding**   Access   Insights

⮐ Visit storefront

Display Name Required

Sarah Test

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ashboard

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ventory

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🏪 Sarah Test

Details   Branding   Access   Insights

⤵ Visit storefront   ⤵ Conditions   ◉ Promote storefro

Reporting Name Required

Sarah Test

Collection Name